

## FACULTY CENTER - CLASS ROSTERS, EMAILING STUDENTS, PERMISSION NUMBERS REFERENCE GUIDE

### INTRODUCTION

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The Faculty Center is the one stop for faculty to access information regarding their class schedules, exam schedules, rosters, permission numbers or email students. It also contains new functionality with easier navigation.

Access to the Faculty Center is automatically given to any instructor with a class assignment. This reference guide focuses on Class Rosters, Emailing Students and Permission Numbers.

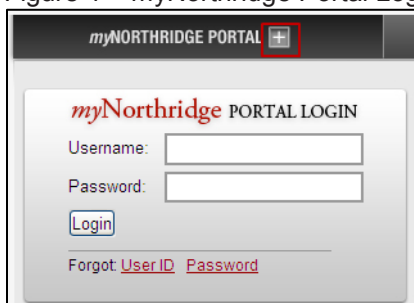
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### *Accessing the Faculty Center*

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1. Go to: <http://www.csun.edu>
2. Select the + sign for the **myNorthridge Portal**.
3. LOG IN to the **myNorthridge Portal** with your username and password.
4. Select the **Login** button.

Figure 1 – myNorthridge Portal Login



5. On the **Faculty** tab, from the **Student Administration** pagelet, select **Faculty Center**.

Figure 2 – Faculty Center Link



6. The **Faculty Center: My Schedule** page displays (Figure 3)

Figure 3 – Faculty Center: My Schedule Page

**Faculty Center**

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**My Schedule**

Fall Semester 2011 | CSU Northridge [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

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**My Teaching Schedule > Fall Semester 2011 > CSU Northridge**

Class	Class Title	Cap	Tot Enrl	Rem Seats	Days & Times	Room	Class Dates
<a href="#">MATH 92-08 (15002)</a>	DEVELOP MATH I (Lecture)	35	30	5	MoWe 12:30PM - 1:45PM	Sierra Hall 268	Aug 29, 2011- Dec 9, 2011
<a href="#">MATH 92-11 (15735)</a>	DEVELOP MATH I (Lecture)	30	27	3	MoWe 9:30AM - 10:45AM	Juniper Hall 1107	Aug 29, 2011- Dec 9, 2011
<a href="#">MATH 93-33 (15632)</a>	DEVELOP MATH II (Lecture)	32	27	5	MoTuWe 8:00AM - 9:25AM	Sierra Hall 285	Aug 29, 2011- Dec 9, 2011

[Weekly Teaching Schedule \(Calendar View\)](#) [Go to top](#)

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**My Exam Schedule > Fall Semester 2011 > CSU Northridge**

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
<a href="#">MATH 92-08 (15002)</a>	DEVELOP MATH I (Lecture)	12/10/2011, Saturday	9:00AM - 11:00AM		30
<a href="#">MATH 93-33 (15632)</a>	DEVELOP MATH II (Lecture)	12/10/2011, Saturday	9:00AM - 11:00AM		27
<a href="#">MATH 92-11 (15735)</a>	DEVELOP MATH I (Lecture)	12/10/2011, Saturday	9:00AM - 11:00AM		27

[Weekly Exam Schedule \(Calendar View\)](#) [Go to top](#)

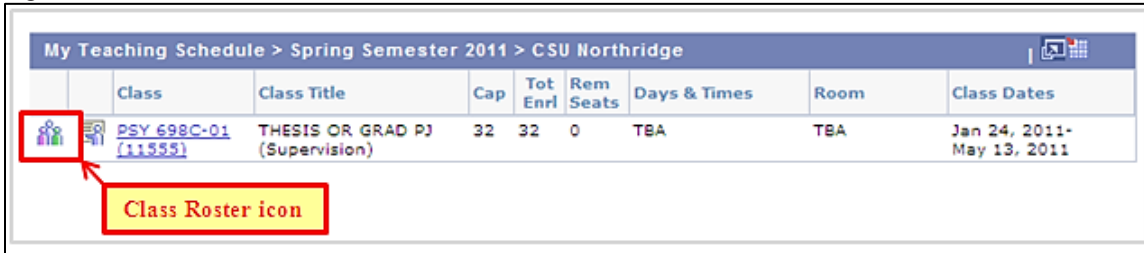
## ACCESSING THE CLASS ROSTER

A class roster is generated for each active class. It contains information pertaining to a particular class section and includes the following:

