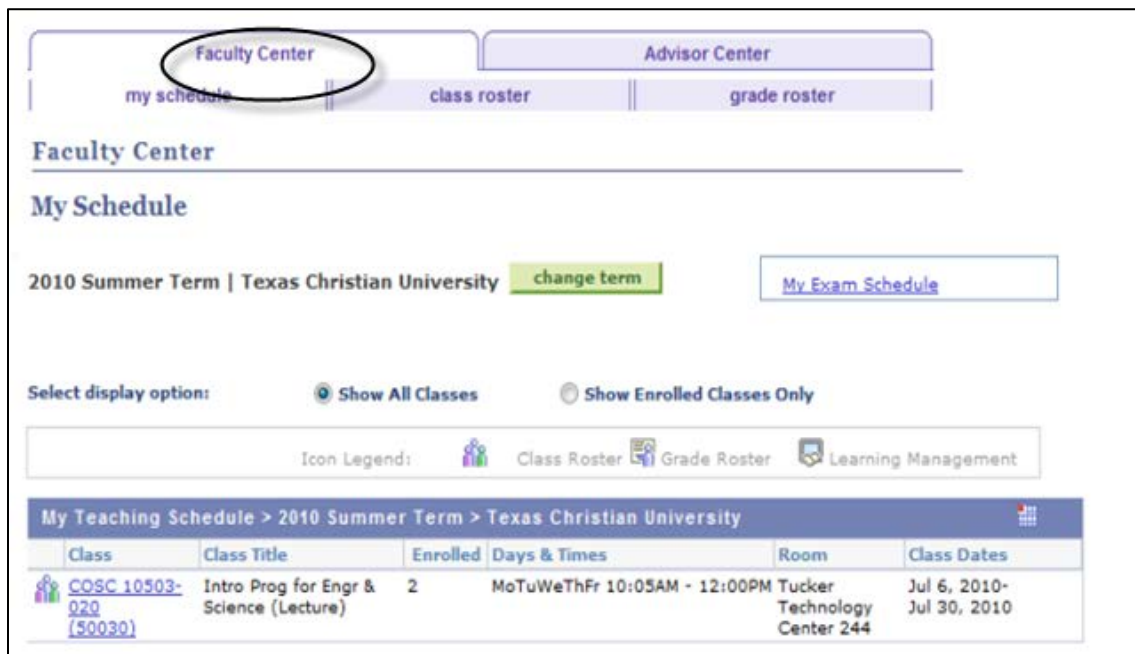


Faculty Center - Class Rosters

- Login to <http://my.tcu.edu>
- Click on the **Faculty Center** icon



- Use the **tabs across the top of the screen** for easy navigation.




The screenshot shows the Faculty Center interface. At the top, there are navigation tabs: "my schedule", "Faculty Center" (circled in red), "class roster", "grade roster", and "Advisor Center". Below the tabs, the "Faculty Center" section is active, displaying "My Schedule" for the "2010 Summer Term | Texas Christian University". There is a "change term" button and a "My Exam Schedule" link. Below this, there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". An "Icon Legend" shows icons for Class Roster, Grade Roster, and Learning Management. The main content is a table titled "My Teaching Schedule > 2010 Summer Term > Texas Christian University".

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CO9C 10503-020 (50030)	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010-Jul 30, 2010

Click on the **Class Roster** icon located to the left of the class listing



Please Note: The Icon Legend shown below is not a functional set of links.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 COSC 10503-020 (50030)	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010-Jul 30, 2010

Class Roster Information – this section contains class details

Enrollment Status – drop the list down, select a status (Enrolled, Dropped, or Waiting) and then click **Change**

Show/Hide Photos – use these buttons to show or hide student photos

Sort – click on table column headers to sort. For example, click on the Name column to sort alphabetically.

Class Roster

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSC 10503 - 020 (50030)** [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer,James R., Weber,Kimberley Ann	07/06/2010 - 07/30/2010

*Enrollment Status: **Enrolled** ▼ [Show Photos](#) [Hide Photos](#)

Enrollment Capacity 34 Enrolled 2

Enrolled Students				Find Download		First	1-2 of 2	Last
ID	Name	Email	Grade Basis	Units	Program and Plan	Level		
1	[REDACTED]	[REDACTED]@tcu.edu	Graded	3.00	Science & Engineering UGRD - B S - Engineering	Junior		
2	[REDACTED]	[REDACTED]@tcu.edu	Grade Conv	3.00	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior		

Download the Class Roster

- **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							
						Download	
Notify	ID	Name	Email	Grade Basis	Units	Program and Plan	Level

If you experience trouble downloading the class roster file, make sure the pop-up blocker is turned off.

Send Email Notification to Students in Class

- **Grab Email Address List** – use the **Grab Email Address List** button to create a class distribution list in Outlook.

Class Roster

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSC 10503 - 020 (50030)** [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

*Enrollment Status: **Enrolled** [Show Photos](#) [Hide Photos](#)

Enrollment Capacity **34** Enrolled **2**

Enrolled Students							
						Download	
ID	Name	Email	Grade Basis	Units	Program and Plan	Level	
1	[blurred]	[blurred]@tcu.edu	Grade Conv	3.00	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior	
2	[blurred]	[blurred]@tcu.edu	Graded	3.00	Science & Engineering UGRD - B S - Engineering	Junior	

[Printer Friendly Version](#)

[grab email address list](#)