

CLASS ROSTERS

How to download a list of student emails in Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

Accessing PeopleSoft Faculty Center

Log in to MyU.umn.edu with your Internet ID and password.

Click on the **Teaching** tab. From here, you will see your classes listed.

To get to the Faculty Center, you can either click on the **Class List** link by a course, or click **Faculty Center** at the bottom of the page.

The screenshot shows the MyU Faculty Center interface. The top navigation bar includes 'MyU', 'Key Links', 'Recommended', 'Favorites', and 'My Interests'. A search bar is located in the top right. The main content area is titled 'Welcome to MyU' and features a sidebar with navigation tabs: 'Announcements', 'Teaching' (selected), 'My Advisees', 'Research', 'My Time', 'My Pay', 'My Benefits', 'Manager Info', 'Purchasing', and 'My Info'. The 'Teaching' tab displays a 'Semester' dropdown set to 'Weekly' and a 'Schedule By Term' section for 'Fall 2014'. A list of classes is shown, including CMB 5594, CMB 8394, CMB 8560, VMED 5210, and VMED 5295. Each class entry includes links for 'Grade Rosters', 'Bookstore', 'Library', 'Class List', 'Add Class URL', and 'Moodle'. A 'Faculty Center' link is visible at the bottom of the class list.

CLASS ROSTERS - available as soon as students enroll in the class

The screenshot shows the 'Faculty Center My Schedule' page for Fall 2014. It includes a 'change term' button and a 'View Personal Data Summary My Exam Schedule' link. The 'Select display option' section has 'Show All Classes' selected. An 'Icon Legend' shows icons for Class Roster, Grade Roster, Learning Management, and Class Permissions. The main table, titled 'My Teaching Schedule > Fall 2014 > Univ of Minnesota, Twin Cities', lists the following classes:

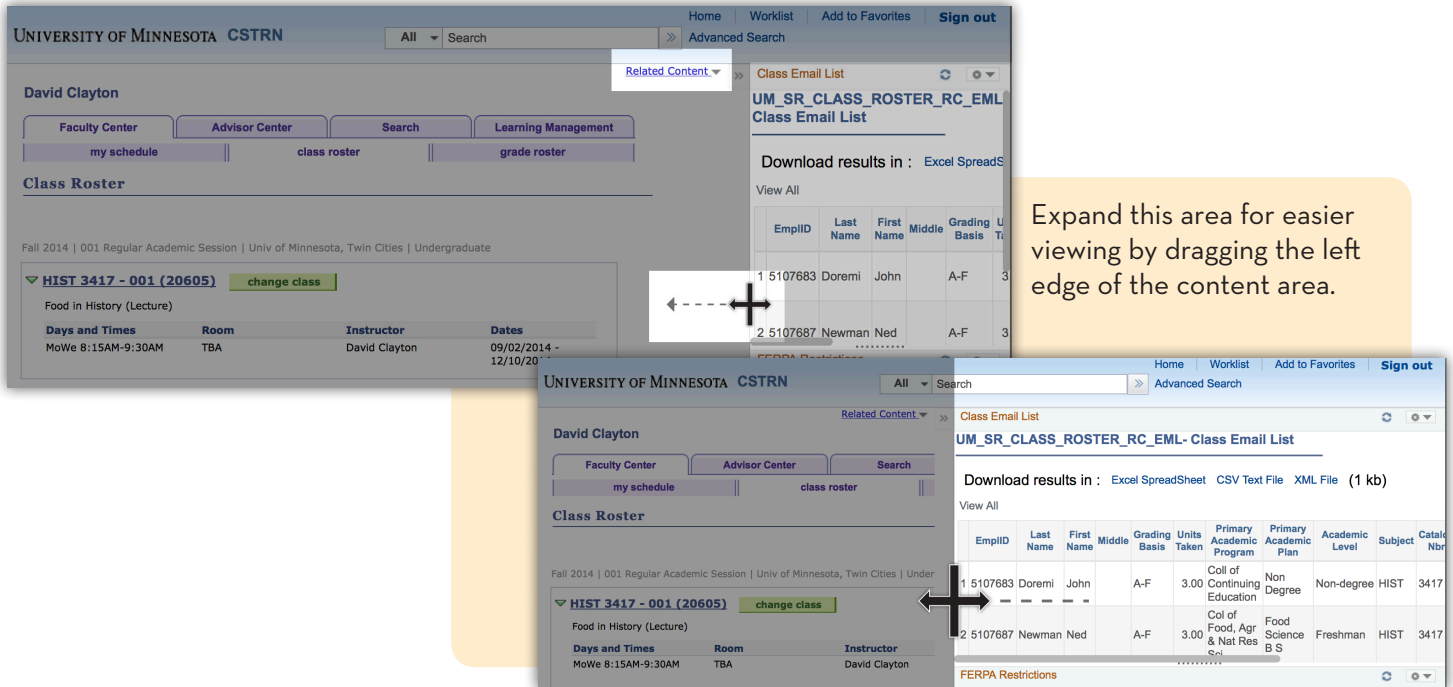
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	URL
AMIN 3312-001 (27587)	AmIn Envl Issues/Perspectives (Lecture)	0	TBA	TBA	Sep 2, 2014- Dec 10, 2014	URL
HIST 3417-001 (20605)	Food in History (Lecture)	8	MoWe 8:15AM - 9:30AM	TBA	Sep 2, 2014- Dec 10, 2014	URL
HIST 3426-001 (26290)	Pirates of the Caribbean (Lecture)	10	MoWe 11:15AM - 12:30PM	TBA	Sep 2, 2014- Dec 10, 2014	URL
HIST 3837-001 (25939)	Minnesota History (Lecture)	8	MoWe 4:00PM - 5:15PM	TBA	Sep 2, 2014- Dec 10, 2014	URL

To view a roster, click the **Class Roster** icon next to a class or click the **class roster** sub tab under Faculty Center.

DE-CR-FC-9.11.15-SH

CLASS ROSTER EMAIL LIST - DOWNLOAD OPTIONS

The class email list will be displayed on the right side of this page in the **Related Content** area.



DOWNLOAD OPTIONS

You can choose to download a list of students' emails into an **Excel Spreadsheet**, **CSV Text File**, or **XML file**.

