

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

### INTRODUCTION

---

The Faculty Center is a one-stop shop for faculty to access information regarding their class schedules, exam schedules, rosters, wait lists, permission numbers or email students.

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

**Note:** A current browser should be used. A list of compatible browsers can be found at: <http://www.csun.edu/sites/default/files/browsers.pdf>. Pop-up blockers should be disabled to allow error messages to display. The system will time-out after 10 minutes of inactivity.

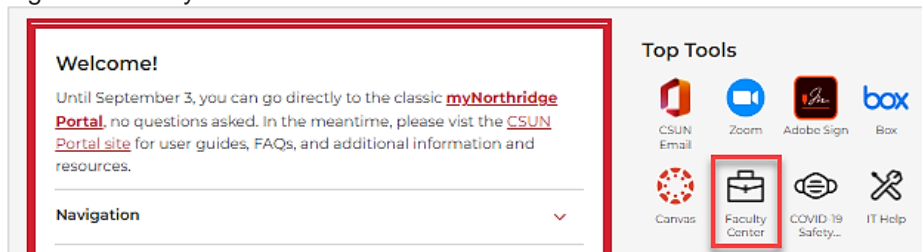
---

### Accessing the Faculty Center

---

1. Go to: <http://www.csun.edu>
2. Under the main navigation, select **MyCSUN**.
3. Log in to the **CSUN Portal** with your username and password.
4. Select **Faculty Center**.

Figure – Faculty Center



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

Figure – Faculty Center: My Schedule Page

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
<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](#)

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 enrolled students or students waiting for an available seat (wait list).
- Student information (names, ID #s, academic level, program plan).
- Expected Grad Term.
- 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. Verify that the correct term is displayed. If not, use the **Change Term** button to select the correct term. The green **Change Term** button is located at the top of the Faculty Center: My Schedule Page.
2. Select the **Class Roster** icon for the class you want to view. This icon displays whether or not students are enrolled.

Figure – Class Roster: Class Roster Icon

My Teaching Schedule > Spring Semester 2011 > CSU Northridge									
	Class	Class Title	Cap	Tot Enrl	Rem Seats	Days & Times	Room	Class Dates	
	<a href="#">PSY 698C-01 (11555)</a>	THESIS OR GRAD PJ (Supervision)	32	32	0	TBA	TBA	Jan 24, 2011 - May 13, 2011	

Class Roster icon

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

Figure – Class Roster Components

### Class Roster

Fall Semester 2016 | Regular Academic Session | CSU Northridge | Undergraduate

▼ **PSY 453 - 01 (12513)** [change class](#)

PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY (3) (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 11:00AM-12:15PM	Sierra Hall 342		08/29/2016 - 12/11/2016

[Permission Numbers](#)  
[View Course Indicators](#)

\*Enrollment Status

Enrollment Capacity 62    Enrolled 60

Enrolled Students									
	Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Expect Grad Term	Add Dt
1	<input type="checkbox"/>			Graded	3.00	Undergraduate Credit - Psychology	Junior	SP2017	08/26/2016
2	<input type="checkbox"/>			Graded	3.00	Undergraduate Credit - STAR Psychology	Senior	SP2017	06/15/2016
3	<input type="checkbox"/>			Graded	3.00	Undergraduate Credit - Psychology	Senior		06/28/2016

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

4. To customize the view, choose the appropriate enrollment status from the **Enrollment Status** dropdown menu (All, Enrolled, Waiting).

**Note:** The wait list option for students is available during Nonrestrictive Registration only. Faculty can view the wait list from the class roster. For more information on the wait list feature, view the section in this document titled *Wait List for Closed Classes*.

5. To download or print the class roster, refer to the **Printing & Downloading** section in this guide.
6. 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.

---

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

---

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: All, Enrolled, Waiting). 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 – 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 **Faculty/Staff**

From:

To:

CC:

BCC:

Subject: <From the desk of <Name>

Message Text:

Spell Check

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 – Class Roster: Printer Friendly Version Link

59	<input type="checkbox"/>		Graded	3.00	Undergraduate Credit - Psychology	Junior		07/11/2016	<a href="#">Add</a>
60	<input type="checkbox"/>		Graded	3.00	Undergraduate Credit - Psychology	Senior	SP2017	07/11/2016	<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.

## Browser Workarounds

Browser	Suggested Workaround
Chrome	After selecting the <b>Printer Friendly Version</b> link, use the following keyboard commands to select and print the roster (PC users - <b>Ctrl + a</b> , and then <b>Ctrl + p</b> ) (Mac users - <b>Command + a</b> , and then <b>Command + p</b> ).
Firefox 3.0+	After selecting the <b>Printer Friendly Version</b> link, (PC users - right click on screen) (Mac users - <b>Ctrl + Click</b> on screen). Select <b>This Frame</b> , and then <b>Print Frame</b> . This selects and prints the information on the page.
Internet Explorer 8.0	After selecting the <b>Printer Friendly Version</b> link, use the following keyboard commands to select and print the roster ( <b>Ctrl + a</b> , and then <b>Ctrl + p</b> ).
Safari	After selecting the <b>Printer Friendly Version</b> link, (PC users - right click on the screen) (Mac users - <b>Ctrl + Click</b> on screen), and then select <b>Print Frame</b> to print the roster.

