

Faculty: View My Class Roster

Important information regarding student email accounts:

The University is migrating all student email accounts to Google Mail. Effective September 30, 2009 all student email accounts will be transferred to Google Mail. The University will continue to automatically forward mail sent to the old address until Nov 2, 2009. After Nov 2, 2009 the forwarding service will be discontinued.

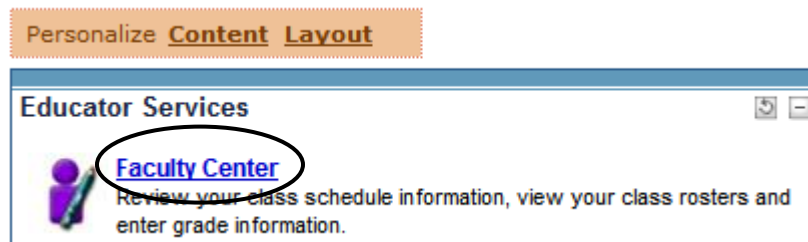
Therefore, if you have downloaded student email addresses, ***be sure to re-download the addresses after Sept 30*** in order to obtain the updated Google Mail accounts. Keep in mind that if an old address is used after Nov 2 the email will **NOT** be delivered to the student.

Instructions:


1. Log in to ZipLine with your Uanet ID and password:



2. Click the **Faculty Center** link located on the **Faculty/Staff** tab.



Instructions:

3. The Teaching Schedule is displayed.
4. To view a different term, click the **Change Term** button.
5. Click the Class Roster  icon *next to the desired course* to view the roster for that specific course.

[faculty center](#)
[class search](#)
[browse catalog](#)
[faculty search](#)

Faculty Center



[My Exam Schedule](#)
[Athletic Academic Progress Grade Rosters](#)

2009 Fall | The University of Akron
 change term

Select display option: Show All Classes Show Enrolled Classes Only

 Class Roster
  Grade Roster
  Learning Management

My Teaching Schedule > 2009 Fall > The University of Akron

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 1100 103-002 (70982)	Natural Science: Biology (Lecture)	39	MoWeFr 9:55AM - 10:45AM	Auburn Sci 120	Aug 24, 2009- Dec 6, 2009
 1100 103-012 (70988)	Natural Science: Biology (Laboratory)	33	Mo 2:15PM - 4:10PM	Schrank N 251	Aug 24, 2009- Dec 6, 2009

[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > 2009 Fall > The University of Akron

You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#)
[Class Search](#)
[Browse Catalog](#)
[Faculty Search](#)

6. The Class Roster is displayed.

7. Beginning with the fall 2009 semester, class rosters have student photo functionality. If a photo has not been loaded for a student a message will indicate “No Photo on File” in place of the photo. Students without photos should be instructed to go to the ZipCard office to have one taken. Please read and follow this important guideline when accessing student photos:

Even though photos are defined as directory information at The University of Akron, the class roster may contain photos for students that have a FERPA restriction. Use photos to support your teaching (e.g. confirm attendance, match names and faces, etc.) but remember these photos are part of a student’s record and must remain confidential at all times. They are for the sole use of the instructor and not for public display. The photos are not to be shared with others in any format, including members of the class. Do not post these photos on your blog, public web site, or even a secure learning management system. Downloaded photos, as with all student information, must be stored in a secured location that is not accessible to unauthorized persons. If you choose to print your photo rosters, make sure you keep them in a secure location and that you shred all paper copies when you no longer need them.



8. There are two options available related to viewing student photos: **Link to Photos** and **Include photos in list**.
 - a. Select the option “**Link to Photos**” to have a photo icon appear next to each student’s emplid. Clicking the photo icon will display that student’s photo.

