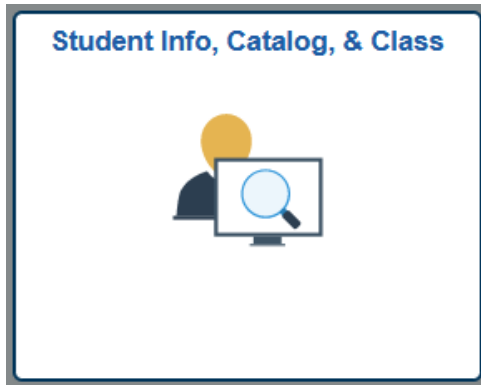


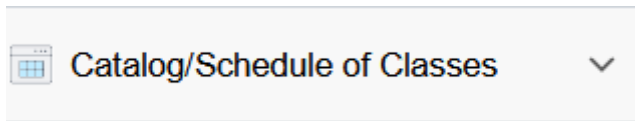
# Class Roster

The Class Roster is the list of students enrolled in a class for a specified term. Past, current or future terms may be viewed by using the desired term in the search page. The Roster also allows the user to view students in different enrollment statuses, for example, those students who have Dropped the class.

**Navigate to the Student Info, Catalog & Class tile.**



**Open the Catalog/Schedule of Classes in the left menu and click on the Class Roster.**



A search page will open.

**Class Roster**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

---

Maximum number of rows to return (up to 300):

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Class Nbr:

Class Section:

Session:

Course ID:

Course Offering Nbr:

[Basic Search](#)

This search is considered the Advanced Search. The more criteria entered, the more efficient the search will be and the more precise the result. The following items are recommended for use in the search.

- Enter or select the Academic Institution. (This may pre-populate from the user default setup.)
- Enter or select the Term.
- Enter or select the Subject Area.
- Enter the Catalog Nbr. if known.

Alternately, the following items may also be helpful:

- Enter the Class Nbr. if known.
- Enter the Class Section if known.
- Enter the Session, either Regular or Summer.
- Enter both the Course ID and Course Offering Nbr if known.
- Press the Search button.

If there is more than one section of the class for the term specified, the results will be a list of the sections.

#### Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

[Basic Search](#) [Save Search Criteria](#)

#### Search Results

View All First  1-64 of 64

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UKANS	4099	MATH	101	19559	1000	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19561	1100	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19563	1500	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19565	1600	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19567	1700	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19569	2200	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19571	2300	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19573	2400	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19575	2900	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19577	3000	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19579	3100	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19583	3700	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19585	3800	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19587	3900	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19589	4400	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19591	4500	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19593	4600	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19595	5100	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19597	5200	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19599	5300	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19601	6000	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19603	1200	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19605	1300	Regular	219200	1	Algebra
UKANS	4099	MATH	101	19607	1900	Regular	219200	1	Algebra

- Select the desired class section by clicking on any field in the row for that section.

The Class Roster page will open.

## Class Roster

2009 Fall | Regular Academic Session | University of Kansas | Undergraduate





## ▼ MATH 101 - 1100 (19561)

Algebra (Lecture)

Days and Times	Room	Instructor	Dates
MWF 8:00AM-8:50AM	Strong 337	Ingrid Peterson	08/20/2009 - 12/18/2009

