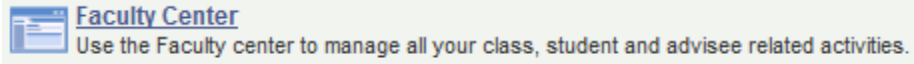


Managing Class Rosters in MaineStreet

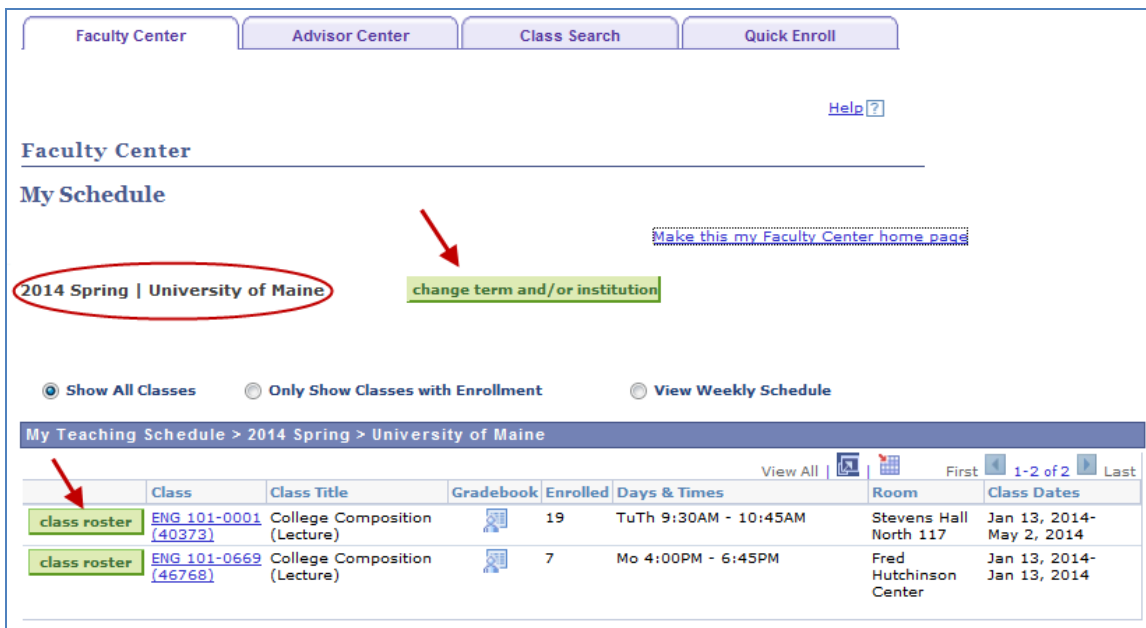
Log on to [MaineStreet](#) using your [UMS ID](#) and Password

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

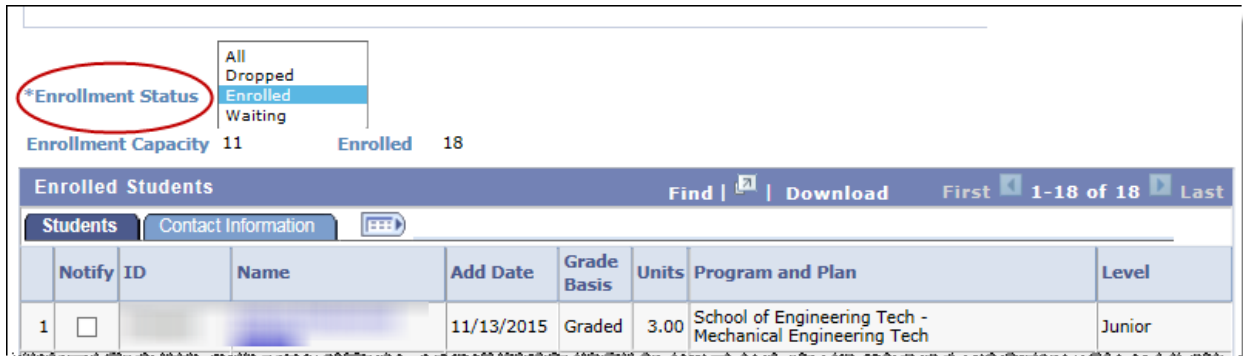
	Class	Class Title	Gradebook	Enrolled	Days & Times	Room	Class Dates
class roster	ENG 101-0001 (40373)	College Composition (Lecture)		19	TuTh 9:30AM - 10:45AM	Stevens Hall North 117	Jan 13, 2014- May 2, 2014
class roster	ENG 101-0669 (46768)	College Composition (Lecture)		7	Mo 4:00PM - 6:45PM	Fred Hutchinson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

