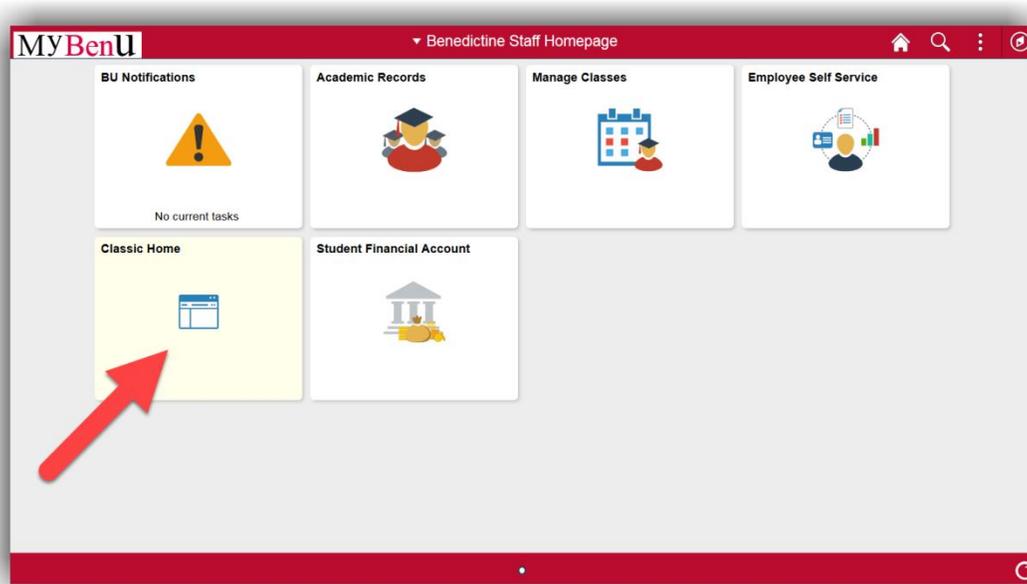


Class Roster Navigation for Faculty

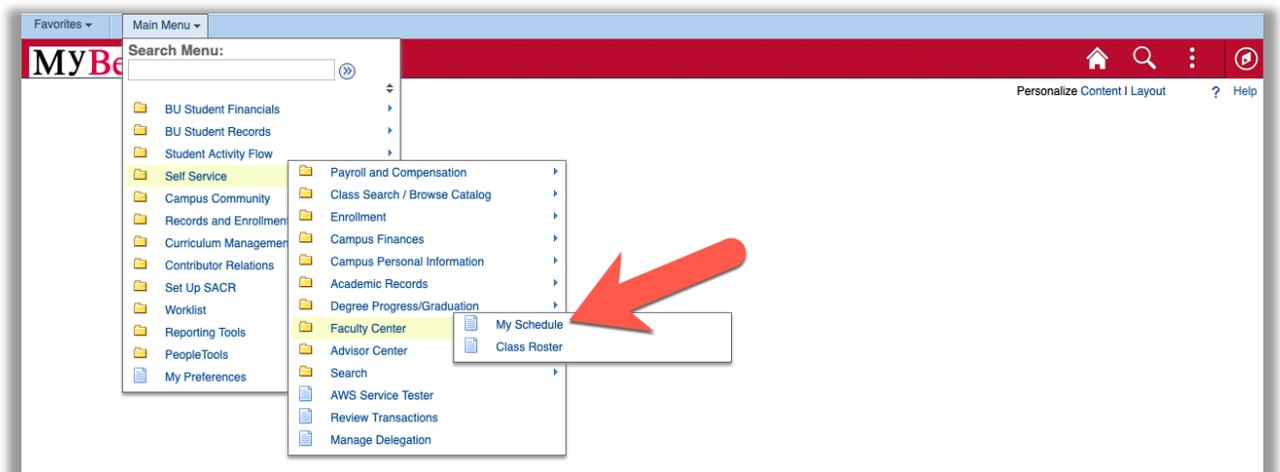
There are two different means to access a class roster in the MyBenU system – the **Class Roster** and the **Self Service Class Roster** [only available to the class instructor].

