

INSTRUCTOR ACCESS TO CLASS ROSTERS

'Up-To-Date' Class Rosters can be accessed through the My UW Madison portal <http://my.wisc.edu> in the Faculty Center

You will use your NetID and Password to access My UW Madison.

Your NetId is the name that appears to the left of the @wisc.edu in your WiscMail email address.

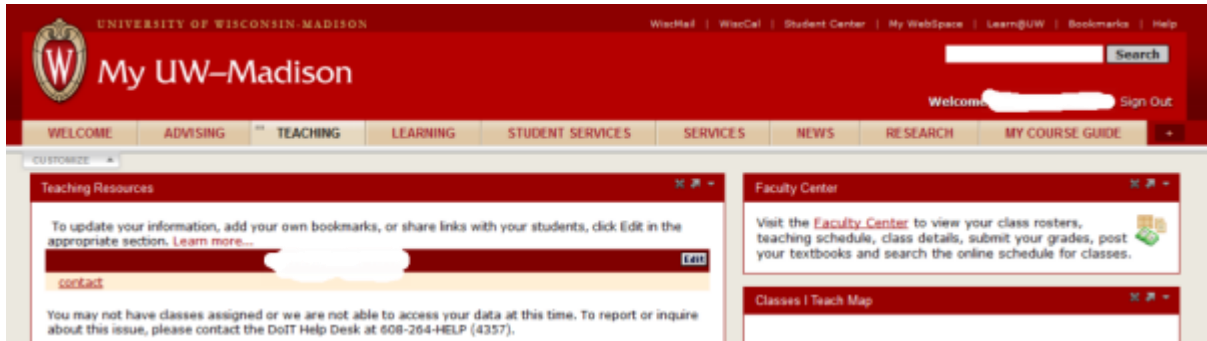
Your Password is the one used to check WiscMail email.

The screenshot shows the NetID Login page. At the top, there is a red header with the University of Wisconsin-Madison logo and the text "WISCONSIN UNIVERSITY OF WISCONSIN-MADISON". To the right of the logo are links for "MY UW", "SEARCH", and "PEOPLE". Below the header, there are two links: "Activate my NetID" and "Modify my NetID". The main heading is "NetID Login". Below this, there is a message: "The application or resource you requested requires you to login. Once your login is successful, you'll be returned to the application you've requested." The login form has two input fields: "NetID" and "Password". Below the "NetID" field is a link "What is my NetID? (ie. bbadger)". Below the "Password" field is a link "Forgot your password?". There is a "Login" button. To the left of the "Login" button is a red octagonal "STOP" sign. Below the "Login" button, there is a message: "Close all web browser windows when you are finished (quit on a Mac). When you login with your NetID, you are automatically logged in to other services that use the NetID Login Service." At the bottom of the page, there are three links: "What is this site?", "Security Best Practices", and "Information for Web Developers". At the very bottom, there is a footer with the text: "Feedback, questions or accessibility issues: help@doit.wisc.edu © 2009 Board of Regents of the University of Wisconsin System".

If you do not have a NetID and Password, click on the Activate my NetID link. If you are unsure about your NetID and password, contact the DoIT Help Desk at 264-4357.

Once you log in to My UW Madison--

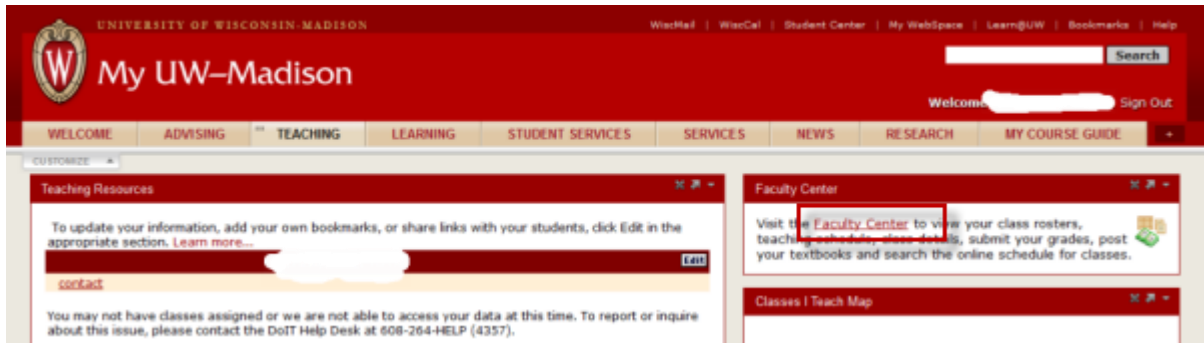
Select the TEACHING tab. A Faculty Center module should be available to you.



If you do not see the Faculty Center module, verify you are on the TEACHING Tab and click on the **Customize** tab near the upper left side of the page. You will be directed to a page titled 'Add Modules'. Locate the Faculty Center module using the arrow keys on the right hand side and select 'Add' in the upper right hand corner of the module. The module will be added to your TEACHING page.