- Basic information for the class (days, times, room, instructor, enrollment capacity, current enrollment).
- Class Detail (class number, status, units, etc.)
- A list of students enrolled or dropped for the course.
- Student information (names, ID #s, academic level, program plan).
- Email Notification options.
- A link to view/create permission numbers.
- An option to add/update an incomplete contract.
- A printer friendly option for printing the roster.
- A way to download the roster to MS Excel.

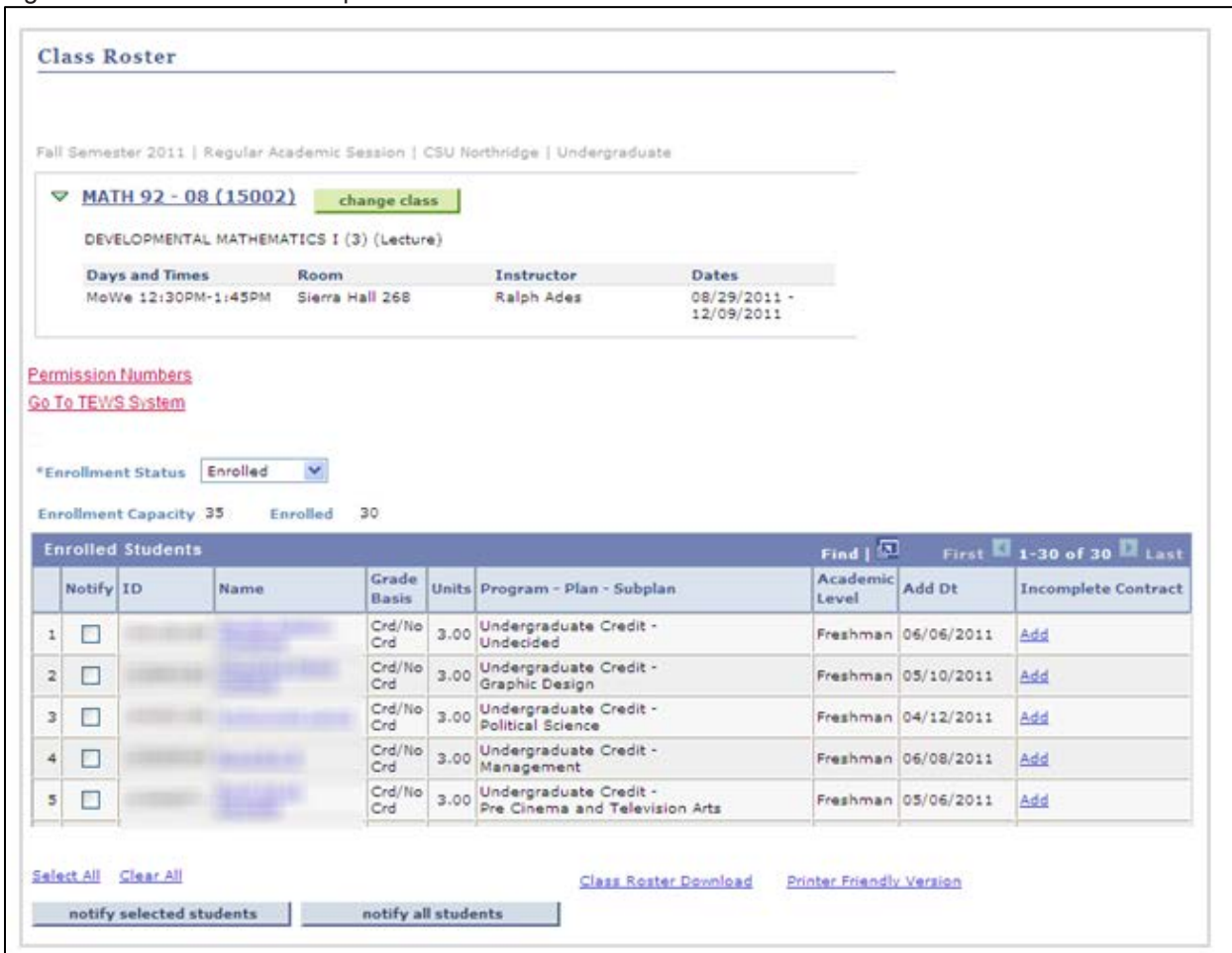
1. Select the **Class Roster** icon for the class you want to view. This icon displays whether or not students are enrolled.

