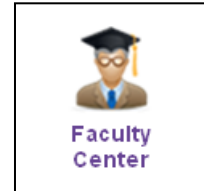


## Class Rosters in Faculty Center

- Login to <http://my.tcu.edu>
- Click on the **Faculty Center icon**
- Find your class in the list and click the **Class Roster icon** located to the left of the class listing.



Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">OSC 10503-720 (50030)</a>	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010-Jul 30, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

- **Download Roster as an Excel File**

Hold down the **CTRL key** and click the **Download** link located in the blue bar above the student roster listing. An excel file with class roster information will be download automatically to the local computer. (Windows Internet Explorer prompts to Open or Save the file, while Macintosh Safari automatically saves the file in the Downloads window.)

Enrolled Students		Customize	Find	Download	1-16 of 16	Last
Notify	ID	Name	Email	Grade Basis	Program and Plan	Level

If you experience trouble downloading the class roster file, make sure the pop-up blocker is turned off. (In Internet Explorer, choose Tools, Pop-Up Blocker, Turn Off Pop-Up Blocker. In Safari, choose the Safari menu and un-check Block Pop-Up Windows.)

- **Send Email Notification to Students**

Choose a method to send email messages to students from Faculty Center:

<a href="#">NOTIFY SELECTED STUDENTS</a>	<a href="#">NOTIFY LISTED STUDENTS</a>	<a href="#">GRAB EMAIL ADDRESS LIST</a>
<a href="#">RETURN</a>	<a href="#">GRADE ROSTER</a>	<a href="#">PRINTER FRIENDLY VERSION</a>

- **Notify Selected Students** - click the check box in the far left column to select students to notify, then click **Notify Selected Students button** to send an email
- **Notify Listed Students** – click **Notify Listed Students button** to send email to the entire class
- **Grab Email Address List** – use the **Grab Email Address List button** to create a class distribution list in Outlook.

**Grab Email Address List - DEMA 30483 010 - History of Interiors II**

Here are the steps to copy your class email address list to the clipboard:

1. Click anywhere in the list of email addresses below.
2. Select all text. (Mac-Command+A, Windows-Ctrl+A.)
3. Copy the address list text. (Mac-Command+C, Windows-Ctrl+C.)
4. Paste the list where you need it. (Mac-Command+V, Windows-Ctrl+V.)
5. Click either OK or Cancel below to return to the class roster.

Mac users that use Entourage should use the comma delimited list further below.

Call the Information Commons Help Desk at x6855 if you need assistance.

This is the semicolon delimited list used most commonly:

[Blurred semicolon-delimited email list text]

Mac users that use Entourage will want to use this comma delimited list. Drag and drop the list instead of copy and paste.

[Blurred comma-delimited email list text]

OK Cancel

- **Return** – returns you to the **Faculty Center** page
- **Printer Friendly Version** - click this link to display a printer-friendly version of the class roster. From here you can use your web browser print command to print the class roster. Click **Cancel** to return to the **Class Roster** page.

NOTIFY SELECTED STUDENTS
NOTIFY LISTED STUDENTS
GRAB EMAIL ADDRESS LIST

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RETURN
GRADE ROSTER
PRINTER FRIENDLY VERSION