Enrollment Status: All ▼

Enrollment Capacity: 24   Enrolled: 24   Dropped: 4

All Students				Personalize   Find    			First  1-28 of 28  Last			
	Select	ID	Add/Drop Date	Student Preferred Name	Grade Basis	Units	Primary Program	Level	Status	Status Note
1	<input type="checkbox"/>		07/07/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Journalism	Freshman	Enrolled	
2	<input type="checkbox"/>		07/01/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Undecided CLAS	Junior	Enrolled	
3	<input type="checkbox"/>		08/14/2009				Liberal Arts&Sci Undergraduate - Pre-Journalism	Freshman	Dropped	
4	<input type="checkbox"/>		10/02/2009		WD 2nd/3rd	0.00	Liberal Arts&Sci Undergraduate - Communication StudiesBA	Freshman	Enrolled	Withdrawn
5	<input type="checkbox"/>		08/20/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Communication StudiesBGS DECL/BusinessMINOR	Junior	Enrolled	
6	<input type="checkbox"/>		11/13/2009		WD 2nd/3rd	0.00	Liberal Arts&Sci Undergraduate - Undecided CLAS	Freshman	Enrolled	Withdrawn
7	<input type="checkbox"/>		07/14/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Medicine	Freshman	Enrolled	
8	<input type="checkbox"/>		11/13/2009		WD 2nd/3rd	0.00	Liberal Arts&Sci Undergraduate - Pre-Business	Freshman	Enrolled	Withdrawn
9	<input type="checkbox"/>		08/22/2009				Liberal Arts&Sci Undergraduate - Undecided CLAS	Freshman	Dropped	
10	<input type="checkbox"/>		08/24/2009				Liberal Arts&Sci Undergraduate - Pre-Education Elementary	Sophomore	Dropped	
11	<input type="checkbox"/>		08/18/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Business	Freshman	Enrolled	
12	<input type="checkbox"/>		08/04/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Law	Freshman	Enrolled	
13	<input type="checkbox"/>		07/10/2009		G11	3.00	Arts Undergraduate - Film and Media StudiesBA	Freshman	Enrolled	
14	<input type="checkbox"/>		08/21/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Education	Junior	Enrolled	
15	<input type="checkbox"/>		08/24/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Nursing	Sophomore	Enrolled	
16	<input type="checkbox"/>		07/24/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Law	Freshman	Enrolled	
17	<input type="checkbox"/>		07/10/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Business	Freshman	Enrolled	
18	<input type="checkbox"/>		07/07/2009		G11	3.00	Liberal Arts&Sci Undergraduate - EnglishBA	Freshman	Enrolled	
19	<input type="checkbox"/>		07/10/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Business	Freshman	Enrolled	
20	<input type="checkbox"/>		08/21/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Medicine	Freshman	Enrolled	
21	<input type="checkbox"/>		07/14/2009		G11	3.00	Arts Undergraduate - Film and Media StudiesBA	Freshman	Enrolled	
22	<input type="checkbox"/>		07/14/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Nursing	Freshman	Enrolled	
23	<input type="checkbox"/>		07/10/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Undecided CLAS	Freshman	Enrolled	
24	<input type="checkbox"/>		07/14/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Nursing	Freshman	Enrolled	
25	<input type="checkbox"/>		08/23/2009				Liberal Arts&Sci Undergraduate - Pre-Allied Health	Freshman	Dropped	
26	<input type="checkbox"/>		08/18/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Undecided CLAS	Freshman	Enrolled	
27	<input type="checkbox"/>		08/04/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Undecided CLAS	Freshman	Enrolled	
28	<input type="checkbox"/>		07/14/2009		G11	3.00	Arch,Design&Planning Undergrad - DesignBFA	Freshman	Enrolled	

[Select All](#)   [Clear All](#)

notify selected students

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

The top left side of the page is a display of basic class information: subject, catalog number, class section, description, component, class number, term session, Institution and career as well as meeting information. The subject/catalog number/class section/class number is a link to the Class Detail.

[Class Roster](#)
[Class Detail](#)
**MATH 101 - 1100 Algebra**

University of Kansas | 2009 Fall | Lecture

[Return to Class Roster](#)

Class Details			
Status	<input type="checkbox"/> Closed	Career	Undergraduate
Class Number	19561	Dates	8/20/2009 - 12/18/2009
Session	Regular Academic Session	Grading	A-D(+/-)FI
Units	3 units	Location	University of Kansas-Lawr
Instruction Mode	In Person	Cmps	Cmps
Class Components	Lecture Required	Campus	Lawrence Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MWF 8:00AM - 8:50AM	Strong 337	Ingrid Peterson	08/20/2009 - 12/18/2009

Enrollment Information	
Enrollment Requirements	Students enrolling in this course must have successfully completed Math 002 or have an ACT score of 22 or higher or an SAT score of 540 or higher or qualifying Math placement score on the Math component.
Class Attributes	U Undesignated elective Prerequisite Indicated

Class Availability			
Class Capacity	24	Wait List Capacity	0
Enrollment Total	24	Wait List Total	0
Available Seats	0		

Notes	
Class Notes	Prerequisite: Math 002, or two years of high school algebra and a score of 22 or higher on ACT mathematics, or a qualifying score on the mathematics placement test.
Subject Notes	Mathematics  Chairperson, Prof. Satyagopal Mandal, 405 Snow, 864-3651 Scheduling Officer, Prof. Jeffrey Lang, 506 Snow, 864-3651  Notice: Placement in beginning Mathematics courses will be strictly enforced. Students needing exception to this policy (see Index of Terms) should consult the Mathematics Department.

Description	
Coordinate systems, functions and their graphs; linear, quadratic, general polynomial, exponential, and logarithmic functions; equations and inequalities. Not open to students with credit in MATH 104. Prerequisite: MATH 002, or two years of high school algebra and a score of 22 or higher on ACT mathematics, or a qualifying score on the mathematics placement test.	

