Class Roster: *What information is available on your CLASS roster?*

- Your Class Roster is similar to your advisee roster. You can **Customize** to reduce the number of columns. Be sure to select **View All** if the chart is displaying only a portion of the total number of records. **Hide or Show Photos**. To download the chart information to Excel, select the **Checkerboard** symbol-- Arrow #1.
- To sort the information on the chart by a column title, select the blue column title you wish to use.
- To send EMAIL to ONE student, just select the student's name; to send an email to SOME but not all, check the boxes in the Notify column at the left and the appropriate command at the bottom; to send an email to the WHOLE class, just select the button at the bottom labeled "Notify LISTED STUDENTS." Arrow #2
- To send email to the student AND the student's advisors, select EMAIL ADV—Arrow 3.
- Select blue links to LOG COURSE PROGRESS REPORTS or to view an archive of the reports you sent for this class—Arrow #4.