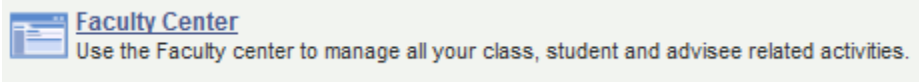


# Managing Class Rosters in MaineStreet

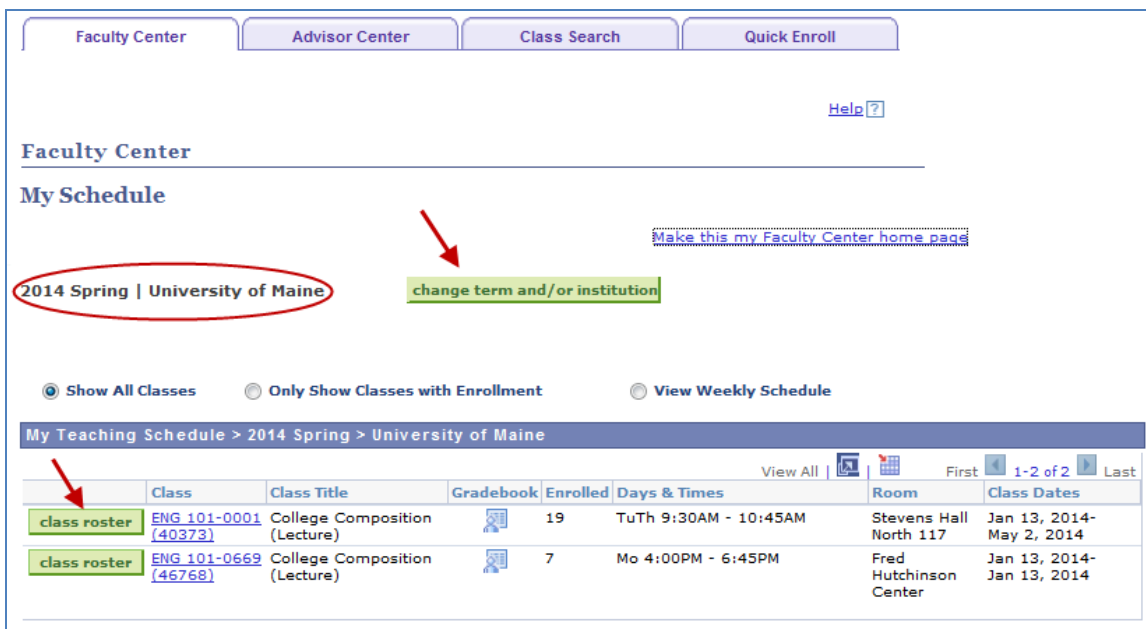
Log on to [MaineStreet](#) using your [UMS ID](#) and Password

Navigate to the Faculty Center: *Self Service > Faculty Center*



## View the Class Roster(s)

- a) Verify the term for which the class rosters are displaying and change if necessary using the “change term and/or institution” button.



Faculty Center | Advisor Center | Class Search | Quick Enroll

[Help ?](#)

### Faculty Center

#### My Schedule

[Make this my Faculty Center home page](#)

**2014 Spring | University of Maine** [change term and/or institution](#)

Show All Classes    Only Show Classes with Enrollment    View Weekly Schedule

My Teaching Schedule > 2014 Spring > University of Maine

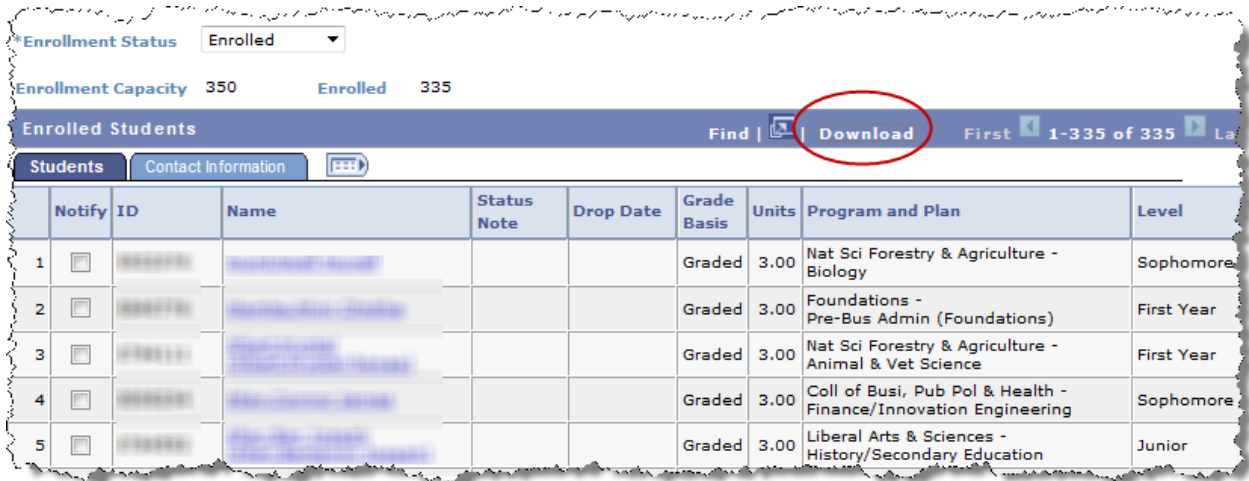
	Class	Class Title	Gradebook	Enrolled	Days & Times	Room	Class Dates
<a href="#">class roster</a>	<a href="#">ENG 101-0001 (40373)</a>	College Composition (Lecture)		19	TuTh 9:30AM - 10:45AM	Stevens Hall North 117	Jan 13, 2014- May 2, 2014
<a href="#">class roster</a>	<a href="#">ENG 101-0669 (46768)</a>	College Composition (Lecture)		7	Mo 4:00PM - 6:45PM	Fred Hutchinson Center	Jan 13, 2014- Jan 13, 2014