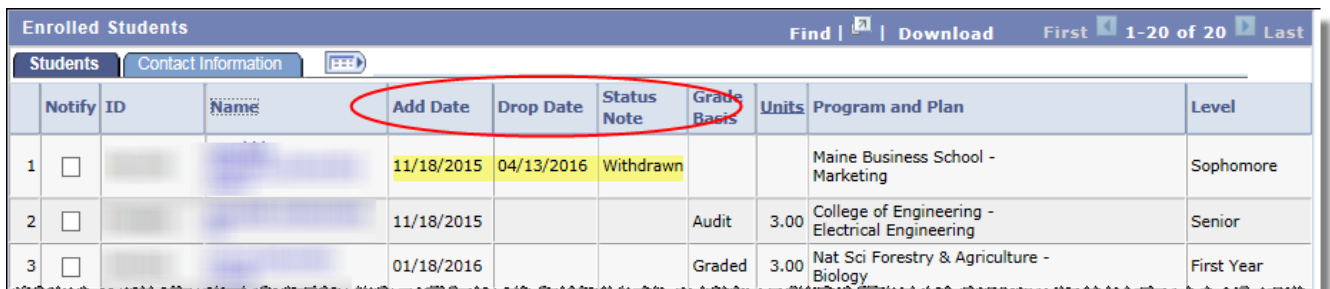
Managing Class Rosters in MaineStreet

About the Class Roster Details

The MaineStreet Class Roster provides a variety of information pertaining to the students associated with a class. The **Enrollment Status** drop down list offers options for displaying the list of students: **All**, **Dropped**, **Enrolled**, or **Waiting**. The status of **Enrolled** is the default setting meaning when the class roster first displays, it's showing only those with an enrolled status. Students that have been dropped will display when the **Dropped** status is selected. Students on the Wait List will display when the status of **Waiting** is selected, and the **All** option shows everyone regardless of enrollment status.



Other columns containing helpful information are the **Add Date**, **Drop Date** and **Status Notes** columns. The **Add** indicates the date on which the student was enrolled in the class. This may be useful for monitoring new enrollments after the start of the semester. The **Drop Date** column will show the date on which a student dropped or withdrew from the class.



The **Status Notes** column provides details associated with the enrollment status. If a student has withdrawn, the **Status Notes** column will also display a "Withdrawn" message. (Note: Withdrawn students will appear on the "Enrolled" list.) Students who were added to the Wait List and later removed will have a "was Waitlisted" message in the **Status Notes** column.

When viewing the students with the **Waiting** enrollment status, each student's position on the Wait List is shown in the **Status Notes** column.

Managing Class Rosters in MaineStreet

Waitlisted Students							
Find [a] Download First 1-2 of 2 Last							
Students Contact Information [Filter]							
	Notify	ID	Name	Add Date	Status Note	Program and Plan	Level
1	<input type="checkbox"/>			11/18/2015	Pos # 1	Nat Sci Forestry & Agriculture - Food Science & Human Nutrition	First Year
2	<input type="checkbox"/>			01/05/2016	Pos # 2	Non-Degree Undergraduate - Pathways-Business Admin	First Year

Values that display in the **Grade Basis** column reflect the grading option for the student. The most commonly seen Grade Bases are: **Graded** for the letter grade (A-F) option; **P/NP** indicates the Pass/Fail grading option; **Audit** is shown for students who opted to audit the class.

Enrolled Students										
Find [a] Download First 1-20 of 20 Last										
Students Contact Information [Filter]										
	Notify	ID	Name	Add Date	Drop Date	Status Note	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>			11/18/2015	04/13/2016	Withdrawn			Maine Business School - Marketing	Sophomore
2	<input type="checkbox"/>			11/18/2015			Audit	3.00	College of Engineering - Electrical Engineering	Senior
3	<input type="checkbox"/>			01/18/2016			Graded	3.00	Nat Sci Forestry & Agriculture - Biology	First Year

The **Units** column specify the number of credits for which the student is enrolled. (It's most important to review this when the class is offered for variable credit.) The **Program and Plan** column indicates each student's college and major. The **Level** column provides the student's current class level based on overall earned credit hours.