## To Download:

2. Select the **Class Roster Download** link at the bottom of the class roster to begin the download process (Figure 8). Pop-up blockers must be disabled to download the roster.
  - a. If you receive a security warning, permit the download by following the instructions provided.

Figure – Class Roster: Class Roster Download Link (to Excel)

59	<input type="checkbox"/>		Graded	3.00	Undergraduate Credit - Psychology	Junior		07/11/2016	<a href="#">Add</a>
60	<input type="checkbox"/>		Graded	3.00	Undergraduate Credit - Psychology	Senior	SP2017	07/11/2016	<a href="#">Add</a>

[Select All](#)   [Clear All](#)

[Class Roster Download](#)   [Printer Friendly Version](#)

[notify selected students](#)

3. The **Class Roster Download** page displays. Select the appropriate file type for the download.

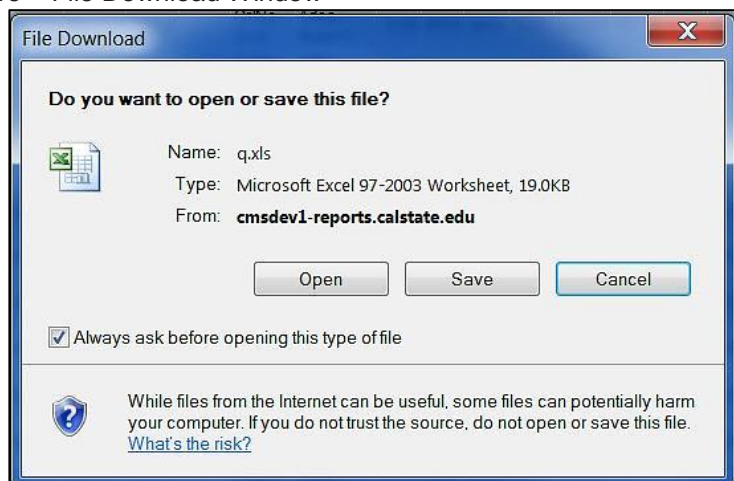
Figure - File Types

NRSR0044- Class Roster Download																			
Download results in: <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (139 kb)																			
View All																			
Student Name	ID	Academic Level	Acad Prog	Exp Grad Term	Status	Primary Major	Second Major	Subject	Catalog	Section	Class Nbr	Grade	Instructor	Max Units	Days	Start Time	End Time	Facil ID	Acad Group
1		SENIOR	UGCR	FA16	E	Psychology		PSY	453	01	12513	Graded		3.00	MW	1100	1215	SH342	31
2		SENIOR	UGCR		E	Psychology	English - Literature	PSY	453	01	12513	Graded		3.00	MW	1100	1215	SH342	31

First 1-60 of 60 Last

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

Figure – 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:

1. Select the **Permission Numbers** link at the top of the class roster to view or generate permission numbers (see Figure 11, below).

Figure – Permission Numbers Link

▼ **PSY 453 - 01 (12513)** [change class](#)

PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY (3) (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 11:00AM-12:15PM	Sierra Hall 342		08/29/2016 - 12/11/2016

**Permission Numbers**

[View Course Indicators](#)

\*Enrollment Status Enrolled ▼

Enrollment Capacity 62    Enrolled 60

Enrolled Students										Find	First	1-60 of 60	Last
	Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Expect Grad Term	Add Dt	Incomplete Contract			
1	<input type="checkbox"/>			Graded	3.00	Undergraduate Credit - Psychology	Junior	SP2017	08/26/2016	<a href="#">Add</a>			
2	<input type="checkbox"/>			Graded	3.00	Undergraduate Credit - STAR Psychology	Senior	SP2017	06/15/2016	<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 recommended.
6. Select the **Generate** button to create the permission numbers.
7. The new permission numbers 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 – Class Permission Numbers Page

**Class Permission Numbers**

Fall Semester 2013 | Regular Academic Session | CSU Northridge | Graduate  
 SPED 501MM - 01 (14122) SPED ASSESSMENT

[Return](#)

**Assign More Permission Numbers**

Expiration Date:

Quantity Needed:

Permission Valid For: ☒ Closed Class ☒ Requisites Not Met ☒ Consent Required

[Generate](#)

