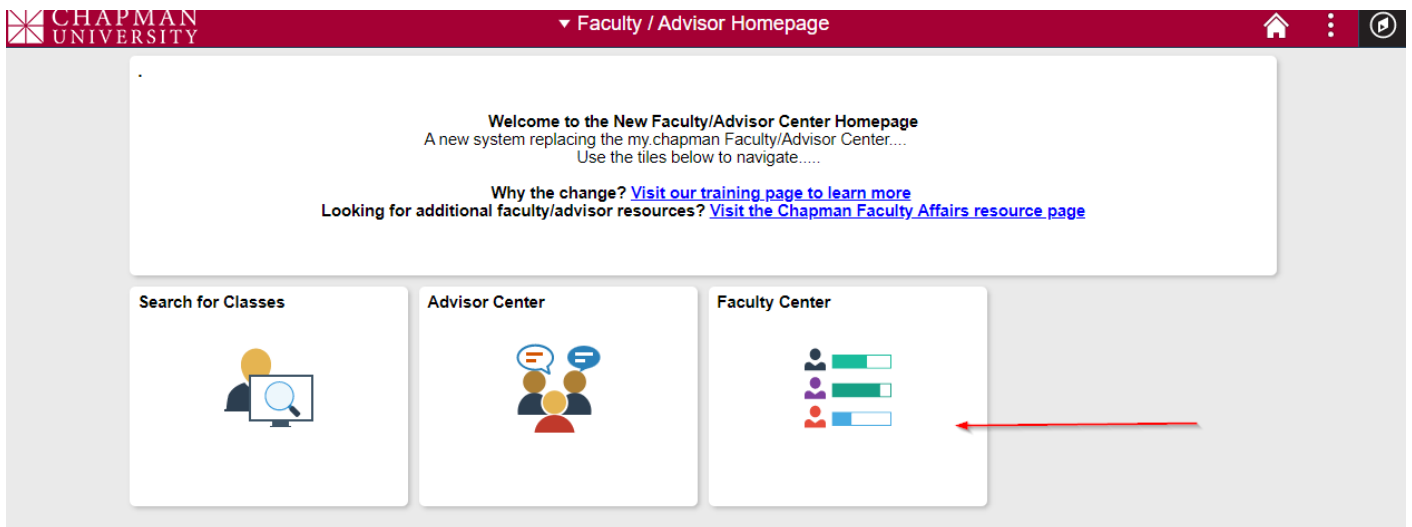


REFERENCE GUIDE TO CLASS ROSTERS FACULTY CENTER

1. Log in to your Faculty Center.
2. Click on the Faculty Center tile.



3. The Faculty Center opens to the My Schedule tab.

This displays the courses you are assigned to teach. The Term will default to the last term in which you were assigned classes. The schedule can be downloaded to Excel by clicking on the spreadsheet icon. To change the term, click on the green **change term** button.

My Schedule

Fall 2019 | Chapman University

Change Term

- [View Personal Data Summary](#)
- [View Textbook Summary](#)
- [My Exam Schedule](#)
- [Request a Grade Change](#)

Select display option

- Show All Classes
 Show Enrolled Classes Only

My Teaching Schedule > Fall 2019 > Chapman University

[Personalize](#) | [View All](#) | [Print](#) | [Calendar](#)

[First](#) | [1-3 of 3](#) | [Last](#)

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	FFC 100-14 (1577)	First-Year Foundations Course (Lecture)	25	MoWeFr 12:00PM - 12:50PM	Argyros Forum 206A	Aug 26, 2019- Dec 14, 2019
	HIST 252-01 (1491)	History and Film (Lecture)	29	Mo 4:00PM - 6:50PM	Hashinger Science Center 003	Aug 26, 2019- Dec 14, 2019
	HIST 388-01 (1513)	Tech & Media in the U.S. (Lecture)	13	MoWe 2:30PM - 3:45PM	Smith Hall 205	Aug 26, 2019- Dec 14, 2019

[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > Fall 2019 > Chapman University

You have no final exams scheduled at this time.

A list of available terms will display. You will be able to select other terms and click the **Continue** button to display other terms.

Select Term

[View FERPA St](#)

[Continue](#)

Select a term then select Continue.

Term	
<input checked="" type="radio"/> Fall 2019	Chapman University
<input type="radio"/> Spring 2019	Chapman University
<input type="radio"/> Interterm 2019	Chapman University

4. To view class rosters, click on the icon next to the course. You can also click on the Class Roster tab at the top of the screen.

Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

Faculty Center

My Schedule

Fall 2019 | Chapman University Change Term

Select display option

Show All Classes Show Enrolled Classes Only

View Personal Data Summary
View Textbook Summary
My Exam Schedule
Request a Grade Change

Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > Fall 2019 > Chapman University

Personalize | View All | First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	FFC 100-14 (1577)	First-Year Foundations Course (Lecture)	25	MoWeFr 12:00PM - 12:50PM	Argyros Forum 206A	Aug 26, 2019- Dec 14, 2019

- Class details and the roster are displayed. The FERPA statement is at the top of all class rosters, you can click on the link to view the statement. Click on the **change class** button to change to another class in your schedule.