Option 1 – Class Roster

1. Log into the MyBenU system. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.



2. Click on **Main Menu** in the top bar, and navigate through **Self Service > Faculty Center > My Schedule**.



- The **Faculty Center - My Schedule** page will open. All of the classes for which you are listed as the instructor on in that term are displayed on this page. Click on the **Class Roster** icon for the appropriate class. The **Class Roster** page will open.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Faculty Center ▾ > Class Roster > My Schedule

Cathy Carrot

Faculty Center | Advisor Center | Search

My Schedule | Class Roster

Faculty Center

My Schedule

2016 Summer I Benedictine University Change Term View Personal Data Summary

Select display option
 Show All Classes Show Enrolled Classes Only

Icon Legend **Class Roster** Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > 2016 Summer > Benedictine University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
     MATH 95-AG03	Intermediate Algebra (Lecture)	5	Mo 6:00PM - 10:00PM	TBA	Jun 20, 2016-Aug 8, 2016
     MGT 150-V64	Business Statistics I (Lecture)	7	Th 6:00PM - 10:00PM	MOSER CENTER ROOM 105	Jun 16, 2016-Jul 28, 2016
     MGT 251-V64	Business Statistics II (Lecture)	10	Th 6:00PM - 10:00PM	Birck Hall - 231	Aug 4, 2016-Sep 1, 2016

View Weekly Teaching Schedule Go to top

My Exam Schedule > 2016 Summer > Benedictine University

You have no final exams scheduled at this time.

Go to top

- In addition to meeting information [class days & times, room, and meeting dates], student name, and student ID, the student’s plan [major if undergraduate or program if graduate student] and the student’s level [for undergraduates: freshman, sophomore, junior, or senior] are displayed on the **Class Roster** page.

NOTE: If a student has withdrawn from the class after the end of the add/drop period, the additional column **Status Note** will be displayed on this page and those students who have withdrawn will be identified.

2016 Summer | Dynamic Dated Semester | Benedictine University | Undergraduate Semester

MATH 95 - AG03 (7566) Change Class

Intermediate Algebra (Lecture)

Days and Times	Room	Instructor	Dates
Mo 6:00PM-10:00PM	TBA	Cathy Carrot	06/20/2016 - 08/08/2016

Enrollment Capacity 20 Enrolled 5 *Enrollment Status: Enrolled

Select display option: Link to Photos Include photos in list

Photo ID	Name	Grade Basis	Units	Program and Plan	Level
1		Developmtl	3.00	Undergrad Cohort - Organizational Leadership	Junior
2		Developmtl	3.00	Undergrad Cohort - Management	Freshman
3		Developmtl	3.00	Undergrad Cohort - Management	Freshman
4		Developmtl	3.00	Undergraduate - Graphic Arts and Design	Junior
5		Developmtl	3.00	Undergraduate - Studio Arts	Junior

- To view the students on a class’s waitlist, use the drop-down arrow to select an ***Enrollment Status** of “Waiting”. The **Class Roster** page will refresh and the students on the waitlist, along with their position on the waitlist [in the **Status Note** column], will be displayed.

*Enrollment Status: Waiting

Select display option: Link to Photos Include photos in list

Photo ID	Name	Program and Plan	Level	Pos #
1			Freshman	Pos # 1

6. To view your **Teaching Schedule** for a different term than displayed in step 3, click on the **Change Term** button on the **Faculty Center - My Schedule** page. The **Faculty Center - Select Term** page will open. Use the radial button to indicate the desired term and click on the **Continue** button. The **Faculty Center - My Schedule** page will open with your **Teaching Schedule** for the desired term displayed.

Cathy Carrot

Faculty Center | Advisor Center | Search

My Schedule | Class Roster

Faculty Center

My Schedule

2016 Summer | Benedictine University

Change Term

View Personal Data Summary

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend | Class Roster | Grade Roster | Gradebook | Assignments | Learning Management

Cathy Carrot

Faculty Center | Advisor Center | Search

My Schedule | Class Roster

Faculty Center

Select Term

View FERPA Statement

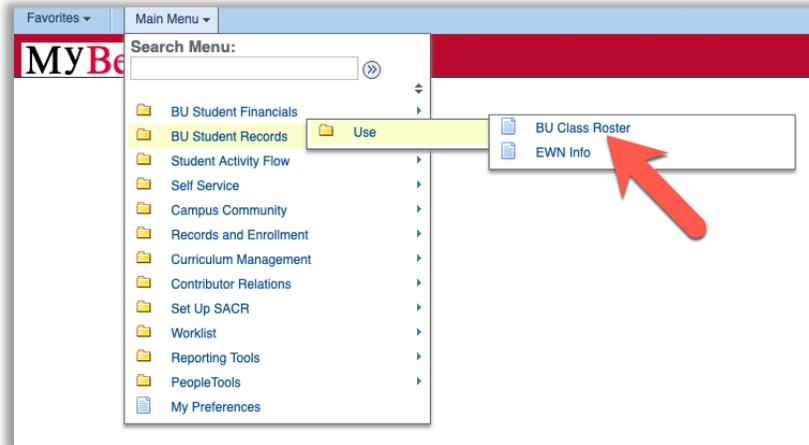
Continue

Select a term then select Continue.

