

Class Roster

First, log onto the Enroll & Pay system (<https://www.sa.ku.edu>) using your KU Online ID and password (your KU email account). Click on the KU Faculty tile on the Instructor Homepage.



Class schedules, class rosters, grade rosters are all found within the Faculty Center. The term always defaults to the current term. You can change the term by clicking on the **'change term'** button.

The screenshot shows the Faculty Center interface. At the top, there is a navigation bar with 'Instructor Homepage' and 'Faculty Center'. Below this, the user is identified as 'Jayhawk Instructor'. There are tabs for 'Faculty Center' and 'Search'. A 'My Schedule' section is visible, showing the current term as '2019 Fall | University of Kansas' and a 'Change Term' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. The main content area displays a table titled 'My Teaching Schedule > 2019 Fall > University of Kansas'. The table has columns for 'Class Roster', 'Grade Roster', 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. Three rows of class information are shown. Callouts point to various elements: a green box highlights the 'Change Term' button; an orange box highlights the 'View Weekly Teaching Schedule' button; a blue box highlights the 'Grade Roster' icon in the first row; and a red box highlights the 'Class Roster' icon in the second row.

Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		MATH 105-1000 (12012)	Introduction to Topics in Math (Lecture)	144	MWF 1:00PM - 1:50PM	Budig Hall 110	Aug 26, 2019- Dec 20, 2019
		MATH 110-1600 (18653)	Math Elmtry School Teachrs II (Lecture)	25	MWF 10:00AM - 10:50AM	J R Pearso 245	Aug 26, 2019- Dec 20, 2019
		MATH 110-1800 (18657)	Math Elmtry School Teachrs II (Lecture)	24	MWF 11:00AM - 11:50AM	J R Pearso 245	Aug 26, 2019- Dec 20, 2019

After clicking on the Class Roster icon, you will see a similar screen below. If you would like to go to a different class, select the Change Class button.

Jayhawk Instructor

Faculty Center Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Class Roster [View FERPA Statement](#)

2019 Fall | Regular Academic Session | University of Kansas | Undergraduate

MATH 110 - 1600 (18653) [Change Class](#)
 Mathematics for Elementary School Teachers II (Lecture)

Days and Times	Room	Instructor	Dates
MWF 10:00AM-10:50AM	J R Pearso 245	Jayhawk Instructor	08/26/2019 - 12/20/2019

*Enrollment Status:

Enrollment Capacity 25 Enrolled 25

Select display option
 Link to Photos Include photos in list

KUMC faculty should go to myKUMC to access photo rosters.

These e-mail addresses are provided to facilitate individual student contact. If you wish to email your whole class at once you should use a Course Distribution List through Blackboard for KUMC faculty or at <http://technology.ku.edu/ku-groups-lists> for non-KUMC faculty (Links below). This will allow you to email your class while preserving your students privacy. If the FERPA box is checked you may not release any directory information about this student.

[Group List \(Lawrence-Edwards\)](#) [Blackboard \(KUMC\)](#)

Enrolled Students									
Photo	ID Number	Student Preferred Name	Current Email Address	FERPA	Add/Drop Date	Units	Primary Program	Student Level	
<input type="radio"/>	1111111	Student, Jayhawk	Jayhawk.student@ku.edu	<input type="checkbox"/>	04/08/2019	3.00	Education Undergraduate - Elementary EducationBSE	Junior	
<input type="radio"/>	2222222	Jayhawk, Crimson	Crimson.jayhawk@ku.edu	<input type="checkbox"/>	04/08/2019	3.00	Education Undergraduate - Elementary EducationBSE	Junior	
<input type="radio"/>	3333333	Jayhawk, Blue	blue.jayhawk@ku.edu	<input type="checkbox"/>	04/08/2019	3.00	Education Undergraduate - Elementary EducationBSE	Junior	
<input type="radio"/>	4444444	Jay, Baby	babyjay@ku.edu	<input type="checkbox"/>	04/12/2019	3.00	Education Undergraduate - Elementary EducationBSE	Junior	

You can download or print a class roster by using the Excel download icon. Please make sure that the popup blocker has been disabled on your browser. You can also print directly from the screen by clicking on the [Printer Friendly Version](#) link at the bottom of the Class Roster.

Additional Information:

- Columns can be sorted by clicking on the headers.
- The photo for each student can be found by clicking on the radio button next to the photo. You can also view the full photo roster by going to photorosters.ku.edu.
- If a student has a FERPA directory restriction, it will be indicated in the FERPA column with a check mark.
- The Add/Drop Date column lists the date that an enrolled student has added the class. If a student has dropped or withdrawn, the drop/withdraw date will be listed.
- You can send an email to a student by using the Email link. If you'd like to email your entire class at once, you can use the Course Distribution List link.
- The student's primary program is listed. Students may also be active in other programs.