READY TO ACCESS YOUR CLASS ROSTER

Within the Faculty Center module -- Click on the [Faculty Center](#) link.



A new browser window will open displaying your Faculty Center and your My Schedule page:

faculty center
textbooks / instructor content
class search

faculty center

My Schedule

Faculty policy states that grades are due within 144 hours of the final exam.

Spring 2011-2012 | UW-Madison change term

Select display option: Show All Classes Show Enrolled Classes Only Grading Help

Icon Legend: Class Roster Grade Roster XL-MW Grade Roster Packaged Grade Roster Submitted Grade Roster Posted Grade Roster

My Teaching Schedule > Spring 2011-2012 > UW-Madison

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ECON 228 FLD-001 (26459)	Internship Economics (Field Studies)	1			Jan 23, 2012- May 11, 2012
ECON 228 FLD-002 (35673)	Internship Economics (Field Studies)	1			Jan 23, 2012- May 11, 2012
ECON 448 LEC-001 (26673)	Human Resources-Econ Growth (Lecture)	96	TuTh 11:00AM - 12:15PM	HUMANITIES 3650	Jan 23, 2012- May 11, 2012
ECON 475 LEC-001 (34091)	Economics of Growth (Lecture)	22	TuTh 9:30AM - 10:45AM	HUMANITIES 1641	Jan 23, 2012- May 11, 2012
ECON 698 IND-002 (23722)	Directed Study (Independent Study)	0			Jan 23, 2012- May 11, 2012
ECON 699 IND-002 (19395)	Directed Study (Independent Study)	0			Jan 23, 2012- May 11, 2012

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

My Exam Schedule > Spring 2011-2012 > UW-Madison

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
ECON 448 LEC-001 (26673)	Human Resources-Econ Growth (Lecture)	5/15/2012, Tuesday	10:05AM - 12:05PM		96
ECON 475 LEC-001 (34091)	Economics of Growth (Lecture)	5/17/2012, Thursday	5:05PM - 7:05PM		22

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This page should default to display current term information. Click on ‘change term’ to select a different term. If the term you desire is not available, contact your Academic Department Assistant.

Please use links provided throughout the Faculty Center – it is not recommended that you use the ‘back’ button while accessing your class roster.

If a class section is missing, contact your Academic Department Assistant to confirm that your name has been placed into SIS as the Instructor of Record. Please note – sections for which you are **not** instructing will not appear in your Teaching Schedule.

Although all sections of a Cross-listed or Meets-with course will appear, the Class Roster icon will appear only once in this listing with the primary department course title. Cross-list and meets-with classes consist of the following:


XL	This section is (cross-listed) with another department/s.
MW	This section (meets-with) another course and/or department.
XM	This section is (cross-listed and meets with) another course and/or department.
SL	This section is a (section level meets-with) another course and/or department.


Click on the Class Roster icon located to the **left of the section** you wish to view -  - and your class roster will display.

Navigation: Favorites | Main Menu > Self Service > Faculty Center > My Schedule


Buttons: Class Roster | Email

Class Roster


Academic Institution: UWMSN Class Number: 26459 Instructor: 
Term: Spring 2011-2012 (1124) Session: A1
Subject Area: ECON (296) Title: Internship Economics
Catalog Nbr: 228 Class Section: 001 Field Studies Graded
Course ID: 023347 Course Offering Nbr: 1

[Photo Roster](#) 

Roster Type

Student Enrollment Status: 


Total Students: 1 [Return to Faculty Center](#) [Detail](#)

Campus ID	Name	Honors Type	Honors Y/N	Units Taken	Audit	Program	Current Level	Proj Level	Subject Area	Catalog Nbr	Related Section 1	Related Section 2
1				1.00		BA	40	40	296	228		

The 'Student Enrollment Status' field defaults to display Enrolled students. Select 'Waiting' from this dropdown menu to display students on the automated wait list in alphabetical order. Select 'Dropped' from this dropdown menu to view students who may have dropped this section and the date the student dropped this section. This will display only students that have dropped as of the first date of the session of this class.

The [Photo Roster](#) button provides a PDF document displaying student photos of enrolled students.

The  icon to the right of the Photo Roster button provides information regarding the class roster data.

The  icon to the right of the Student Enrollment Status provides commonly asked questions related to the wait list functionality.

The [Download Grid](#) link allows you to export student data to a spreadsheet. More information is available on the last page of this document.

The [Detail](#) link allows you to view the Class Detail page for further information about this section (i.e. enrollment capacity, status (Open or Closed or Waiting), available seats, room assignment, final exam information, textbook information, etc.).

The Class Roster includes Student Email Addresses. Select the 'Email' tab to view this information.