[Return to Class Roster](#)

The default for the Enrollment Status drop down is Enrolled. The drop-down selection can include All, Dropped, Enrolled and Waiting. If the drop-down is changed to Dropped, the screen is refreshed with a new list. The Enrollment Capacity, Enrolled and Dropped counts are listed depending on what is selected in the Enrollment Status.

Below is some of the information you will find on the class roster:

**Add/Drop Date**—If you have selected the Enrollment Status of ALL—If in the Status column it lists Enrolled, then the date in this column will be the Add Date and there will be hours listed in the Units column. If in the Status column it lists Dropped, then in this column will be the Drop Date and there will not be hours listed in the Units column. If in the Status column it lists Enrolled, but also in the Status Note column it lists Withdrawn, then the date in this column will be the withdrawn date and the hours lists in the Units column will be 0.00

**Student Preferred Name**—Is an email link to facilitate individual student contact.

**Level**—The level of the student at term start.

Select—If the checkbox is checked to the left of a student and the “notify selected students” button at the bottom of the page is pushed, a new send notification screen will pop up. Popups must be allowed for sa.ku.edu. Fill in the subject and message of the email, press the send notification button and the email will be sent to the selected students. Make sure all information is correct before hitting the send notification button because the email cannot be retrieved.

#### Class Roster

#### Send Notification

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

Notification from Christine Schuler

From:

To:

CC:

BCC:

Subject:

Message Text:

Email from Professor Peterson about Monday's Math 101 Class at 8 a.m.

Cancelling today's class.

Professor Peterson

SEND NOTIFICATION

[Return to Class Roster](#)

NOTE: If there is not a checkbox in the Select column, this means the student does not have an email address listed.

## Download Class Roster to Excel

To download a roster or any other table to Excel, click the box circled below.

**Class Roster**

2009 Fall | Regular Academic Session | University of Kansas | Undergraduate

▼ **MATH 101 - 1100 (19561)**  
Algebra (Lecture)

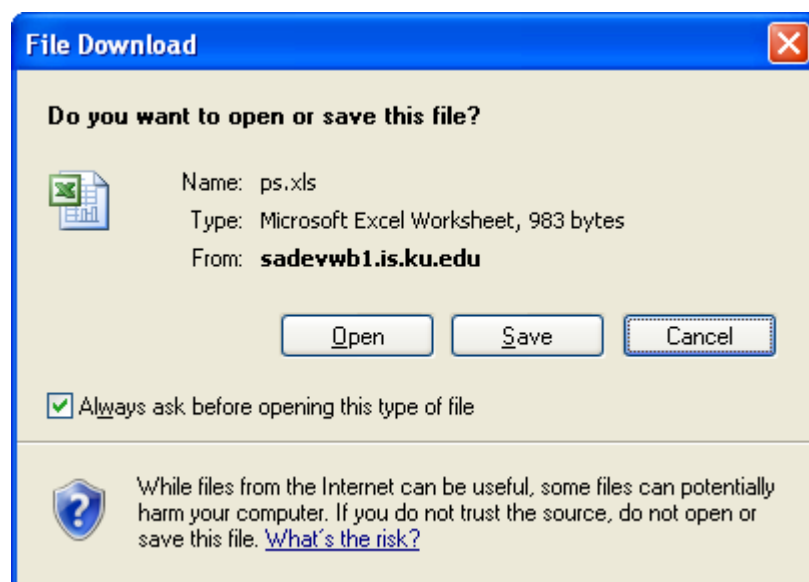
Days and Times	Room	Instructor	Dates
MWF 8:00AM-8:50AM	Strong 337	Ingrid Peterson	08/20/2009 - 12/18/2009

Enrollment Status: All ▼

Enrollment Capacity: 24    Enrolled: 24    Dropped: 4

All Students						Personalize   Find   	First	1-28 of 28	Last
Select	ID	Add/Drop Date	Student Preferred Name	Grade Basis	Units	Primary Program	Level	Status	Status Note
1	<input type="checkbox"/>	07/07/2009		G11	3.00	Liberal Arts&Sci Undergraduate - Pre-Journalism	Freshman	Enrolled	

The following screen should pop up if you do not have it blocked. If you do not have it blocked and still nothing happens you may have to change some options in your Internet browser security to allow the download.



