

## 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 with the following elements:

- Change Term:** A green button to switch between academic terms.
- Select display option:** Radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only".
- My Teaching Schedule > 2019 Fall > University of Kansas:** A table listing classes with columns for Class Roster, Grade Roster, Class, Class Title, Enrolled, Days & Times, Room, and Class Dates.
- Callouts:**
  - An orange box points to the "Class Roster" icon in the first column of the table, with the text "Click this icon for Class Roster".
  - A red box points to the "Grade Roster" icon in the second column of the table, with the text "Click this icon for Grade Roster".
  - A red box points to the "View Weekly Teaching Schedule" button, with the text "Click to see detailed information about the class".

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)  
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: Enrolled

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 \(KUMC\)](#)

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