

VIEWING THE CLASS ROSTER

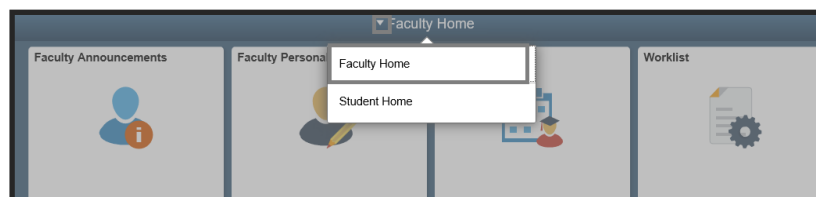
VIEWING CLASS ROSTERS IN FACULTY CENTER

Log into your myUH self-service account using AccessUH.

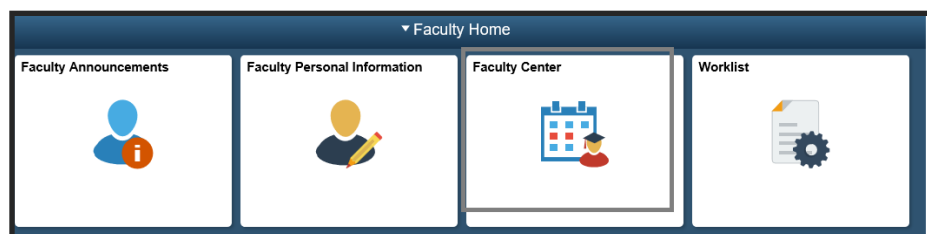
Select the myUH self-service icon  in the University Services area.



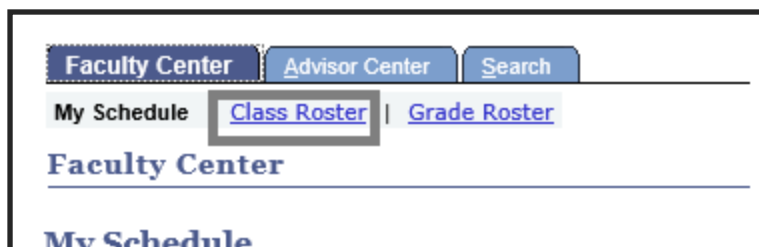
Note: Faculty members who were or are currently students at UH must “toggle” between the Student Home and Faculty Home tabs as indicated in the example below—selecting the [Faculty Home](#) link.




Then select the Faculty Center tile.



Then select the Class Roster icon.



VIEWING CLASS ROSTERS IN FACULTY CENTER

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 link to view the appropriate term.

My Schedule


Fall 2017 | University of Houston [Change Term](#)

[CV Upload Link](#)

Select display option: Show All Classes Show Enrolled Classes Only

[Icon Legend](#) [Class Roster](#) [Grade Roster](#) [Learning Management](#)

[My Teaching Schedule](#) > [Fall 2017](#) > [University of Houston](#)

| Class | Class Title | Enrolled | Days & Times |
|--|------------------------------|----------|-------------------------|
|  ARAB 1501-04 (30036) | Beginning Arabic I (Lecture) | 3 | MoWeFr 9:00AM - 10:00AM |

VIEWING CLASS ROSTERS IN FACULTY CENTER

Instructors can export the roster to a spreadsheet or send an email to all students

Class Roster



[View FERPA Statement](#)

stu-

Fall 2016 | Regular Academic Session | University of Houston | Undergraduate

▼ **ARAB 1501 - 04 (30036)** [change class](#)

Beginning Arabic I (Lecture)

| Days and Times | Room | Instructor | Dates |
|-----------------------|------|------------|-------------------------|
| MoWeFr 9:00AM-10:00AM | TBA | | 08/22/2016 - 12/15/2016 |

*Enrollment Status

Enrollment Capacity 10 Enrolled 3

Select display option: Link to Photos Include photos in list

Click this icon to export the roster to an excel spreadsheet.

| Enrolled Students | | | | | | | | | | |
|-------------------|--------------------------|--------------------------|-------|----|------|-------------|-------|---|-----------|--------------------------|
| | ASR | Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level | ASR Submitted |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | | | | LT | 5.00 | TECH Undergraduate - Mechanical Engineer Tech, BS | Sophomore | <input type="checkbox"/> |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | 5.00 | LASS Undergraduate - Comm-Journalism, BA | Sophomore | <input type="checkbox"/> |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | 5.00 | LASS Undergraduate - Comm-Public Relations, BA | Freshman | <input type="checkbox"/> |

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

Click here to print a copy.

Click these links to send an email to students or to individual students.

VIEWING CLASS ROSTERS IN FACULTY CENTER

Instructors can export the roster to a spreadsheet or send an email to all students.

Class Roster

Send Notification

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

Notification from Pamela R Ogden

From: [redacted]@uh.edu

To: Faculty Member's email address shows here

CC:

BCC: Student names appear here.

Subject: Enter Subject Information Here

Message Text: Email text appears here.

SEND NOTIFICATION

Click here to send email to students.



VIEWING CLASS ROSTERS IN FACULTY CENTER

CONTACT SUPPORT

PAMELA R. OGDEN

**ENROLLMENT SERVICES
INTEGRATED STAFF SUPPORT**

progden@uh.edu

832.842.9606