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)

![Faculty Center: My Schedule Page](image)

**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

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

   Figure – Class Roster Components

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.

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**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).

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**Figure – Class Roster: Send Notification Page**
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.

**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

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

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)

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

Figure - File Types
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

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**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
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.

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**Figure – Class Permission Numbers Page**
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

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.
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).
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**

![Wait List for Closed Classes](image)

**Number of students waitlisted**

**NEED HELP?**

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