Class Roster View FERPA Statement

Fall 2019 | Semester | Chapman University | Undergraduate

FFC 100 - 14 (1577)
First-Year Foundations Course - Classical Influence Amer Life (Lecture)

Change Class

Days and Times	Room	Instructor	Dates	Topic
MoWeFr 12:00PM-12:50PM	Argyros Forum 206A	[REDACTED]	08/26/2019 - 12/14/2019	Classical Influence on American Life

*Enrollment Status

Enrollment Capacity 25 Enrolled 25

Select display option

Link to Photos Include photos in list

Enrolled Students Personalize | Find | First 1-25 of 25 Last

Notify	Photo	ID	Name	Drop Student	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Drop Student	Graded	3.00	Undergraduate Degree - Creative Writing BFA	Freshman
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Drop Student	Graded	3.00	Undergraduate Degree - Performance BM	Freshman
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Drop Student	Graded	3.00	Undergraduate Degree - Business Administration BS/University Honors Program	Freshman

The **Enrollment Status** defaults to “Enrolled”. As enrollment progresses, you can select other options, All, Dropped and Waitlist (if your class has a waitlist).

You can download the roster to Excel by clicking on the spreadsheet icon. NOTE: You can download a PDF version by clicking on Printer Friendly Version at the bottom on the page.

23	<input type="checkbox"/>			<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Undeclared	Freshman
24	<input type="checkbox"/>			<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Communication Studies BA	Freshman
25	<input type="checkbox"/>			<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - English BA	Freshman

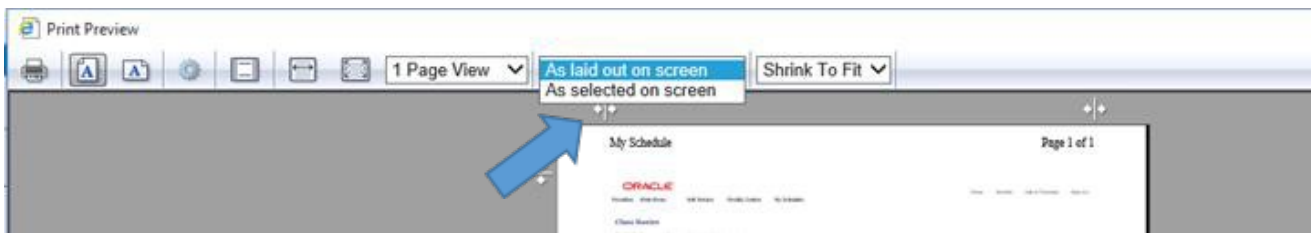
[Printer Friendly Version](#)

PRINTING CLASS ROSTERS – Printer Friendly Version link

After clicking on the Printer Friendly Version link at the bottom of the class roster another version of the roster appears. If your roster is multiple pages, be sure to click the View All link in the blue menu bar. To print the roster, follow the steps below based on which browser you are using.

INTERNET EXPLORER

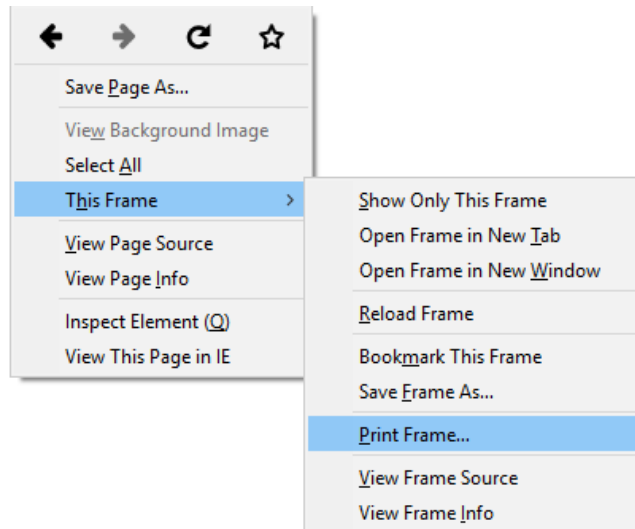
1. Hit CTRL + A to “**Select All**”
2. Right click on the page and click on “**Print Preview**”
3. In print preview, change “**As laid out on screen**” to “**As selected on screen**”.



4. Click on the  icon to select printer and print class roster.

FIREFOX

1. Right click on the page and select **This Frame**, then **Print Frame...**



CHROME

1. Hit CTRL + A to “**Select All**”
2. Right click on the page and click on **Print...**

Copy	Ctrl+C
Search Yahoo Web for 'Class Roster Fall 2015 Semester Chapman...'	
Print...	Ctrl+P
Inspect element	Ctrl+Shift+I

3. Click on the **Print** button