The Contact Information tab reveals the preferred phone number and email address for each student.

Enrolled Students					
Find [a] Download First 1-18 of 18 Last					
Students Contact Information [Filter]					
	Notify	ID	Name	Phone	Email Address
1	<input type="checkbox"/>			207/889-	@maine.edu
2	<input type="checkbox"/>			802.473	@maine.edu

Managing Class Rosters in MaineStreet

Class Rosters for Combined Sections

If the class is one of a combined section group, the student listing includes enrollments for both classes. If the combined section group consists of more than course, the **Subject** and **Catalog Nbr** columns indicate in which course the student is enrolled. Additionally, the topic of the class will display if one exists.

Notify	ID	Name	Subject	Catalog Nbr	Course Topic
<input type="checkbox"/>			CHF	404	Fatherhood and Families
<input type="checkbox"/>			WGS	401	Fatherhood and Families

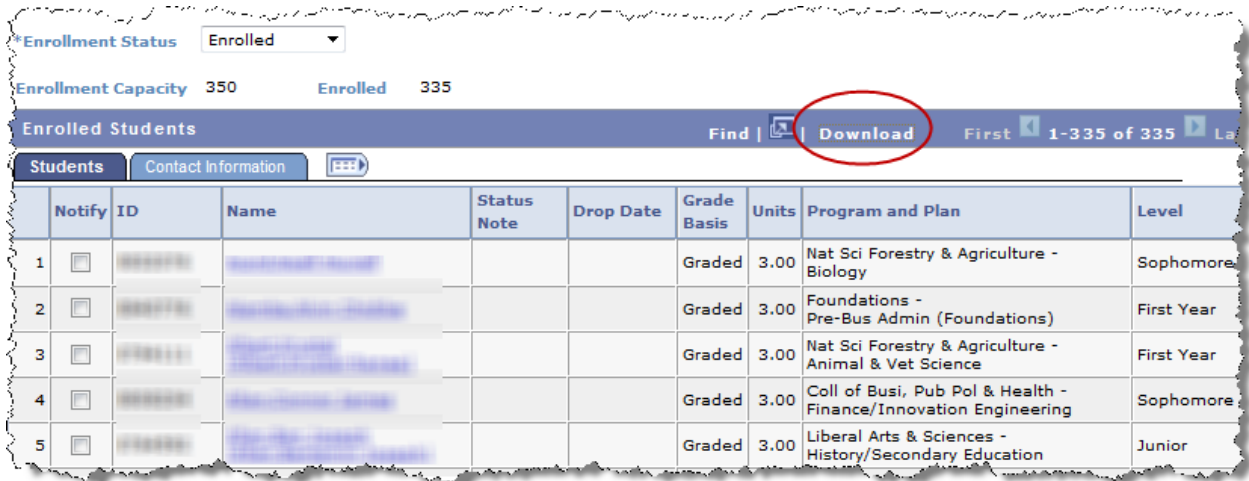
And, if the locations of the sections are different, those will display as well.

Notify	ID	Name	Program and Plan	Level	Location
<input type="checkbox"/>			Non-Degree Undergraduate - Non-Degree Undergraduate	First Year	Hutchinson Center-Belfast UM
<input type="checkbox"/>			Liberal Arts & Sciences - English/Creative Writing/Film & Video/Honors	Sophomore	Orono UM Campus

Managing Class Rosters in MaineStreet

Downloading 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.)



- b) When the **File Download** box appears, select "Open. "
- c) The roster will open to an Excel spreadsheet. Change the column width to automatically fit the contents: To quickly autofit all columns on the worksheet, click the **Select All** button, and then double-click any boundary between two column headings.

Select All button



- 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"/>	1726487	Richard, Adel M	Enrolled			Graded	3.00
<input checked="" type="checkbox"/>	1726730	Richard, Marwan, Joseph	Enrolled			Graded	3.00
<input type="checkbox"/>	1740664	Richard, Richard	Enrolled			Graded	3.00
<input type="checkbox"/>	1832904	Richard, Chris A Richard, Christopher	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: 