

Using My Class Roster

1) Sign in to my.ucsc.edu

2) On the Faculty home page, click Faculty Center.

3) Use the **Change Term** button if your class is in a different term.

4) To see the roster for a primary class, click the Class Roster icon next to the class. Skip to page 3.

To see rosters for related sections, click the **View Sections** link.

Minerva McGonagall

Faculty Center Search Browse Course Catalog

Faculty Center

My Schedule

2013 Fall Quarter | UC Santa Cruz [change term](#)



Click on the Icon to the left of each class to bring up your Class or Grade Roster Class Roster Grade Roster



My Teaching Schedule > 2013 Fall Quarter > UC Santa Cruz


Related Sections	Grade Roster Status	Class	Class Title	Enrolled	Days & Times	Room	Class
View Sections	Not Available	HIS 10A-01 (21225)	U.S. History To 1877 (Lecture)	48	TuTh 10:00AM - 11:45AM	Kresge Clrm 321	Sep 2, 2013- Dec 6, 2013
	Not Available	HIS 216-01 (22830)	Hist Amer Religions (Seminar)	1	Mo 9:30AM - 12:30PM	Steven Acad 213	Sep 26, 2013- Dec 6, 2013

Related Sections

[Help with Faculty Center](#)

Click on the Icon to the left of each class to bring up your Class or Grade Roster  Class Roster  Grade Roster

Primary Section						
Grade Roster Status	Description	Enrolled	Days & Times	Location	Class Dates	
  Not Reviewed HIS 10A-01 (21225)	U.S. History To 1877 (Lecture)	48	TuTh 10:00AM - 11:45AM	Kresge Clrm 321	Sep 26, 2013 - Dec 6, 2013	

Related Sections						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
 HIS 10A-01A (21226)	U.S. History To 1877 (Discussion)	27	Mo 5:00PM - 6:10PM	Kresge Clrm 325	Sep 26, 2013 - Dec 6, 2013	
 HIS 10A-01B (21227)	U.S. History To 1877 (Discussion)	10	Mo 6:30PM - 7:40PM	Kresge Clrm 325	Sep 26, 2013 - Dec 6, 2013	
 HIS 10A-01C (21228)	U.S. History To 1877 (Discussion)	10	Th 6:00PM - 7:10PM	Cowell Clrm 131	Sep 26, 2013 - Dec 6, 2013	
 HIS 10A-01D (21229)	U.S. History To 1877 (Discussion)	1	Th 7:30PM - 8:40PM	Cowell Clrm 131	Sep 26, 2013 - Dec 6, 2013	

To see the roster for one of the related sections, click the Class Roster icon.

Class Roster

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Faculty Center

Search

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Class Roster

[View FERPA Statement](#)

2013 Fall Quarter | Regular Academic Session | UC Santa Cruz | Undergraduate

▼ **HIS 10A - 01 (21225)** change class

United States History to 1877 (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 10:00AM-11:45AM	Kresge Clrm 321	Minerva McGonagall	09/26/2013 - 12/06/2013

*Enrollment Status Enrolled

Enrollment Capacity 48 Enrolled 48

[Class Roster Help](#)

savable eval data

Select display option: Link to Photos Include photos in list

Click icon below to download

Enrolled Students														
	Notify	Photo	Section	ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email Address
1	<input type="checkbox"/>		01C	1306495	Larry		Cucumber	Graded	Freshman	ANT1		Merrill	M	xxxxx@ucsc.edu
2	<input type="checkbox"/>		01C	1301052	Caped		Wonder	Graded	Freshman	PSY2		Coll Eight	M	xxxxx@ucsc.edu
3	<input type="checkbox"/>		01A	1306596	Sammy		Slug	Graded	Freshman	SOC1		Kresge	M	xxxxx@ucsc.edu
4	<input type="checkbox"/>		01A	1329596	Betty		Boop	Graded	Freshman	EAR1		Coll Eight	F	xxxxx@ucsc.edu
5	<input type="checkbox"/>		01B	1322768	Pepe		LePew	Graded	Freshman	PHY1		Merrill	M	xxxxx@ucsc.edu
6	<input type="checkbox"/>		01A	1084212	Marvin		Martian	Graded	Freshman	EE1		Crown	M	xxxxx@ucsc.edu
7	<input type="checkbox"/>		01A	1320761	Wile	E	Coyote	Graded	Freshman	ENV1		Coll Eight	M	xxxxx@ucsc.edu
8	<input type="checkbox"/>		01B	1304102	Sylvester	J	Pussycat	Graded	Freshman	PSY2		Crown	M	xxxxx@ucsc.edu
9	<input type="checkbox"/>		01A	1306571	Krusty		Clown	Graded	Freshman	LGS1		Coll Eight	M	xxxxx@ucsc.edu
10	<input type="checkbox"/>		01B	1331348	Spongebob		Squarepants	Graded	Freshman	PSY2		Crown	M	xxxxx@ucsc.edu

