

CLASS ROSTERS FOR FACULTY MEMBERS


UW*insite* Student

This Job Aid will help users to: Find, view, download and print class rosters

Key Points

- Prior to the launch of UWinsite Student, the Office of the Registrar often printed class rosters. This practice is no longer necessary.

Viewing Class Rosters

1. Log into UWinsite Student at student.uwindsor.ca with your **UWin ID** and **password**.
2. On your Faculty Self Service dashboard, click on the **Faculty Center** tile.
3. Click on the **Schedule with Exams** tab.
4. Click on the **Class Roster** icon  to the left of the course for which you wish to see the list of enrolled students.


Note: You will be able to see the students, their names, their programs, and their academic levels.

Reference Material: For additional reference materials, including in-class training decks, user guides and videos, please visit www.uwindsor.ca/uwinstudent

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Download Class Rosters

1. To download the class roster as a CSV file, click the **Download Enrolled Students Table to Excel** icon  (located to the right of the Enrolled Students icons). You can Save or print this file. For example, it can be used as a sign-in sheet for exams.

Note: In addition to seeing students who are enrolled, you can also see students who are waitlisted, have dropped or all three categories by changing the **Enrollment Status** drop-down. These lists can be downloaded as CSV files too using the **Download to Excel** icon .

Print Class Rosters

- To print the class roster, click the **Printer Friendly Version** link at the bottom of the table.

Notify All Students

Printer Friendly Version

Chrome

1. On the new page press “CTRL” + “A” (or click and drag your mouse) to select all of the content on the page.
2. After the content is selected, press “CTRL” + “P” (or right click on the webpage and select **Print...**)

Firefox

1. Right click on the page and select **This Frame**, then **Print Frame...**

Internet Explorer

1. Press “CTRL” + “A” to select all content.
2. Right click on the page and press “**Print Preview.**” Be sure to change “**As laid out on screen**” to “**As selected on screen**”.