*Enrollment Status Enrolled change

Enrollment Capacity 20 Enrolled 3

[View FERPA Statement](#)

Select display option: **Link to Photos** Include photos in list

Enrolled Students		Customize Find							First	1-3 of 3	Last
	Notify	Photo	ID	Name	Grade Basis	Status	Units	Program and Plan	Level	Email Address	
1	<input type="checkbox"/>		122	Student, Joseph P	ABC/NC	Enrolled	4.00	Business Undergraduates - Accounting	Freshman	@uakron.edu	
2	<input type="checkbox"/>		228	Student, John	ABC/NC	Enrolled	4.00	University College Undergrad - Mechanical Polymer Engineering	Freshman	@uakron.edu	
3	<input type="checkbox"/>		221	Student, Zippy	ABC/NC	Enrolled	4.00	Engineering undergraduate - Mechanical Engineering	Freshman	@uakron.edu	


Click the photo icon to view the photo for that student.

- b. Select the option “**Include photos in list**” to display the photo for the first student listed on the class roster.

Use the navigation bar **Find | View All** First ◀ 1 of 3 ▶ Last to scroll through the records one at a time. Click “**View All**” to see all students in the class, with their associated photo, on one page.

Select display option: Link to Photos **Include photos in list**

Find | View All First ◀ 1 of 3 ▶ Last




	<input type="checkbox"/> Notify		
	ID	122	
	Name	Student, Joeseeph P	
	Grade Basis	ABC/NC	
	Units Taken	4.00	
	Program & Plan	Business Undergraduates - Accounting	
	Level	Freshman	
Status	Enrolled	Status Note	

NOTIFY SELECTED STUDENTS NOTIFY LISTED STUDENTS PRINTER FRIENDLY VERSION

9. If you wish to print your class roster with the photos included, follow these steps:
 - a. Select the option “**Include photos in list**”
 - b. Click **View All** in the navigation header.
 - c. Print using the browser’s print function.

Select display option: Link to Photos **Include photos in list**

Find | View All First ◀ 1-3 of 3 ▶ Last

	<input type="checkbox"/> Notify	ID: 122	Name: Student, Joeseeph P	Grade Basis: ABC/NC	Units Taken: 4.00	Program & Plan: Business Undergraduates - Accounting	Level: Freshman	Status: Enrolled	Status Note
	<input type="checkbox"/> Notify	ID: 221	Name: Student, John	Grade Basis: ABC/NC	Units Taken: 4.00	Program & Plan: University College Undergrad - Mechanical Polymer Engineering	Level: Freshman	Status: Enrolled	Status Note
	<input type="checkbox"/> Notify	ID: 22:	Name: Student, Zippy	Grade Basis: ABC/NC	Units Taken: 4.00	Program & Plan: Engineering undergraduate - Mechanical Engineering	Level: Freshman	Status: Enrolled	Status Note

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10. To send an email to all students click the **Notify Listed Students** button.
 11. To send an email to a select group of students, click the checkbox in the **Notify** column of those students you wish to send an email and then click the **Notify Selected Students** button.
 12. To email an individual student, click on the student's name.
-
13. To print the roster, click the **Printer Friendly Version** button at the bottom of the roster.
 14. Once the page returns, use the browser's Print function to print the page.

3	<input type="checkbox"/>		221	Student.Zippy	ABC/NC	Enrolled	4.00	Engineering undergraduate - Mechanical Engineering	Freshman	3@uakron.edu
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NOTIFY SELECTED STUDENTS

NOTIFY LISTED STUDENTS

PRINTER FRIENDLY VERSION

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15. To view information on FERPA, click the **View FERPA Statement** link on the Class Roster page. The following information is found on this page.
 16. Click the **Return** button to return to the class roster.

Faculty Center

FERPA Message for Instructor/Advisor

FERPA Restrictions


Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

[U.S. Department of Education Family Educational Rights and Privacy Act \(FERPA\)](#)

Return



17. To download the class roster information click the Download  icon located in the class roster table heading. **NOTE: You must have the option “Link to Photos” selected in order for the Download icon to be visible.**

NOTE: In order to use this tool successfully, you will need to configure Internet Explorer to open the files in Excel rather than in an Internet Explorer window. You will also have to configure the pop-up blocker to allow pop-ups from The University’s web site.