Select All Clear All

notify selected students

notify all students

[Printer Friendly Version](#)

Faculty Center Search Browse Course Catalog

To view students who are on the wait list or who dropped the class, change the enrollment status to "Wait", "Dropped" or "All."

Click this button to retrieve the evaluations header file if you wish to submit evaluations via email.

Click this icon to download the roster to Excel. The file should download with the name ps.xls. See sample below.

Click on any column heading to sort the roster by that column.

Click here to get a printer-friendly version of the roster. Tips for printing from MyUCSC can be found at [http:// registrar.ucsc.edu/ faqs/faculty/myucsc/printing.pdf](http://registrar.ucsc.edu/faqs/faculty/myucsc/printing.pdf)

Sample roster spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Notify	Photo	Section	ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email Address
2		Photo	01C	1306495	Larry		Cucumber	Graded	Freshman	ANT1		Merrill	M	xxxxx@ucsc.edu
3		Photo	01C	1301052	Caped		Wonder	Graded	Freshman	PSY2		Coll Eight	M	xxxxx@ucsc.edu
4		Photo	01A	1306596	Sammy		Slug	Graded	Freshman	SOC1		Kresge	M	xxxxx@ucsc.edu
5		Photo	01A	1329596	Betty		Boop	Graded	Freshman	EAR1		Coll Eight	F	xxxxx@ucsc.edu
6		Photo	01B	1322768	Pepe		LePew	Graded	Freshman	PHY1		Merrill	M	xxxxx@ucsc.edu
7		Photo	01A	1084212	Marvin		Martian	Graded	Freshman	EE1		Crown	M	xxxxx@ucsc.edu
8		Photo	01A	1320761	Wile	E	Coyote	Graded	Freshman	ENV1		Coll Eight	M	xxxxx@ucsc.edu

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Search

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Class Roster

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2013 Fall Quarter | Regular Academic Session | UC Santa Cruz | Undergraduate

▼ **HIS 10A - 01 (21225)** [change class](#)

United States History to 1877 (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 10:00AM-11:45AM	Kresge Clrm 321	Minerva McGonagall	09/26/2013 - 12/06/2013

*Enrollment Status

Enrollment Capacity 48 Enrolled 48

[Class Roster Help](#)

[savable eval data](#)

Select display option:

Link to Photos

Include photos in list

Link to Photos is the default view for student photos on the Class Roster. This option provides a link to student photos.

Include photos in list displays student photos in a list view of the Class Roster. See example below.

Enrolled Students Click icon below to download

	Notify	Photo	Section ID	ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email Address
1	<input type="checkbox"/>		01C	1306495	Larry		Cucumber	Graded	Freshman	ANT1		Merrill	M	xxxxx@ucsc.edu
2	<input type="checkbox"/>		01C	1301052	Caped		Wonder	Graded	Freshman	PSY2		Coll Eight	M	xxxxx@ucsc.edu
3	<input type="checkbox"/>		01A	1306596	Sammy		Slug	Graded	Freshman	SOC1		Kresge	M	xxxxx@ucsc.edu
4	<input type="checkbox"/>		01A	1323596	Betty		Bloop	Graded	Freshman	EAR1		Coll Eight	F	xxxxx@ucsc.edu
5	<input type="checkbox"/>		01B	1322768	Pepe		LePew	Graded	Freshman	PHY1		Merrill	M	xxxxx@ucsc.edu
6	<input type="checkbox"/>		01A	1084212	Marvin		Martian	Graded	Freshman	EE1		Crown	M	xxxxx@ucsc.edu
7	<input type="checkbox"/>		01A	1320761	Wile	E	Coyote	Graded	Freshman	ENV1		Coll Eight	M	xxxxx@ucsc.edu
8	<input type="checkbox"/>		01B	1304102	Sylvester	J	Pussycat	Graded	Freshman	PSY2		Crown	M	xxxxx@ucsc.edu
9	<input type="checkbox"/>		01A	1306571	Krusty		Clown	Graded	Freshman	LGS1		Coll Eight	M	xxxxx@ucsc.edu
10	<input type="checkbox"/>		01B	1331348	Spongebob		Squarepants	Graded	Freshman	PSY2		Crown	M	xxxxx@ucsc.edu

To view a student's photo, click on the icon in the Photo column.