To change the security settings on your Browser to allow the file download--

**For Internet Explorer--**

Go to the Tools menu

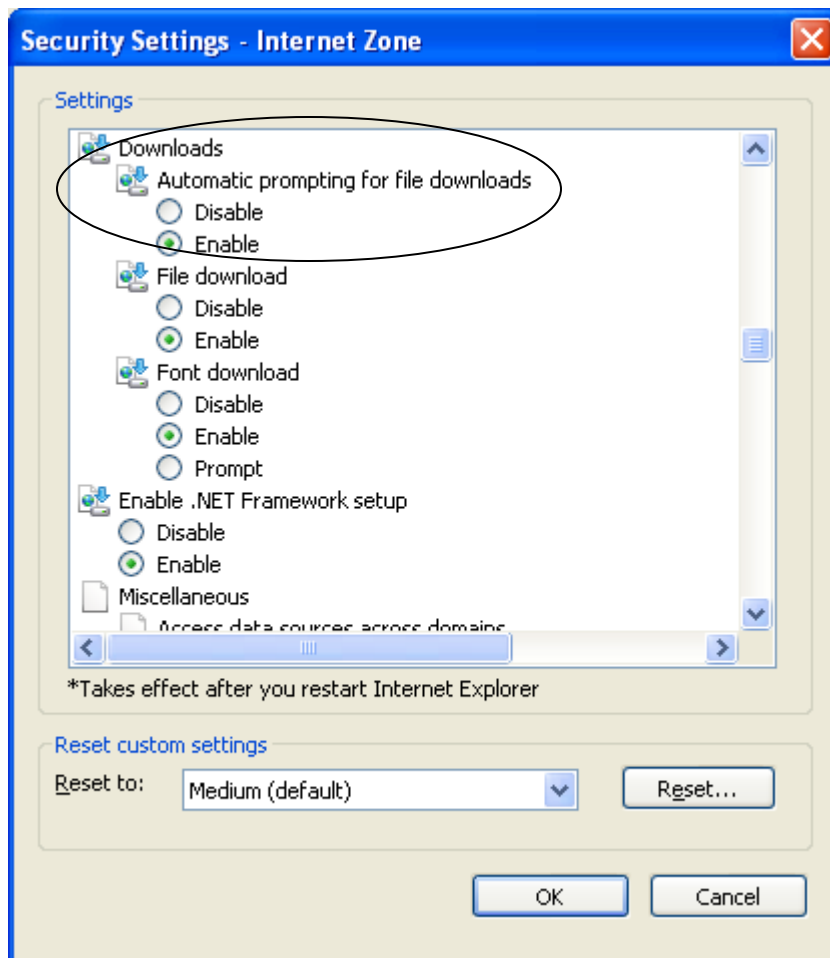
Select Internet Options

Then the Security tab

The button towards the bottom that says Custom Level




Scroll down the settings list for a choice called Downloads.  
One of the options is Automatic prompting for file downloads.  
Click the circle below it to say "Enable" then click OK at the bottom.