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Class Roster | **Email**

Class Roster

Academic Institution: UWMSN **Class Number:** 26459 **Instructor:** [Redacted]
Term: Spring 2011-2012 (1124) **Session:** A1
Subject Area: ECON (296) **Title:** Internship Economics
Catalog Nbr: 228 **Class Section:** 001 Field Studies
Course ID: 023347 **Course Offering Nbr:** 1

Roster Type

Student Enrollment Status: Enrolled

Total Students: 1 [Return to Faculty Center](#) [Detail](#)
[About Classlists and FAQs](#)
[Enable and Modify Your Class List](#)

Campus ID	Name	Email Address	Date Added
1	[Redacted]	[Redacted]	11/23/2011

NOTE – The column titled 'Date Added' displays on this tab. This will display the date added for students in each of the three Student Enrollment Statuses (Enrolled; Dropped; and Waiting).

You can enable your Class List email by selecting the 'Enable and Modify Your Class List' link. This link will direct you to the login page to begin the process of creating and accessing your email class list. Follow the instructions on that page to have your email list created.

Once you've completed this process, the following will display on the Class Roster Email page.

Total Students: 1 [Send Email](#)
The classlist email address for this class is @lists.wisc.edu.
[Enable and Modify Your Class List](#)

When you select the 'Send Email' link, your default email application will be accessible and the class list email address will populate into the 'Send To' field. Contact the DoIT Help Desk at 264-4357 if you experience difficulties sending email via the 'Send Email' link. Prior to enabling your Class List Email, there is also an 'About Classlists and FAQs' link for further information.

The class roster in your Faculty Center is the official class roster of enrolled students. It will always reflect up-to-the-minute enrollment in your class. The class list email addresses are refreshed 6 times throughout the day. You may experience a temporary discrepancy between students actually enrolled in your class and the email addresses that exist in your email address class list.

Always remember to log out of My UW when you have concluded your business.

Failure to close all browser windows may result in your data being viewed or corrupted by the next user on the computer.

Downloading Student Data to a Spreadsheet or Opening the Photo Roster

The [Download Grid](#) link allows you to download student data from the Class Roster page or the Email page to a spreadsheet for further data manipulation. The

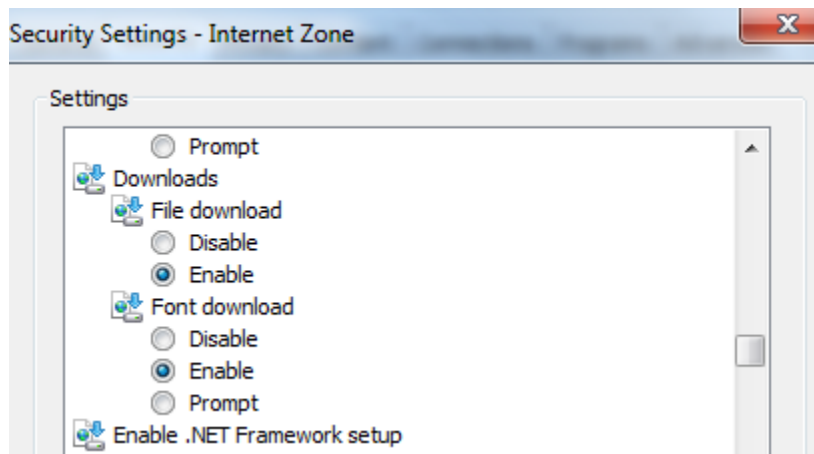
[Photo Roster](#) allows you to view photos of enrolled students in a PDF format. Both will open a separate window. **If you utilize the popup blocker feature and experience difficulty in opening either of these, please consult your technical staff. If they are unable to resolve this, please contact the DoIT Help Desk at 264-4357.**

Following are some examples of what you may be prompted to do depending on the browser and operating system you use:

Internet Explorer: Select 'Open' – Spreadsheet will open with student information. Go to 'File', select 'Save' or 'Save As'. You will be prompted to save the file to a location on your computer.

****IMPORTANT** - Internet Explorer Only – If you select the 'Download Grid' link or the 'Photo Roster' button and are given a blank page or the page flashes and disappears, check the following:**

>Tools > Internet Options > Security > Verify that the 'Internet' icon is highlighted and click on 'Custom Level'. Scroll to 'Downloads' and verify that automatic prompting for Downloads is set to 'Enable'.



Mozilla Firefox: Select 'Open with' - Spreadsheet will open with student information. Go to 'File', Select 'Save' or 'Save As'. You will be prompted to save the file to a location on your computer.

Print a class roster using the 'Landscape' feature within your SIS browser. All needed information may not display when attempting to print from your browser in 'Portrait' mode, although this is an option. Following is where to change your print page setup to 'Landscape':

Internet Explorer: File – Page Setup – Orientation – Click on ‘Landscape’ and [OK]
File – Print – and click on Print

Mozilla Firefox: File – Page Setup – Format - Click on ‘Landscape’ and [OK] File –
Print – and click on Print

Print a class roster using Mozilla Firefox: If you are printing SIS pages from Firefox
and having issues, try this:

1. Right click on the part of the SIS page you want to print
2. Point to ‘This Frame’ from the pop-up menu
3. Click ‘Print Frame’

Additional class roster access tips can be found at registrar.wisc.edu. They can also be
found at sis.wisc.edu/Learning/SupportMaterials/SupportMaterials.