

CLASS ROSTERS

How to download a list of student emails in Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

Accessing PeopleSoft Faculty Center

Log in to MyU.umn.edu with your Internet ID and password.

Click on the **Teaching** tab. From here, you will see your classes listed.

To get to the Faculty Center, you can either click on the **Class List** link by a course, or click **Faculty Center** at the bottom of the page.

The screenshot shows the MyU Faculty Center interface. The 'Teaching' tab is selected in the left-hand navigation menu. The main content area displays a list of classes for the Fall 2014 semester. Each class entry includes the course number (e.g., CMB 5594), a brief description, and links for 'Grade Rosters', 'Bookstore', 'Library', and 'Class List'. The 'Class List' link is highlighted in each entry. At the bottom of the page, there is a 'Faculty Center' link and a 'Dismissed' notification button.

CLASS ROSTERS - available as soon as students enroll in the class

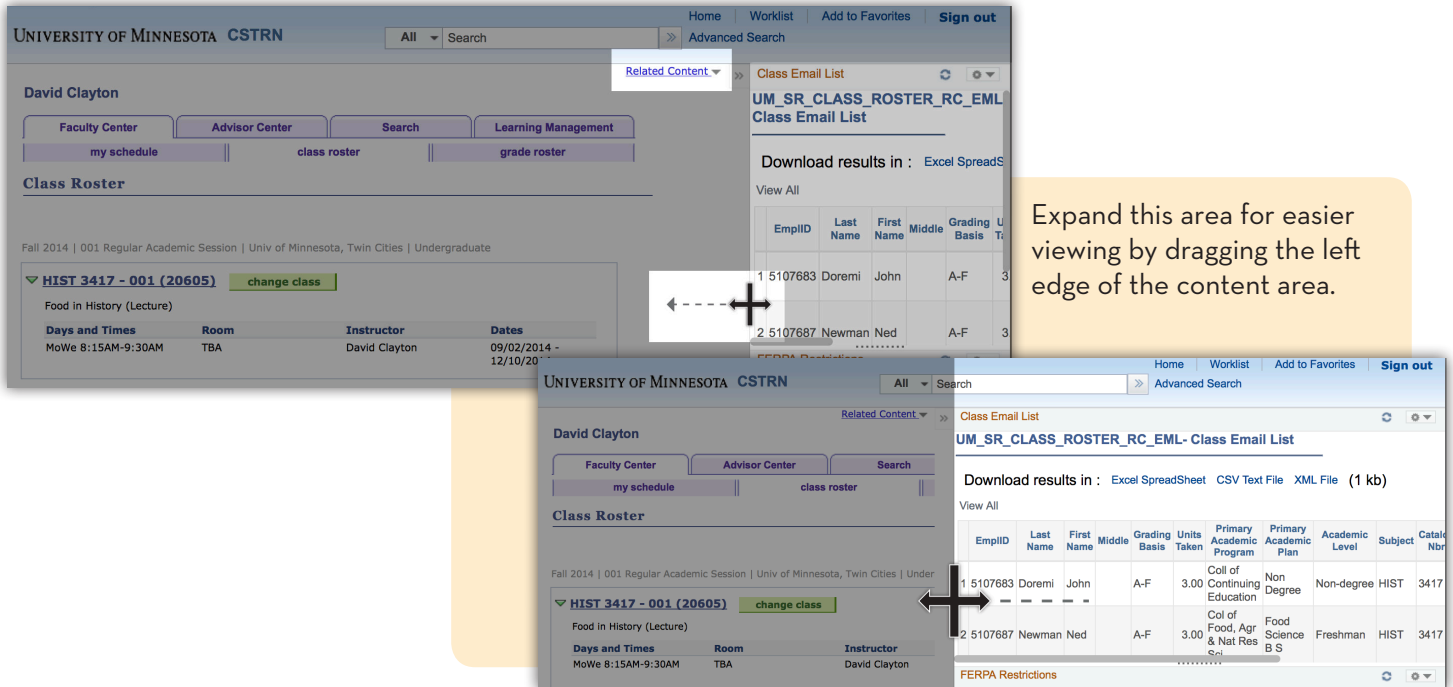
The screenshot shows the 'My Schedule' page in the Faculty Center for Fall 2014. It includes a 'change term' button and a 'View Personal Data Summary' link. Below, there are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for Class Roster, Grade Roster, Learning Management, and Class Permissions. The main table lists the following classes:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AMIN 3312-001 (27587)	AmIn Envl Issues/Perspectives (Lecture)	0	TBA	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3417-001 (20605)	Food in History (Lecture)	8	MoWe 8:15AM - 9:30AM	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3426-001 (26290)	Pirates of the Caribbean (Lecture)	10	MoWe 11:15AM - 12:30PM	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3837-001 (25939)	Minnesota History (Lecture)	8	MoWe 4:00PM - 5:15PM	TBA	Sep 2, 2014- Dec 10, 2014

To view a roster, click the **Class Roster** icon next to a class or click the **class roster** sub tab under Faculty Center.

CLASS ROSTER EMAIL LIST - DOWNLOAD OPTIONS

The class email list will be displayed on the right side of this page in the **Related Content** area.



DOWNLOAD OPTIONS

You can choose to download a list of students' emails into an **Excel Spreadsheet**, **CSV Text File**, or **XML file**.