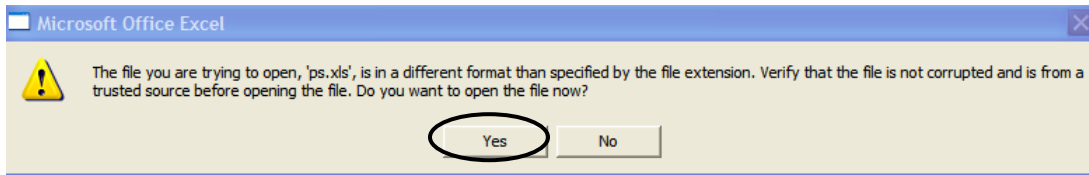
Instructions on configuring these settings are found at the end of this document.

Select display option: **Link to Photos** Include photos in list

Download icon

Enrolled Students										
Notify	Photo	ID	Name	Grade Basis	Status	Units	Program and Plan	Level	Email Address	
<input type="checkbox"/>		122	Student, Joseph P	ABC/NC	Enrolled	4.00	Business Undergraduates - Accounting	Freshman	@uakron.edu	
<input type="checkbox"/>		228	Student, John	ABC/NC	Enrolled	4.00	University College Undergrad - Mechanical Polymer Engineering	Freshman	@uakron.edu	
<input type="checkbox"/>		221	Student, Zippy	ABC/NC	Enrolled	4.00	Engineering undergraduate - Mechanical Engineering	Freshman	@uakron.edu	

18. You may receive the following message – click **Yes**.



19. The file opens in Microsoft Excel. Save the file – be sure to give the file a meaningful name and save it to a folder you can easily locate.

20. Close the file and exit Excel when you are finished. **Note: Student photos will NOT be downloaded into Excel.**

	A	B	C	D	E	F	G	H	I	J
1	Notify	Photo	ID	Name	Grade Basis	Status	Units	Program and Plan	Level	Email Address
2		Photo	122	Student, Joseph P	ABC/NC	Enrolled	4	Business Undergraduates - Accounting	Freshman	@uakron.edu
3		Photo	228	Student, John	ABC/NC	Enrolled	4	University College Undergrad - Mechanical Polymer Engineering	Freshman	@uakron.edu
4		Photo	221	Student, Zippy	ABC/NC	Enrolled	4	Engineering undergraduate - Mechanical Engineering	Freshman	@uakron.edu
5										

Configure for Excel Files



Note: This procedure may need to be redone after certain Windows Updates. Also, this procedure can be used regardless of what version of Office you are running (Office 2003 or Office 2007, see notes for 2007.)

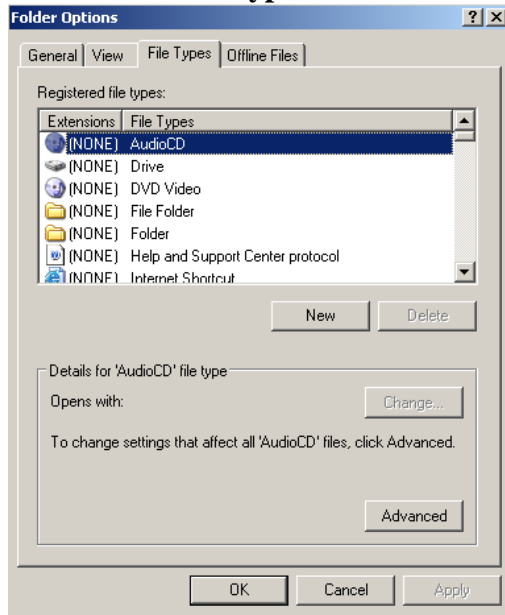
Steps

1. Double click on the **My Computer** icon on the desktop.



2. From the menu, select **Tools, Folder Options**.

3. Click on the **File Types** tab.



4. In the Registered file types list, scroll to locate and select **XLS- Microsoft Office Excel 97-2003 Worksheet**. It will be near the bottom of the list.

5. Click on the **Advanced** button.

Clear the checkboxes for **Browse in same window** (or Open Web documents in place) and **Confirm open after download**.

6. Click on the **OK** button.


Steps

7. Complete Steps 4-6 for the following file types:

- XLA
- XLB
- CSV



Note: If you are using Office 2007, you need to follow the Step 4-6 for the following file types as well: **XLSX** and **XLAM**.

