

Class Roster - Administrators

Location(s):

myNKU

Purpose: Perform this procedure when you need to view individual faculty teaching schedules and class rosters. Send email to students.

- 1. Log into <u>http://mynku.nku.edu</u> using your NKU username and password.
- 2. Select the Student Administration tab.
- 3. Select the Administration Services sub-tab.
- 4. Click Class Roster.

Home	Comp	ensation Manager	nent	SAP GUI fo	r ERQ	Student Adminis	stration	nployee Self-S		
Faculty Se	ervices	Event Planning	Adn	ninistration Se	ervices					
		I s	tudent /	Administration	> Administra	ation Services >	Class Roster			
Overvie Class R			Clas	s Roster						
Schedule of Classes			Facul	lty Courses						
Registration Cart View			Academic Period *: 2012-2013 Fall							
Pre/Corequisite Report by			SubSession: All SubSessions							
Course Completion Check			Faculty Personal ID:							
• Chair View of Grades				ty NKU Userna se:	me:	GO	GO			
			View	[Standard Vie	w] 🔽	Print Version	Export 🖌			
			A	cademic Org.		Course	Section	Section Titl		
			OR Facul OR Cours	ty NKU Userna se: ; [Standard Vie	me:	Print Version	GO Export 4	Section Tr		



- 5. Select the Academic Period.
- 6. Select the SubSession.
- 7. Enter Faculty Personal ID –or- Faculty NKU User name –or- Course.
- 8. Click Go.

Class Roster
Faculty Courses
Academic Period *: 2012-2013 Fall
SubSession: Full Session : 08/20/2012 - 12/16/2012
Faculty Personal ID: 0
Faculty NKU Username: GO
OR
Course: UNV 101 GO

9. Select the course/section (student list is displayed at the bottom of the screen).

	Class Roster											
Faculty Courses												
Academic Period *: 2012-2013 Fall SubSession: Full Session : 08/20/2012 - 12/16/2012												
Faculty Personal ID: Image: GO OR GO Faculty NKU Username: GO OR Course: UNV 101 GO												
View: [Standard View]	Prir	nt Version Expo										
Academic Org.	Course	Section	Section Title	Booked	Opt	Max	Room Cap	Hours	Start Date	End Date	Days	Filter Settin Start Time
Academic Org. Academic Orientation	Course UNV 101	Section Section 038	Section Title Orientation to College and Beyond	Booked 3	Opt 15	Max 15	Room Cap 35	Hours 3.00000	Start Date 08/21/2012	End Date 12/06/2012	Days TR	
												Start Time
Academic Orientation	UNV 101	Section 038	Orientation to College and Beyond	3	15	15	35	3.00000	08/21/2012	12/06/2012	TR	Start Time 01:40:00 PM
Academic Orientation Academic Orientation	UNV 101 UNV 101	Section 038 Section 002	Orientation to College and Beyond Orientation to College and Beyond	3 14	15 15	15 15	35 26	3.00000 3.00000	08/21/2012 08/20/2012	12/06/2012 12/07/2012	TR MWF	Start Time 01:40:00 PM 09:00:00 AM
Academic Orientation Academic Orientation Academic Orientation	UNV 101 UNV 101 UNV 101	Section 038 Section 002 Section 003	Orientation to College and Beyond Orientation to College and Beyond Orientation to College and Beyond	3 14 15	15 15 15	15 15 15	35 26 40	3.00000 3.00000 3.00000	08/21/2012 08/20/2012 08/20/2012	12/06/2012 12/07/2012 12/07/2012	TR MWF MWF	Start Time 01:40:00 PM 09:00:00 AM 09:00:00 AM
Academic Orientation Academic Orientation Academic Orientation Academic Orientation	UNV 101 UNV 101 UNV 101 UNV 101	Section 038 Section 002 Section 003 Section 007	Orientation to College and Beyond Orientation to College and Beyond Orientation to College and Beyond Orientation to College and Beyond	3 14 15 15	15 15 15 15	15 15 15 15	35 26 40 35	3.00000 3.00000 3.00000 3.00000	08/21/2012 08/20/2012 08/20/2012 08/20/2012	12/06/2012 12/07/2012 12/07/2012 12/07/2012	TR MWF MWF MWF	Start Time 01:40:00 PM 09:00:00 AM 09:00:00 AM 10:00:00 AM



Select the Academic Period.

- 10. Select the SubSession.
- 11. Click Search.

My Class Roster							
Faculty Courses							
Academic Period: *	2012-2013 Fall	-					
SubSession:	Full Session : 08	/20/2012 - 12/	16/2012 💌				
1	Search						
View: [Standard View]	Prir	nt Version Ex	mart .				
Academic Org.	Course	Section	Section Title	Booked	Opt	Max	Room Caj

12. Select the course/section (student list is displayed at the bottom of the screen).

Cla	Class Roster													
Fa	aculty Courses													
Academic Period *: 2012-2013 Fall 💌														
SubSession: Full Session : 08/20/2012 - 12/16/2012														
Faculty Personal ID: 0														
Fa	aculty NKU Username:			90										
O		UNV 101	GO											
v	/iew: [Standard View]	Prir	t Version Expo	rt 🖌									Filter Settin	igs
	Academic Org.	Course	Section	Section Title	Booked	Opt	Max	Room Cap	Hours	Start Date	End Date	Days	Start Time	
	Academic Orientation	UNV 101	Section 038	Orientation to College and Beyond	3	15	15	35	3.00000	08/21/2012	12/06/2012	TR	01:40:00 PM	
	Academic Orientation	UNV 101	Section 002	Orientation to College and Beyond	14	15	15	26	3.00000	08/20/2012	12/07/2012	MWF	09:00:00 AM	
	Academic Orientation	UNV 101	Section 003	Orientation to College and Beyond	15	15	15	40	3.00000	08/20/2012	12/07/2012	MWF	09:00:00 AM	
	Academic Orientation	UNV 101	Section 007	Orientation to College and Beyond	15	15	15	35	3.00000	08/20/2012	12/07/2012	MWF	10:00:00 AM	
	Academic Orientation	UNV 101	Section 105L	Orientation to College and Beyond	11	24	24	35	3.00000	08/20/2012	12/07/2012	MWF	10:00:00 AM	
	Academic Orientation	UNV 101	Section 015	Orientation to College and Beyond	14	15	15	35	3.00000	08/20/2012	12/07/2012	MWF	01:00:00 PM	
	Academic Orientation	UNV 101	Section 115L	Orientation to College and Beyond	12	22	22	45	3.00000	08/21/2012	12/06/2012	TR	10:50:00 AM	
	Academic Orientation	UNV 101	Section 113L	Orientation to College and Beyond	22	22	22	26	3.00000	08/20/2012	12/07/2012	MWF	11:00:00 AM	
	Academic Orientation	UNV 101	Section 011	Orientation to College and Beyond	15	15	15	32	3.00000	08/20/2012	12/07/2012	MWF	11:00:00 AM	



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.

dent List							
/iew: Print View	Print Ve	ersion Export A Send Email to	Class Booked and Ca	incelled St	udents		Setting
Last Name	First Name	Email	A	tt Credits	Level	Major	
				3.00000	Freshman	Undeclared in University Studies (BA)	
				3.00000	Freshman	Undeclared in University Studies (BA)	
				3.00000	Freshman	Undeclared in AS (BA)	

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

Email Class	
Subject:	
Text:	
	Ok Cancel
	Ok Cancel

Booked and Cancelled Students

Displays all booked and cancelled students for the class.