- b) Select the “class roster” button next to the corresponding class displayed in the “My Teaching Schedule” List.

# Managing Class Rosters in MaineStreet

## Saving the Class Roster

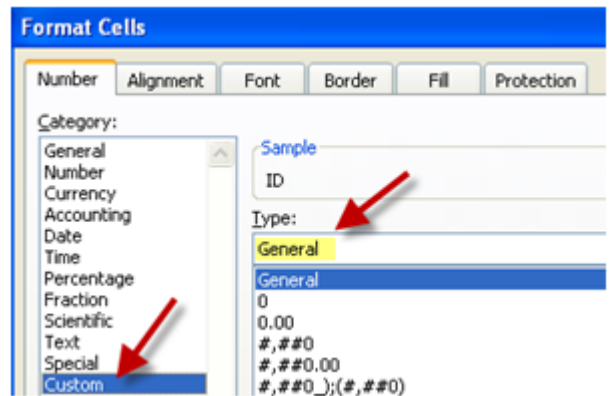
- a) Select the **Download** link at the top of the roster as shown below. (Note: If your browser's Pop-up Blocker prevents the download, follow the browser's instructions presented to you for how to allow the download to continue.)



The screenshot shows the 'Enrolled Students' section of the MaineStreet system. At the top, there are filters for 'Enrollment Status' (set to 'Enrolled') and 'Enrollment Capacity' (350). Below this, the 'Enrolled Students' header includes a search bar and a 'Download' link, which is circled in red. A table below lists student information with columns for Notify, ID, Name, Status Note, Drop Date, Grade Basis, Units, Program and Plan, and Level. The table contains five rows of student data.

Notify	ID	Name	Status Note	Drop Date	Grade Basis	Units	Program and Plan	Level
1	000000				Graded	3.00	Nat Sci Forestry & Agriculture - Biology	Sophomore
2	000000				Graded	3.00	Foundations - Pre-Bus Admin (Foundations)	First Year
3	000000				Graded	3.00	Nat Sci Forestry & Agriculture - Animal & Vet Science	First Year
4	000000				Graded	3.00	Coll of Busi, Pub Pol & Health - Finance/Innovation Engineering	Sophomore
5	000000				Graded	3.00	Liberal Arts & Sciences - History/Secondary Education	Junior

- b) When the **File Download** box appears, select "Open. "
- c) The roster will open to an Excel spreadsheet. Note that the leading zeroes in the student IDs are missing. Follow the steps below to replace the missing zeroes:
- Select the column and right-click
  - Select **Format Cells**.
  - Select **Custom**.
  - Highlight to select word "**General**" displayed in the "Type" box, then replace "**General**" with seven zeroes (0000000).
  - Select **OK**.
- d) Save the spreadsheet.



## Managing Class Rosters in MaineStreet

### Sending Notifications to Students from the Class Roster

- a) To notify all students on the roster, scroll to the bottom of the Class Roster and select the “**notify all students**” button

**OR**

To notify a selected set of students, use the box provided in the “**Notify**” column of the Class Roster to indicate which students are to receive the message. Then select the “**notify selected students**” button at the bottom of the Class Roster.

\*Enrollment Status

Enrollment Capacity 150    Enrolled 138    Dropped 49


All Students Find |

Students

Notify	ID	Name	Status	Status Note	Drop Date	Grade Basis	Units
<input type="checkbox"/>	0792497	<a href="#">Richard, Adel M</a>	Enrolled			Graded	3.00
<input checked="" type="checkbox"/>	0792730	<a href="#">Richard, Marwan, Joseph</a>	Enrolled			Graded	3.00
<input type="checkbox"/>	0792824	<a href="#">Richard, Richard</a>	Enrolled			Graded	3.00
<input type="checkbox"/>	0832904	<a href="#">Richard, Chris A</a> <a href="#">Richard, Christopher</a>	Enrolled			Graded	3.00

[Select All](#)   [Clear All](#)

- b) The “**Send Notification**” page (see page 4) will display with the “**To**” field pre-populated with your email address and “**BCC**” field pre-populated with the email addresses of the students selected.
- c) The “**Subject**” field may be changed if desired.
- d) Enter the text of the message to be sent in the “**Message Text**” field. (Tip: Use the spellcheck icon  to check the spelling of the text.)
- e) Send the message by selecting the “**Send Notification**” button.

# Managing Class Rosters in MaineStreet

## Class Roster

### Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from Simin Khosravani**

**From:**

**To:**

**CC:**

**BCC:**

---

**Subject:**

**Message Text:**

