

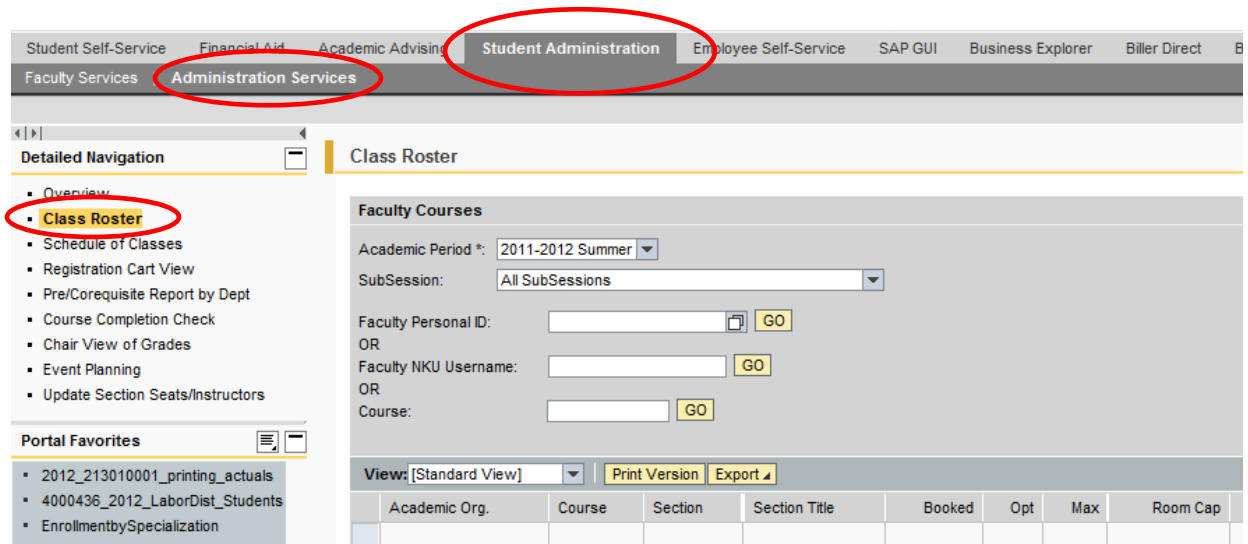
Class Roster - Administrators

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



The screenshot shows the myNKU portal interface. At the top, there is a navigation bar with several tabs: Student Self-Service, Financial Aid, Academic Advising, Student Administration, Employee Self-Service, SAP GUI, Business Explorer, and Biller Direct. Below this, there is a sub-navigation bar with Faculty Services and Administration Services. The 'Administration Services' tab is circled in red. In the left-hand navigation menu, under 'Detailed Navigation', the 'Class Roster' link is circled in red. The main content area is titled 'Class Roster' and contains a 'Faculty Courses' section. This section includes dropdown menus for 'Academic Period *' (set to 2011-2012 Summer) and 'SubSession' (set to All SubSessions). There are also input fields for 'Faculty Personal ID', 'Faculty NKU Username', and 'Course', each with a 'GO' button. At the bottom of the 'Faculty Courses' section, there is a 'View:' dropdown (set to Standard View) and buttons for 'Print Version' and 'Export'. Below this is a table header with columns: Academic Org., Course, Section, Section Title, Booked, Opt, Max, and Room Cap.

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:

OR

Faculty NKU Username:

OR

Course: UNV 101

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:

OR

Faculty NKU Username:

OR

Course: UNV 101

50 records found

View: [Standard View] Filter Settings

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 115I	Orientation to College and Beyond	12	22	22	45	3.00000	08/21/2012	12/06/2012	TR	10:50:00 AM

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

My Class Roster

Faculty Courses

Academic Period: *

SubSession:

View:

Academic Org.	Course	Section	Section Title	Booked	Opt	Max	Room Cap

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

Class Roster

Faculty Courses

Academic Period *: 50 records found

SubSession:

Faculty Personal ID:

OR

Faculty NKU Username:

OR

Course:

View: Filter Settings

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.

Student List						
View: Print View						
Print Version Export Send Email to Class Booked and Cancelled Students Settings						
Last Name	First Name	Email	Att Credits	Level	Major	
Book	Kaitlyn	BOOKK1@nku.edu	3.00000	Freshman	Undeclared in University Studies (BA)	
Dolwick	Nicole	DOLWICKN1@nku.edu	3.00000	Freshman	Undeclared in University Studies (BA)	
Flora	Sarah	FLORAS3@nku.edu	3.00000	Freshman	Undeclared in AS (BA)	

Print Version

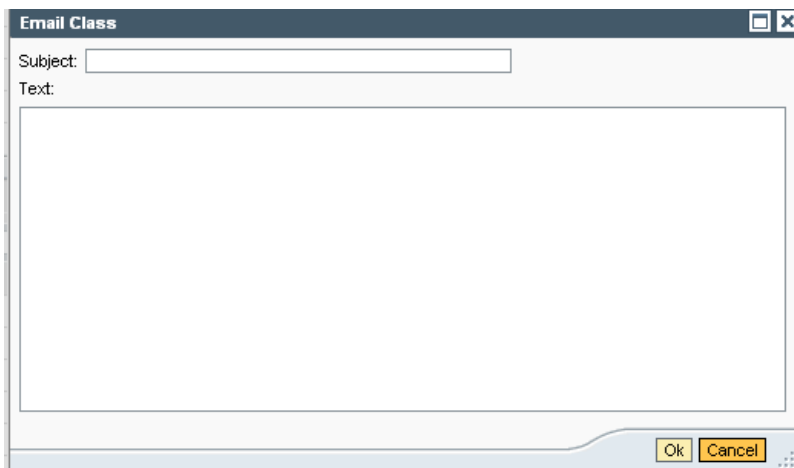
Displays the results in .pdf format

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



The dialog box titled "Email Class" contains a "Subject:" text input field and a larger "Text:" text area. At the bottom right, there are "Ok" and "Cancel" buttons.

Booked and Cancelled Students

Displays all booked and cancelled students for the class.