Figure 4 – Class Roster: Class Roster Icon



2. The **Class Roster** displays (Figure 5).

Figure 5 – Class Roster Components



3. To customize the view, choose the appropriate enrollment status from the **Enrollment Status** dropdown menu (enrolled, dropped, all).

4. To download or print the class roster, refer to the **Printing & Downloading** section in this guide.
5. Select the green, **change class** button located at the top of the page to select a different class, or use your browser's back button to return to the Faculty Center.

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### **Emailing Students From The Class Roster**

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An email notification can be sent to the entire class or just a few select students. This is done from the class roster itself.

**Note:** At this time, it is not possible to include an attachment in SOLAR. If you need to include an attachment, use Faculty/Staff email (Webmail) or other email client. The addresses noted in the BCC field in SOLAR can be copied and pasted and used in the email client you are using. However, if you have a large class you may need to break-up the recipients into two separate emails.

#### **To send a notification to all students:**

1. From the class roster, select the appropriate status from the **Enrollment Status** dropdown (Example: enrolled, dropped, etc.) This is important because it will determine the student group that you see listed in your roster.
2. Select the **Select All** link to select all the students in that grouping.
3. Select the **notify selected students** button.
4. The **Send Notification** page displays (Figure 6).

Figure 6 – Class Roster: Send Notification Page

Class Roster

### Send Notification

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

Notification from

From: [input field]

To: [input field]

CC: [input field]

BCC: [input field with list of addresses]

Subject: <From the desk of <...>

Message Text: [input field]

SEND NOTIFICATION

Return to Class Roster

5. The **To:** field can be edited if you wish to use a different email address.
6. Edit the **Subject** field if needed.
7. Complete the **Message Text** field.
8. Select the green **SEND NOTIFICATION** button.

**To send a notification to individual students:**

1. From the class roster, select the appropriate status from the **Enrollment Status** dropdown (Example: enrolled, dropped, etc.) This is important because it will determine the student group that you see listed in your roster.
2. Select the **Notify** checkbox for each student you want to send a notification to.
3. Select the **notify selected students** button.
4. The **Send Notification** page displays.
5. The **To:** field can be edited if you wish to use a different email address.
6. Edit the **Subject** field, if needed (see Figure 6).
7. Complete the **Message Text** field.
8. Select the green **SEND NOTIFICATION** button.

**Printing & Downloading**

The roster can be viewed as is, printed or downloaded.

**To Print:**

1. Select the **Printer Friendly Version** link at the bottom of the class roster, and print as you normally would.

Figure 7 – Class Roster: Printer Friendly View Link

28	<input type="checkbox"/>	<a href="#">[ID]</a>	Crd/No Crd	3.00	Undergraduate Credit - Journalism	Freshman	04/22/2011	<a href="#">Add</a>
29	<input type="checkbox"/>	<a href="#">[ID]</a>	Crd/No Crd	3.00	Undergraduate Credit - Art	Freshman	04/15/2011	<a href="#">Add</a>
30	<input type="checkbox"/>	<a href="#">[ID]</a>	Crd/No Crd	3.00	Undergraduate Credit - Pre Cinema and Television Arts	Freshman	05/27/2011	<a href="#">Add</a>

