Campus Solutions
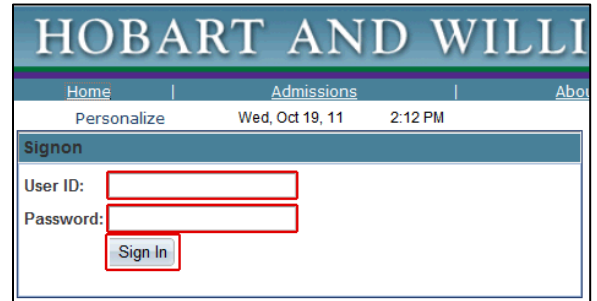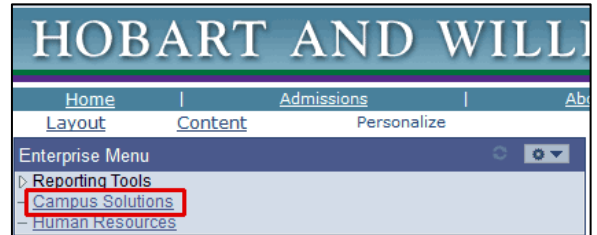## For Faculty: Accessing Class Rosters

These instructions introduce you to the Faculty Center and highlight some of the features.
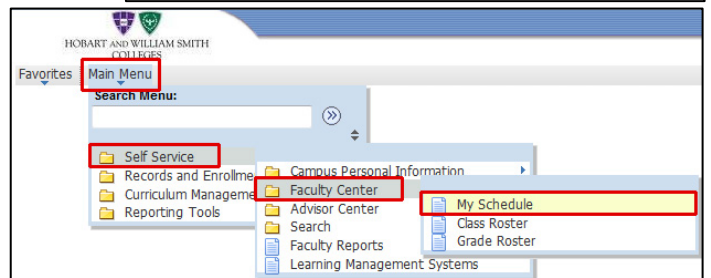
To access class rosters:

1. Go to the **HWS PeopleSoft Website**

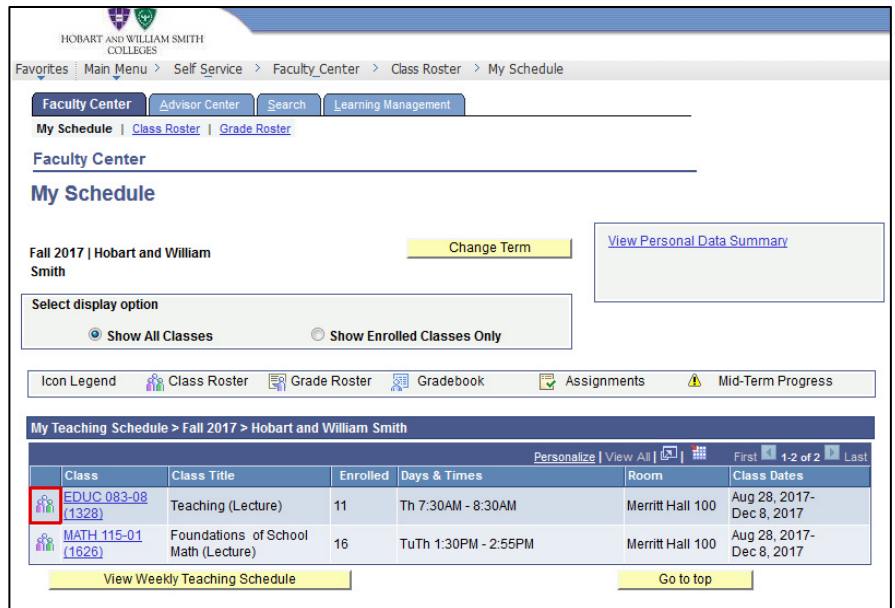2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)

3. On the menu, click **Campus Solutions**

4. On the menu, click **Main Menu > Self Service > Faculty Center > My Schedule**

5. From the teaching schedule shown, next to the class desired, click the **Class Roster icon**

Campus Solutions
For Faculty: Accessing Class Rosters

By default, the roster displays only currently enrolled students. However, if there were any students in the other categories, you could use the Enrollment Status dropdown menu to change the display.

By default, the class roster displays with the Link to Photos radio button selected. Data for each enrolled student displays on a line in the table, and you can display a photo of the student (if available) by clicking the icon in the Photo column for the desired student.

6. Click **Include photos in list**

The roster display changes, displaying a single student rather than a table with all students. If a photo is available, it is displayed.

Other than the photo, the same data displays for the student.

At the bottom of the roster page are buttons that let you send e-mails to students in the class.

The notify selected students button lets you send an e-mail to specific students. To use it,

select the desired recipients in the checkboxes in the Notify column, then click the button and complete the steps for writing and sending the e-mail.

Alternatively, the notify all students button lets you send an e-mail to all students currently enrolled in the class. You do not need to select them all first.