**Un-Used Permission Numbers**

General Info | Comments |

Permsn #	Expire On	Issued	Issued By	Issued Date	Closed Class	Requisites Not Met	Consent Required
1 666280	12/10/2013	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 97476	12/10/2013	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 621417	12/10/2013	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 624439	12/10/2013	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5 300485	12/10/2013	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Used Permission Numbers**

General Info | Comments |

Permsn #	Expire On	Student ID	Name	Issued	Issued By	Issued Date	Closed Class	Requisites Not Met	Consent Required
213812	12/10/2013			<input type="checkbox"/>			Y	Y	Y
816522	12/10/2013			<input type="checkbox"/>			Y	Y	Y
642017	12/10/2013			<input type="checkbox"/>			Y	Y	Y

[Return](#)



## 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.

---

## Course Indicators

---

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 – View Course Indicators Link

The screenshot shows a web interface for a class roster. At the top, there is a section for the course **PSY 453 - 01 (12513)** with a **change class** button. Below this, the course title **PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY (3) (Seminar)** is displayed. A table shows the **Days and Times** (MoWe 11:00AM-12:15PM), **Room** (Sierra Hall 342), **Instructor** (redacted), and **Dates** (08/29/2016 - 12/11/2016). Below the course information, there are links for **Permission Numbers** and **View Course Indicators**, with the latter highlighted by a red box. A dropdown menu for **\*Enrollment Status** is set to **Enrolled**. Below this, the **Enrollment Capacity** is 62 and **Enrolled** students are 60. The main section is titled **Enrolled Students** and contains a table with columns: **Notify**, **ID**, **Name**, **Grade Basis**, **Units**, **Program - Plan - Subplan**, **Academic Level**, **Expect Grad Term**, **Add Dt**, and **Incomplete Contract**. The table lists two students, both with a **Grade Basis** of **Graded** and **Units** of **3.00**. The first student is in the **Undergraduate Credit - Psychology** program, a **Junior**, with an **Expect Grad Term** of **SP2017** and an **Add Dt** of **08/26/2016**. The second student is in the **Undergraduate Credit - STAR Psychology** program, a **Senior**, with an **Expect Grad Term** of **SP2017** and an **Add Dt** of **06/15/2016**. Both rows have an **Add** link in the **Incomplete Contract** column. At the top right of the table, there are links for **Find**, **First**, **1-60 of 60**, and **Last**.

Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Expect Grad Term	Add Dt	Incomplete Contract
<input type="checkbox"/>			Graded	3.00	Undergraduate Credit - Psychology	Junior	SP2017	08/26/2016	<a href="#">Add</a>
<input type="checkbox"/>			Graded	3.00	Undergraduate Credit - STAR Psychology	Senior	SP2017	06/15/2016	<a href="#">Add</a>

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 – Class Roster with Indicators Page.

Class Roster With Indicators							
Winter Session 2011   Extension   CSU Northridge   Undergraduate							
PSY 382 - 01 (10063) PRIN HUMAN FACTOR							
Course Indicators				Find    			
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 – 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
 <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

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

---

### Wait List For Closed Classes

---

The wait list feature allows eligible students using SOLAR self-service to secure a position number on a waiting list for closed classes during Nonrestrictive Registration.

Faculty can view the students on the wait list from their class roster by selecting **Waiting** from the **Enrollment Status** dropdown menu. Students can view their position on the wait list via SOLAR self-service.

Figure – Wait List for Closed Classes

**Class Roster**

Fall Semester 2012 | Regular Academic Session | CSU Northridge | Undergraduate

▼ **ACCT 220 - 20 (12978)** [change class](#)

INTRODUCTION TO FINANCIAL ACCOUNTING (3) (Lecture)

Days and Times	Room	Instructor	Dates
Th 7:00PM-9:45PM	Johnson Auditorium	Catherine Jaggan	08/27/2012 - 12/10/2012

[Permission Numbers](#)  
[View Course Indicators](#)

\*Enrollment Status: Waiting [Number of students waitlisted](#)

Enrollment Capacity 9 Waitlisted 3

Waitlisted Students					Find	First	1-3 of 3	Last
	Notify	ID	Name	Program - Plan - Subplan	Academic Level	Status Note	Incomplete	Contract
1	<input type="checkbox"/>	004304039	<a href="#">Su, Lili</a>	Undergraduate Credit - Public Health Promotion	Freshman	Pos # 1	<a href="#">Add</a>	
2	<input type="checkbox"/>	004304073	<a href="#">Gross, Di-Faich</a>	Undergraduate Credit - Marine Biology	Freshman	Pos # 2	<a href="#">Add</a>	
3	<input type="checkbox"/>	004304060	<a href="#">Suen-Dele, Sandra</a>	Undergraduate Credit - Real Estate	Freshman	Pos # 3	<a href="#">Add</a>	

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

### NEED HELP?

---

Contact the IT Help Center by phone (818-677-1400), online at (<https://csun.topdesk.net/>) or in person in (University Library, First Floor, Learning Commons).