Select All   Clear All   [Class Roster Download](#)   **Printer Friendly Version**

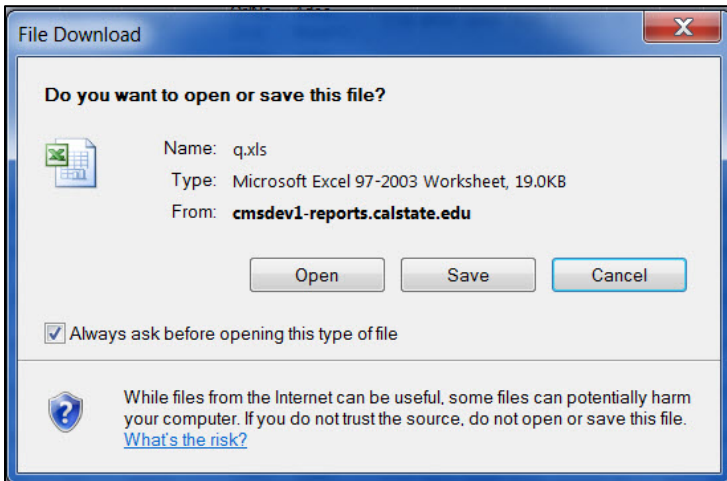
**Printing Note:**

Some users have experienced printing problems. If you experience problems printing your roster (blank pages, partial pages, etc), please refer to the browser workarounds noted on the next page.



- The **File Download** dialog box displays. Select the **Save** button to save the file to your computer or portable device.

Figure 10 – File Download Window



## Permission Numbers

Permission numbers can be viewed and/or generated from the class roster. Once generated, Faculty give these numbers to the students for admission to the class. Students use the number to add the class or register for restricted classes. Numbers are valid until used or until the expiration date indicated on the page.

### To View or Generate Permission Numbers:

- Select the **Permission Numbers** link at the top of the class roster to view or generate permission numbers (see Figure 9, below).

Figure 11 – Permission Numbers Link

Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Incomplete Contract
1	<input type="checkbox"/>	[blurred]	Crd/No Crd	3.00	Undergraduate Credit - Undecided	Freshman	06/06/2011	<a href="#">Add</a>
2	<input type="checkbox"/>	[blurred]	Crd/No Crd	3.00	Undergraduate Credit - Graphic Design	Freshman	05/10/2011	<a href="#">Add</a>

2. The **Class Permission Numbers** page displays (see Figure 12).
3. In the **Assign More Permission Numbers** section, specify **Expiration Date** (if different from the default date).
4. Enter the amount of permission numbers needed in the **Quantity Needed** field.
5. Adjust parameters as needed however the default options are the recommended.
6. Select the **Generate** button to create the permission numbers.
7. The new permission numbers will display in the **Un-Used permission numbers** section.
8. Select the **Return** button to return to the class roster.

**Things to remember:**

- Once generated, permission numbers are handed out to the students and used during online registration.
- Each number is unique and should be given out only once.
- Once used, numbers will appear in the **Used Permission Numbers** section along with the student's ID and will also include Issued By and Issued Date information.

Figure 12 – Class Permission Numbers Page

**Class Permission Numbers**

Fall Semester 2011 | Regular Academic Session | CSU Northridge | Undergraduate  
 BUS 296BHG - 01 (19253) FRAUD PREVENTION

**Assign More Permission Numbers**

Expiration Date: 12/23/2011  **Quantity Needed:**

Permission Valid For:  Closed Class  Requisites Not Met  Consent Required  
 Override Career  Permission Time Period

**Un-Used Permission Numbers**

Perman #	Expire On	Issued	Issued By	Issued Date	Closed Class	Requisites Not Met	Consent Required	Override Career	Permission Time Period
1 160435	12/01/2011	<input checked="" type="checkbox"/>	XXXXXXXXXX	11/02/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 4394	12/23/2011	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 134189	12/23/2011	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 820215	12/23/2011	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Used Permission Numbers**

