Accessing All Class Rosters

Step 1 – Sign In

- Faculty:
  - Go to [https://my.ucsc.edu](https://my.ucsc.edu).
  - Click **Main Menu**.
  - Click the **Faculty Center** folder.
  - Choose **Search All Class Rosters**.

- Staff using the portal:
  - Go to [https://my.ucsc.edu](https://my.ucsc.edu).
  - In the One-Click Curriculum pagelet, choose **All Class Rosters**.

- Staff using AIS:
  - Go to [https://ais-cs.ucsc.edu](https://ais-cs.ucsc.edu).
  - Click **Main Menu**.
  - Choose **Curriculum Management**.
  - Choose **Class Roster**, and choose **Class Roster** again.

This page appears:

![Class Roster Search Form](image-url)
Step 2 – Enter the criteria for the class you want

- In the **Academic Institution** field, type UCSCM.
- In the **Term** field, enter the code for the term you want to search. If you are not sure of the term code, click the magnifying glass to the right of the field. The **Look Up Term** page appears.

```
Look Up Term

<table>
<thead>
<tr>
<th>Term:</th>
<th>begins with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>begins with</td>
</tr>
<tr>
<td>Short Description:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Look Up  Clear  Cancel  Basic Lookup
```

- In the **Description** field, enter the year of the term you want to access (e.g., 2009), then click the **Look Up** button. All the terms for that year appear.

```
Look Up Term

<table>
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</tr>
</tbody>
</table>

Look Up  Clear  Cancel  Basic Lookup
```

- In the list, click the term that you want. You are returned to the Class Roster search page, and the term value you selected is entered in the field automatically.
• Enter the **Subject Area**, **Catalog Nbr** (number), and **Class Section** of the class you wish to access. If you do not know all of the information, enter as much as you know.

Step 3 – Run the Search

• Click **Search**.
  If you have entered sufficient information to identify a unique class section, the roster for that class appears (see next page).
  If you have not entered sufficient information to identify a specific class, you may see a list of classes that match the criteria you entered.

• Click the class section you want and the roster appears (see next page).
The All Class Rosters page functions the same way as the Class Roster in the Faculty Center.

- To display enrolled or dropped students, use the *Enrollment Status menu.
- To download the roster to Excel, click on the Excel icon. Note that your browser's pop-up blocker must be off.

**Note:** Grading Basis is displayed as **Non-Graded** on all enrollments in the secondary sections.