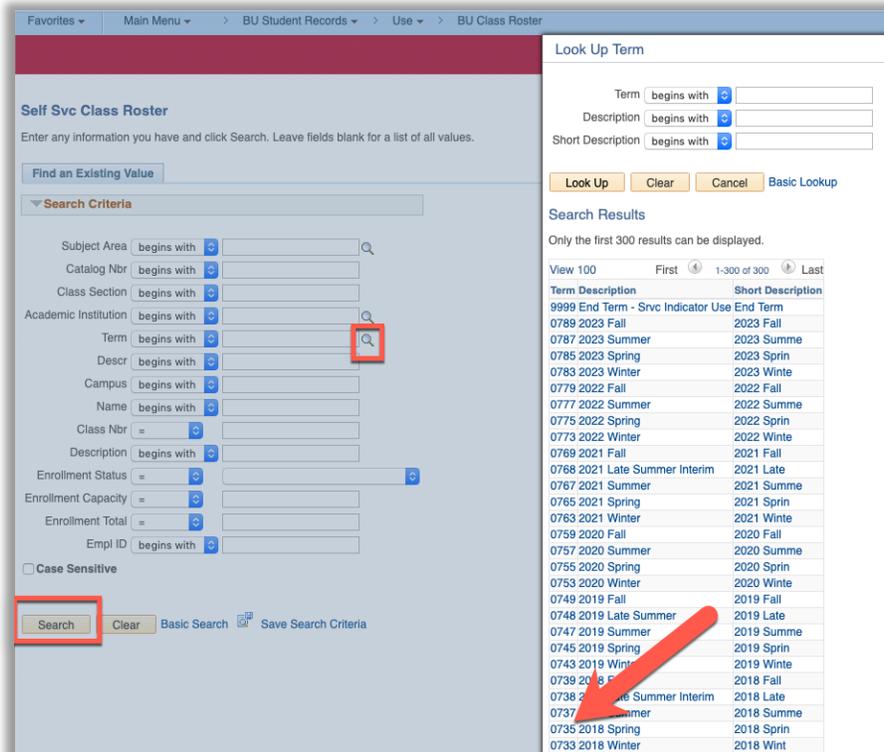
<input checked="" type="radio"/>	2019 Summer	Benedictine University
<input type="radio"/>	2018 Spring	Benedictine University
<input type="radio"/>	2017 Summer	Benedictine University
<input type="radio"/>	2017 Spring	Benedictine University
<input type="radio"/>	2016 Fall	Benedictine University
<input type="radio"/>	2016 Summer	Benedictine University
<input type="radio"/>	2016 Spring	Benedictine University
<input type="radio"/>	2015 Fall	Benedictine University

Option 2 – Self Service Class Roster

1. Once you have logged into the MyBenU system, the homepage will appear, as in Step 1 above. Click on the **Classic Home** tile.
2. From the **Main Menu** drop down on the top bar, select **BU Student Records > Use > BU Class Roster**.



3. On the **Self Svc Class Roster** page, enter the code of the appropriate term. If you do not know the term code, click on the magnifying glass. This will open the **Look Up Term** page, scroll down the page to find the term link and click on it. This will return you to the **Self Svc Class Roster** page with the term populated.



- Click on the **Search** button. All of the classes for which you are listed as the instructor on in that term will appear at the bottom of the page.

NOTE: If you are teaching only one class in that term, the **Class Roster** page for that class will open [skip step 5].

Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
BENUV	0717	MATH	95	Ugrad Sem	MAIN	DDS			Intermediate Algebra		1
BENUV	0717	MGT	150	Ugrad Sem	MAIN	DDS			Business Statistics I		1
BENUV	0717	MGT	251	Ugrad Sem	MAIN	DDS			Business Statistics II		1

- Click on the link for the appropriate class. The **Class Roster** page for that class will open.

Benedictine University

Term: 0717 Intermediate Algebra
 Subject Area: MATH Mathematics
 Catalog Nbr: 95 Class Section: Class Nbr:
 Name: Carrot, Cathy Peas

Class Meeting Pattern Find | View All First 1 of 1 Last

Class Meeting Pattern Nbr: 1 Facility ID: TBA
 Mtg Start Mtg End M T W T F S S Start Date End Date
 6:00PM 10:00PM 06/20/2016 08/08/2016

Name	Student ID	Grade	Enrollment Status Reason	Enrollment Drop Date	Telephone	Email Address
		Graded	Enrolled			
		Graded	Enrolled			
		Graded	Enrolled			
		Graded	Enrolled			
		Graded	Enrolled			

Return to Search Previous in List Next in List Notify

- The following information about the class is displayed on the **Class Roster** page: classroom [facility id], class start and end times, class days, class start and end dates, student name, student id, student home phone, and student BU email address. In addition, the **Enrollment Status Reason** for each student is displayed. If a student withdraws from the class [that is, drops the class after the end of the add/drop period], a reason of “withdrawn” will appear in the **Enrollment Status Reason** column for that particular student and the date of the withdrawal will be displayed in the **Enrollment Drop Date** column.