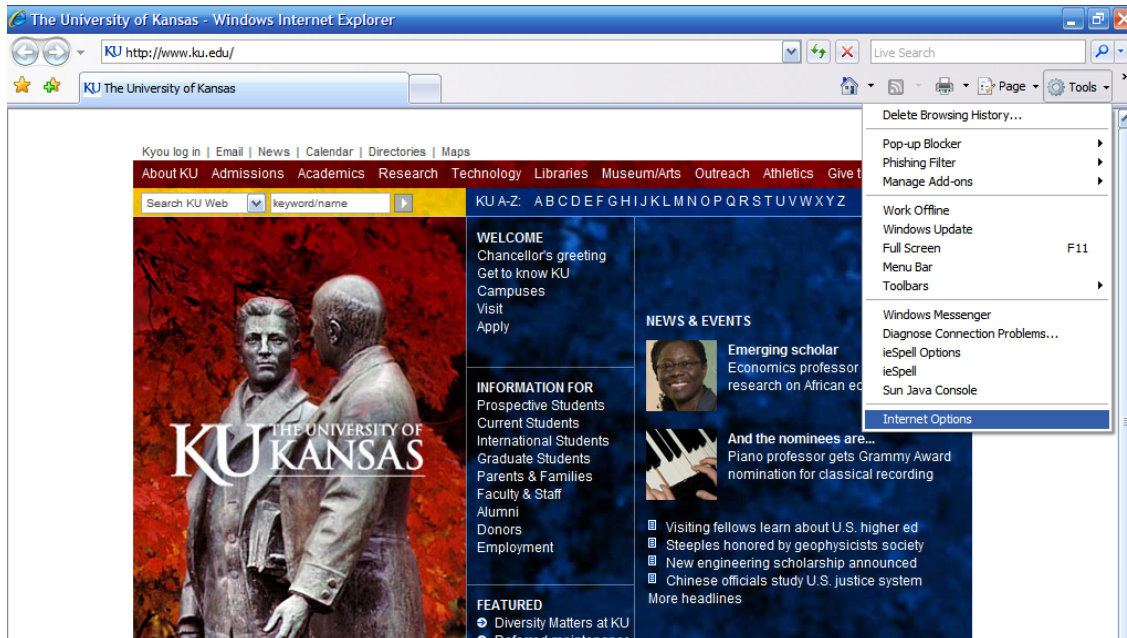


When it asks if you are sure, click Yes then click OK again below Custom Level  
Then Apply the changes and a final OK.

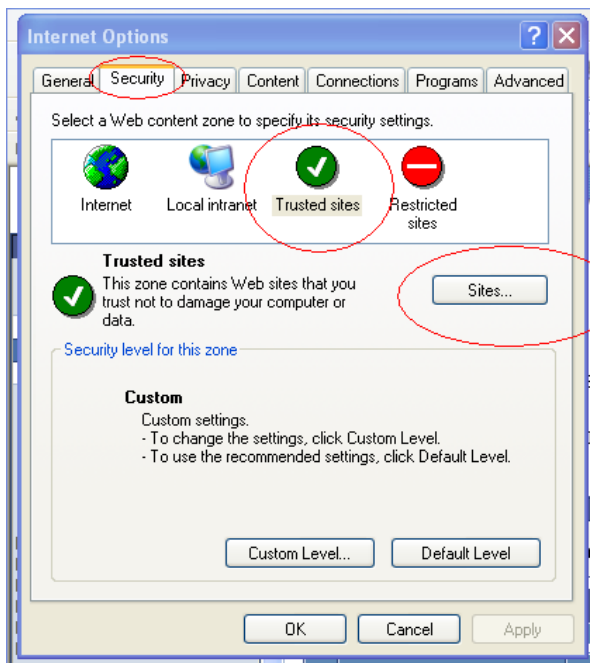


When you try to download a grid using the  icon  
 If nothing happens (the screen flashes but nothing shows up)

Go to Tools → Internet Options

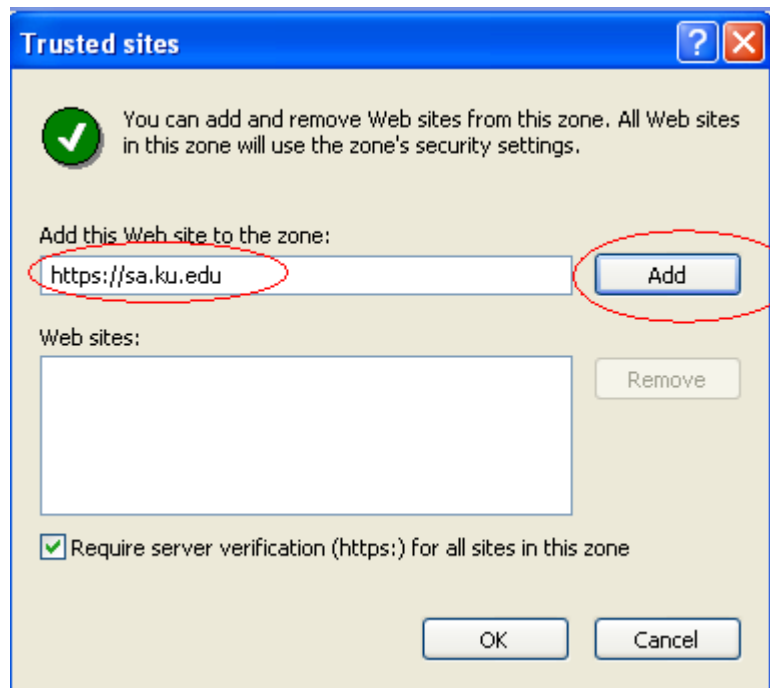


Click on Security Tab → Trusted Sites → Sites



Page to enter trusted site. Add the below listed site for your database, then click on the Add button:

<https://sa.ku.edu>



**For Mozilla Firefox version 3—**

Go to the Tools menu and choose Options  
Click on the Applications tab  
Scroll down to Microsoft Excel Worksheet  
Change to: Use Microsoft Office Excel (default)

**For Mozilla Firefox version 2—**

Go to the Tools menu and choose Options  
Click on the Main tab  
Under Downloads  
Be sure that the 'Show the Downloads window when downloading a file' checkbox is checked