



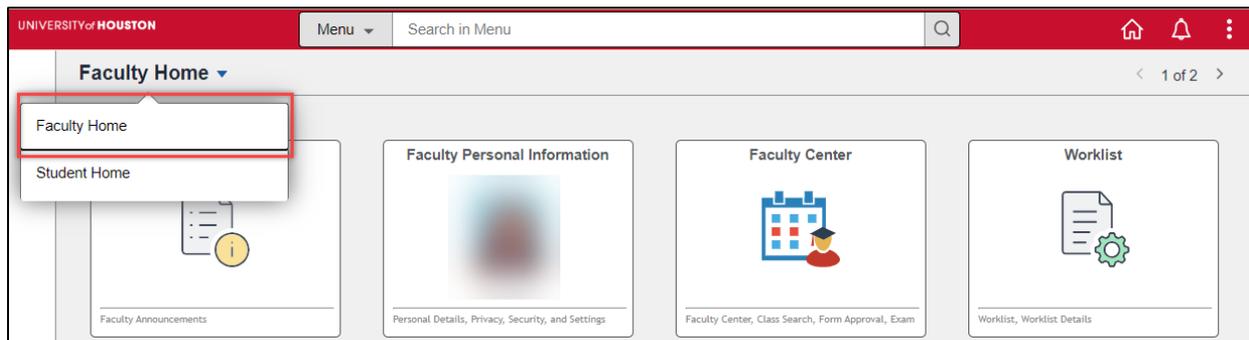
## VIEWING CLASS ROSTER IN FACULTY CENTER

Log into AccessUH to access your Grade Roster.

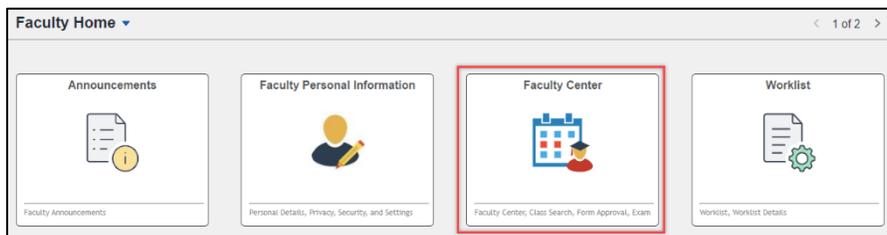
Select the **myUH** self-service icon in the University Services area.



Note: Faculty members who were or are currently students at UH must “toggle” between the Student Home and Faculty Home tabs as indicated in the example below selecting Faculty Home.



Select the **Faculty Center**.



Select the Class Roster icon.





# University Registrar Office of the Provost

A listing of all the classes being taught by you will appear. Click the icon for the Class Roster to the left of the class to view the roster. The system will default to the most recent term that has been accessed. Click the Change Term button to view the appropriate term.

My Schedule

Summer 2024 | University of Houston Change Term

Select display option

Show All Classes  Show Enrolled Classes Only Upload CV

Icon Legend **Class Roster** Grade Roster Learning Management

My Teaching Schedule > Summer 2024 > University of Houston

Personalize | View All | First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Syllabus Upload Link
	MATH 1351-02 (14874)	Intro to Geometric Reasoning (Lecture)	57	TBA	TBA	Jun 3, 2024-Aug 9, 2024	<span>Syllabus</span>

You can view the time/date of instruction and information of enrolled students.

Class Roster View FERPA Statement

Summer 2024 | Regular Academic Session | University of Houston | Undergraduate

MATH 1351 - 02 (14874) Change Class

Introduction to Geometric Reasoning (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA		06/03/2024 - 08/09/2024

\*Enrollment Status

Enrollment Capacity 60      Enrolled 57

Select display option

Link to Photos  Include photos in list

**Enrolled Students** Personalize | Find | First 1-57 of 57 Last

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note
<input type="checkbox"/>				MU	0.00	GHL Undergraduate - Global Hosp Leadership, BS/Beverage Management & Marketin	Senior	Withdrawn
<input type="checkbox"/>				LT	3.00	Arts Undergraduate - Graphic Design, BFA	Freshman	
<input type="checkbox"/>				LT	3.00	LASS Undergraduate - Sports Administration, BS/Human Dev & Family Sciences	Senior	



# University Registrar Office of the Provost

Instructors can export the roster to a excel spreadsheet using the Table icon, or can print the class roster via the Printer Friendly Version link.

\*Enrollment Status

Enrollment Capacity 60      Enrolled 57

Select display option  
 Link to Photos       Include photos in list

**Enrolled Students**      Personalize | Find |  First 1-57 of 57 Last

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note
1	<input type="checkbox"/>			MU	0.00	GHL Undergraduate - Global Hosp Leadership, BS/Beverage Management & Marketin	Senior	Withdrawn
2	<input type="checkbox"/>			LT	3.00	Arts Undergraduate - Graphic Design, BFA	Freshman	
3	<input type="checkbox"/>			LT	3.00	LASS Undergraduate - Sports Administration, BS/Human Dev & Family Sciences	Senior	

Select All      Clear All

Notify Selected Students      Notify All Students

[Printer Friendly Version](#)

Instructors can send an email to notify all or selected students.

\*Enrollment Status

Enrollment Capacity 60      Enrolled 57

Select display option  
 Link to Photos       Include photos in list

**Enrolled Students**      Personalize | Find |  First 1-57 of 57 Last

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note
1	<input type="checkbox"/>			MU	0.00	GHL Undergraduate - Global Hosp Leadership, BS/Beverage Management & Marketin	Senior	Withdrawn
2	<input type="checkbox"/>			LT	3.00	Arts Undergraduate - Graphic Design, BFA	Freshman	
3	<input type="checkbox"/>			LT	3.00	LASS Undergraduate - Sports Administration, BS/Human Dev & Family Sciences	Senior	

Select All      Clear All

Notify Selected Students      Notify All Students

[Printer Friendly Version](#)



Class Roster

### Send Notification

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

**Notification from Katie Nicole Watkins**

From

To Faculty Member's email address appears here.

CC

BCC Student names appears here.

Subject <Enter Subject Information Here>

Message Text Email text appears here.

Send Notification

## Questions

Contact the Office of the University Registrar  
uhsrsec@uh.edu