

**VIEWING
THE
CLASS
ROSTER**

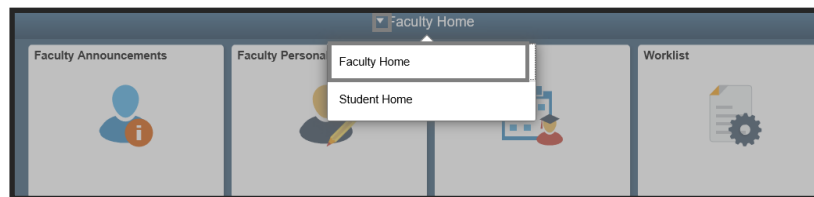
VIEWING CLASS ROSTERS IN FACULTY CENTER

Log into your myUH self-service account using AccessUH.

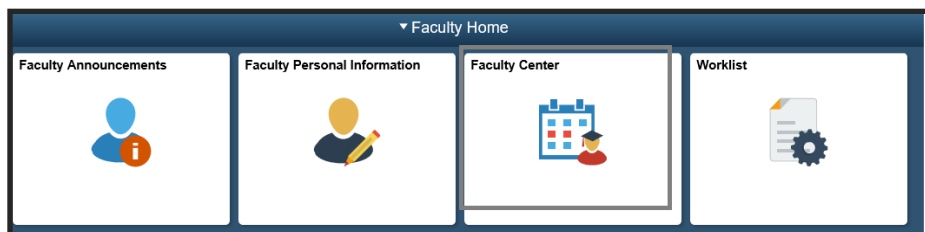
Select the myUH self-service icon  in the University Services area.



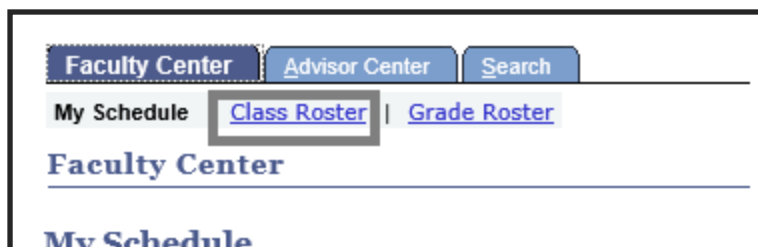
Note: Faculty members who were or are currently students at UH must “toggle” between the Student Home and Faculty Home tabs as indicated in the example below—selecting the [Faculty Home](#) link.




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

You can view the names of each student enrolled, as well as the time/date, and dates of instruction.

Class Roster

 [View FERPA Statement](#)

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

▼ ARAB 1501 - 04 (30036) Instructor Name 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 Enrolled ▼ Student Name/myUH ID

Enrollment Capacity 10 Enrolled 3

Select display option: Link to Photos Include photos in list

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

[Select All](#) [Clear All](#)
[Printer Friendly Version](#)

notify selected students
notify all students

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

[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

Need further assistance?

**Contact the Office of the
University Registrar**

uhsrsec@uh.edu