8. In the My Computer Window, click on the **Close**  button.

Configure Pop-up Blocker

Most computers on campus are set up to block pop-up windows from appearing and this can interfere with your ability to work with many PeopleSoft pages and reports because PeopleSoft uses pop-ups to present information. Therefore, you will need to adjust the setting for the Pop-up Blocker in Internet Explorer so that you can use PeopleSoft without having pages blocked.

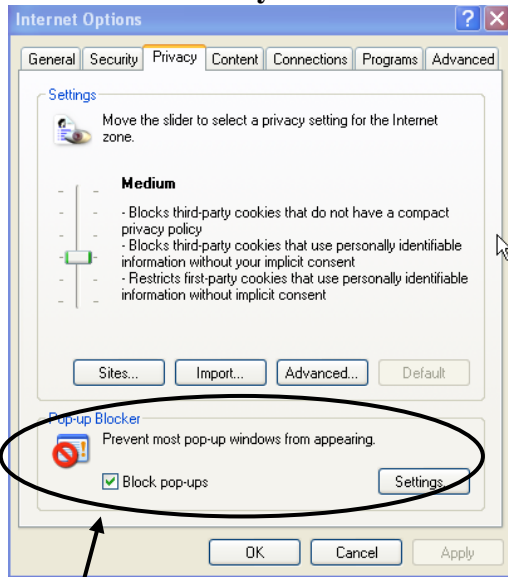
Steps

1. From within Internet Explorer select **Tools, Internet Options**.



Note: If you are using Internet Explorer 7, you can click on the **Tools** icon and then select Internet Options. To identify what version of Internet Explorer you are running, go to Internet Explorer and click on the **Help** menu and then **About Internet Explorer**. A box will display and will notify you as to the current version of Internet Explorer.

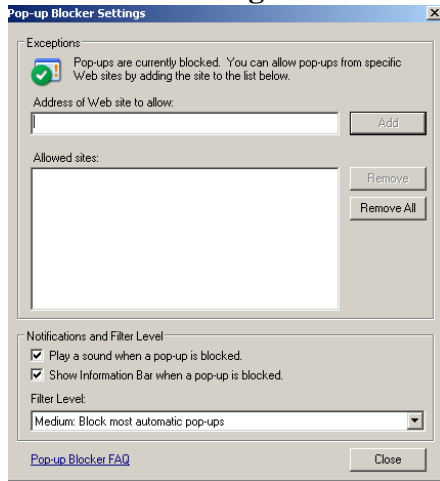
2. Click on the **Privacy** tab.



The **Block pop-ups** option should be selected.

Steps

3. Click on the **Settings** button.

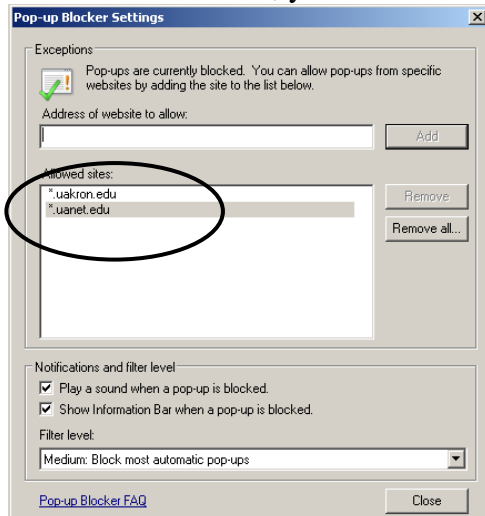


4. In the **Address of Web site to allow** field, enter:
uakron.edu

5. Click on the **Add** button.

6. Enter **uanet.edu** in the **Address of Web site to allow** field and click on the **Add** button.

7. Under **Allowed Sites**, you should see ***.uakron.edu** and ***uanet.edu**.



8. Verify that the checkbox for **Show Information Bar when a pop-up is blocked** is selected.

9. Click on the **Close** button. Click on the **OK** button.

For questions regarding registration and enrollment, please e-mail the Registrar's Office at:
registrar@uakron.edu