

CLASS ROSTERS

How to email students from the Class Roster in Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources

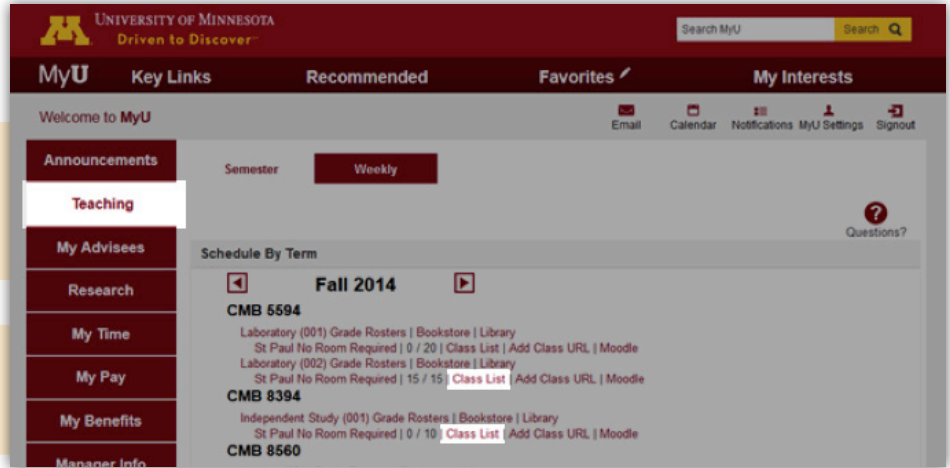
UNIVERSITY OF MINNESOTA

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,
click on the **Class List**.



Enrolled Students							
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>		5107683	Doremi, John	A-F only	3.00	Coll of Continuing Education - Non Degree	Non-degree
<input type="checkbox"/>		5107688	Guy, Knute Oscar	A-F only	3.00	College of Liberal Arts - Anthropology/Undeclared	Freshman
<input type="checkbox"/>		5107687	Newman, Ned	A-F only	3.00	Col of Food, Agr & Nat Res Sci - Food Science B S	Freshman
<input type="checkbox"/>		5107689	Onlee, Summer	A-F only	3.00	Coll of Continuing Education - Non Degree	Non-degree
<input type="checkbox"/>		5107685	Smith, Thomas	A-F only	3.00	College of Liberal Arts - Spanish Studies B A/American Indian Studies	Freshman
<input type="checkbox"/>		5107691	Tester, Renae L	A-F only	3.00	College of Design - Retail Merchandising B S	Freshman
<input type="checkbox"/>		5107732	Watson, Sam	A-F only	3.00	Col of Food, Agr & Nat Res Sci - Fisheries & Wildlife B S	Sophomore
<input type="checkbox"/>		5107686	Wire, Barb B	A-F only	3.00	College of Liberal Arts - Anthropology B A/Agronomy	Freshman

Select All Clear All [Printer Friendly Version](#)

Send an email to all students
Click the **Notify All Students** button.

Send an email to a single student or selection of students
Check the box in the **Notify** column next to their name(s)
and click the **Notify Selected Students** button.