List view of the Class Roster

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

Find **View 100** First 1 of 122

	<input type="checkbox"/> Notify
ID	9999999
Name	Slug, Sammy
Grade Basis	Graded
Units Taken	5.00
Program & Plan	Undergraduate - College Ten/Undeclared/Alternate Major - Other
Level	Sophomore
Status	Enrolled
Status Note	

To view a list of students with photos, click **View all** or **View 100** (depending on class size).

FERPA reminder: Student ID photos are to be used only for identifying students. Photos may not be used for any other purpose without the student's permission.

Class Roster

[View FERPA Statement](#)

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United States History to 1877 (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 10:00AM-11:45AM	Kresge Clrm 321	Minerva McGonagall	09/26/2013 - 12/06/2013

There are three ways to email students from the class roster.

*Enrollment Status:

Enrollment Capacity 48 Enrolled 48 [Class Roster Help](#) [savab](#)

Select display option: Link to Photos Include photos in list

A) To email one student, click the student's last name. Your email client will open a new message addressed to the student.

Click icon below to download

Enrolled Students													Personalize	Find	First
	Notify	Photo	Section	ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email	
1	<input type="checkbox"/>		01C	1306495	Larry		Cucumber	Graded	Freshman	ANT1		Merrill	M	xxxxx	
2	<input type="checkbox"/>		01C	1301052	Caped		Wonder	Graded	Freshman	PSY2		Coll Eight	M	xxxxx	
3	<input type="checkbox"/>		01A	1306596	Sammy		Slug	Graded	Freshman	SOC1		Kresge	M	xxxxx	
4	<input type="checkbox"/>		01A	1329596	Betty		Boop	Graded	Freshman	EAR1		Coll Eight	F	xxxxx@ucsc.edu	
5	<input type="checkbox"/>		01B	1322768	Pepe		LePew	Graded	Freshman	PHY1		Merrill	M	xxxxx@ucsc.edu	
6	<input type="checkbox"/>		01A	1084212	Marvin		Martian	Graded	Freshman	EE1		Crown	M	xxxxx@ucsc.edu	
7	<input type="checkbox"/>		01A	1320761	Wile	E	Covote	Graded	Freshman	ENV1		Coll Eight	M	xxxxx@ucsc.edu	
8	<input type="checkbox"/>		01B	1304102	Sylvester	J	Pussycat	Graded	Freshman	PSY2		Crown	M	xxxxx@ucsc.edu	
9	<input type="checkbox"/>		01A	1306571	Krusty		Clown	Graded	Freshman	LGS1		Coll Eight	M	xxxxx@ucsc.edu	
10	<input type="checkbox"/>		01B	1331348	Spongebob		Squarepants	Graded	Freshman	PSY2		Crown	M	xxxxx@ucsc.edu	

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

C) To email only specific students, select students by clicking the box in the Notify column, then click **Notify Selected Students**.

B) To email the entire class, click **Notify All Students**.

Clicking either **Notify** button takes you to this page. The To and From fields are populated with your @ucsc.edu email address, the BCC field contains the email addresses of all the students you selected and the subject is “From the desk of [your name].”

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Minerva McGonagall

From: xxxxxx@ucsc.edu

To: xxxxxx@ucsc.edu

CC:

BCC: xxxxxx@ucsc.edu, xxxxxx@ucsc.edu, xxxxxx@ucsc.edu, xxxxxx@ucsc.edu, xxxxxx@ucsc.edu, xxxxxx@ucsc.edu, xxxxxx@ucsc.edu, xxxxxx@ucsc.edu

Subject: <From the desk of Minerva McGonagall>

Message Text:

Enter the message text here.

SEND NOTIFICATION

You have the option to add additional emails to the CC or BCC lists.

You have the option to change the Subject.

You have the option to spell-check your message by clicking this icon.

Click **Send Notification** to send the email.

[Return to Class Roster](#)