

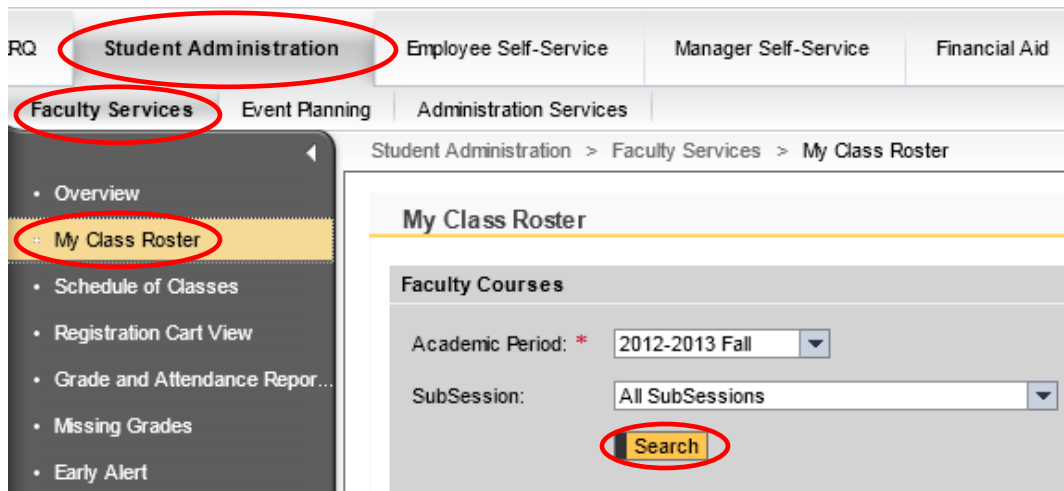
My Class Roster

Location(s):

myNKU

Purpose: Perform this procedure when you need to view teaching schedule, class rosters for each course, and send email to students.

1. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Student Administration tab.
3. Select the Faculty Services sub-tab.
4. Click My Class Roster.
5. Select the Academic Period.
6. Select the SubSession.
7. Click Search.



The screenshot displays the myNKU portal interface. At the top, there are four main tabs: 'Student Administration', 'Employee Self-Service', 'Manager Self-Service', and 'Financial Aid'. The 'Student Administration' tab is selected and highlighted with a red circle. Below it, there are three sub-tabs: 'Faculty Services', 'Event Planning', and 'Administration Services'. The 'Faculty Services' sub-tab is selected and highlighted with a red circle. On the left side, there is a sidebar menu with several options: 'Overview', 'My Class Roster', 'Schedule of Classes', 'Registration Cart View', 'Grade and Attendance Report...', 'Missing Grades', and 'Early Alert'. The 'My Class Roster' option is selected and highlighted with a red circle. The main content area shows the 'My Class Roster' page. It has a breadcrumb trail: 'Student Administration > Faculty Services > My Class Roster'. Below the breadcrumb, there is a section titled 'My Class Roster'. Underneath, there is a section titled 'Faculty Courses'. This section contains two dropdown menus: 'Academic Period: *' with '2012-2013 Fall' selected, and 'SubSession:' with 'All SubSessions' selected. Below these dropdowns is a 'Search' button, which is highlighted with a red circle.

Columns listed are:

Academic Org.	Organization Unit of the course
Course	Course prefix + course number
Section	Section number of the course
Section Title	Course title
Booked	Number of students currently enrolled.
Opt.	Optimum capacity
Maximum Capacity	Maximum capacity that is determined by dept. (could be higher than optimum). Students over optimum and up to maximum have to be registered by individuals with appropriate security.
Room Capacity	Absolute maximum number of students that can be registered for the course. This capacity is determined by facilities.
Hours	Credit hours
Start Date	Course start date (this is how you identify 2 nd 8 week classes)
End Date	Course end date (this is how you identify 1 st 8 week classes)
Days	Course meeting days: M T W R F
Start Time	Class start time
End Time	Class end time
Location	Code for the physical location of the course
Room	Building and room

You may use the following options by clicking the buttons above the results grid.

Student List						
View: Print View Print Version Export Send Email to Class Booked and Cancelled Students						
	Last Name	First Name	Email	Att Credits	Level	Major
<input type="checkbox"/>	Dolwick	Nicole	DOLWICKN1@nku.edu	3.00000	Freshman	Undeclared
<input type="checkbox"/>	Flora	Sarah	FLORAS3@nku.edu	3.00000	Freshman	Undeclared
<input type="checkbox"/>	Groeber	Amanda	GROEBERA1@nku.edu	3.00000	Freshman	Undeclared
<input type="checkbox"/>	Knight	Anna	KNIGHTA2@nku.edu	3.00000	Freshman	Undeclared

Print Version

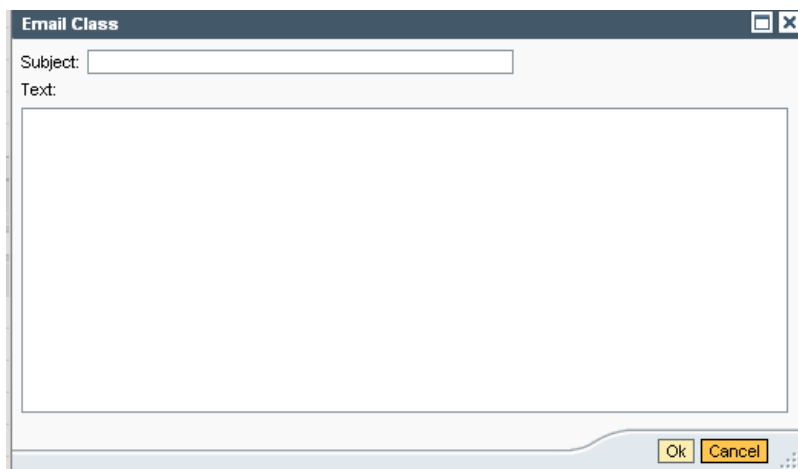
Displays the results in .pdf format

Export

Exports the results to Microsoft Excel

Send Email to Class

A dialog box opens which will send an e-mail to the class. No attachments can be added



The dialog box titled "Email Class" contains a "Subject:" label followed by a text input field. Below it is a "Text:" label followed by a large text area for composing the email body. At the bottom right of the dialog box are "Ok" and "Cancel" buttons.

Booked and Cancelled Students

Displays all booked and cancelled students for the class.