**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 [My Akron](https://myakron.akron.edu) with your Uanet ID and password:

   ![University of Akron Login](image)

   University of Akron Login
   Authentication is required to access My Akron.

   - Uanet ID:
   - Password:
   - Login

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

   ![Educator Services](image)

   Educator Services
   Renew your class schedule information, view your class rosters and enter grade information.
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.

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 website, 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.

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 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.

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.
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.

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.

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**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.

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**U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)**

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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.

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.
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`