Perman #	Expire On	Student ID	Name	Issued	Issued By	Issued Date	Closed Class	Requisites Not Met	Consent Required	Override Career	Permission Time Period
153447	12/09/2011	XXXXXXXXXX	Robert Beals	<input type="checkbox"/>			Y	Y	Y	Y	Y
461836	12/09/2011	XXXXXXXXXX	Walt Kang	<input type="checkbox"/>			Y	Y	Y	Y	Y
176427	12/09/2011	XXXXXXXXXX	Patricia Gore	<input type="checkbox"/>			Y	Y	Y	Y	Y
521317	12/09/2011	XXXXXXXXXX	Valerie Shademan	<input type="checkbox"/>			Y	Y	Y	Y	Y

## Viewing Permission Numbers:

- Un-Used permission numbers will display in the **Un-Used Permission Numbers** section and will include **Issued By** and **Issued Date** information.
- Used permission numbers will display in the **Used Permission Numbers** section and will include the **Student ID** once used along with **Issued By** and **Issued Date** information.

**Note:** The **Comments** tab, although visible in this screenshot will not be available until December 2011.

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## Course Indicators

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Course indicators can be accessed from the class roster.

### To View Course Indicators:

1. Select the **View Course Indicators** link located at the top of the class roster.

**Note:** The **View Course Indicator** link will only display if a course has course indicators.

Figure 13 – View Course Indicators Link

Winter Session 2011 | Extension | CSU Northridge | Undergraduate

▼ **PSY 382 - 01 (10063)** change class

PRINCIPLES OF HUMAN FACTOR (3) (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeTh 9:00AM-12:30PM	Sierra Hall 380	[REDACTED]	01/03/2011 - 01/20/2011

[Permission Numbers](#)  
[View Course Indicators](#) ← Select this link to view course indicators.

\*Enrollment Status

Enrollment Capacity 48    Enrolled 43

Enrolled Students						
	Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan
1	<input type="checkbox"/>	[REDACTED]	[REDACTED]	Graded	3.00	Undergraduate Credit - Psychology
2	<input type="checkbox"/>	[REDACTED]	[REDACTED]	Graded	3.00	Undergraduate Credit - Psychology

2. The **Class Roster with Indicators** page displays.
3. The information can be downloaded to Excel. Select the **Download** icon to begin the download process.

Figure 14 – Class Roster with Indicators Page.

**Class Roster With Indicators**

Winter Session 2011 | Extension | CSU Northridge | Undergraduate  
 PSY 382 - 01 (10063) PRIN HUMAN FACTOR

Download Icon
Return

Course Indicators		Find	Print	Refresh		
Student ID	Name	PSY 150	AAS 155	CH S 155	PAS 155	ENGL 155
1	...					
2	...					
3	...					
4	...					
5	...					
6	...	IC		B		
7	...	C				

4. Select the **Return** button to return to the class roster.

### Viewing Class Detail

Class detail can be viewed at any time by accessing the class roster. The **Class Detail** page includes:

- Class Status (open, closed, etc.)
- Unit information
- Meeting dates & times
- Enrollment Requirements
- Class Attributes
- Enrollment info (class capacity, enrollment total, available seats)
- Class Notes

### From the Faculty Center:

1. Select the class title link in the **Class** column for the class you'd like to view (see Figure 15).

Figure 15 – Viewing Class Detail

**Faculty Center**

**My Schedule**

Fall Semester 2011 | CSU Northridge change term My Exam Schedule

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Fall Semester 2011 > CSU Northridge							
Class	Class Title	Cap	Tot Enrl	Rem Seats	Days & Times	Room	Class Dates
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<a href="#">MATH 93-33 (15632)</a>	DEVELOP MATH II (Lecture)	32	27	5	MoTuWe 8:00AM - 9:25AM	Sierra Hall 285	Aug 29, 2011- Dec 9, 2011

2. The **Class Detail** page displays.
3. To return to the Faculty Center, select the **Return to Faculty Center** link.

### **NEED HELP?**

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Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>), or in person in (Oviatt Library, Room 33).