



Using the Class Roster

HOW TO VIEW YOUR CLASS ROSTER

1. Go to **isis.k-state.edu** and sign in with your eID and password.
2. Under **Self Service**, click **Faculty Center**.
3. Click the **Class Roster** icon  next to the class whose roster you would like to view.

You will see the entire list of students who have enrolled in your class.

*Enrollment Status

Total Students 5

Enrolled Students						
Notify	Wildcat ID	Name	Units	Program and Plan	Level	
<input type="checkbox"/>	860038593	Benson, Frederick Jeffrey (Withdrawn)	0.00	EN Undergraduate Degree - Industrial Engineering-B/Computer Science-B	Freshman	
<input type="checkbox"/>	807195048	Kat, William Wild	3.00	AG Undergraduate Degree - Agric Comm & Journalism-B	Senior	
<input type="checkbox"/>	839237521	Norton, Leah Marie	3.00	AS Undergraduate Degree - Humanities-BA	Junior	
<input type="checkbox"/>	874623935	Tanner, Harriet Tanya	3.00	EN Undergraduate Degree - Architectural Engineering-B	Senior	
<input type="checkbox"/>	833702839	Wakefield, Christopher Robert	3.00	AG Undergraduate Degree - Minor - Agronomy	Senior	

Note: For a specific view of your class roster, use the **Enrollment Status** menu. From here you can choose to view All, Dropped, Enrolled, or Waiting students in your class roster.

HOW TO SEND MESSAGES USING YOUR CLASS ROSTER

1. Go to **isis.k-state.edu** and sign in with your eID and password.
2. Under **Self Service**, click **Faculty Center**.
3. Click the **Class Roster** icon  next to the class whose roster you would like to view.
4. In the **Notify** column, select the check boxes next to the students you want to contact.

Enrolled Students						
Notify	Wildcat ID	Name	Units	Program and Plan	Level	
<input type="checkbox"/>	860038593	Benson, Frederick Jeffrey (Withdrawn)	0.00	EN Undergraduate Degree - Industrial Engineering-B/Computer Science-B	Freshman	
<input checked="" type="checkbox"/>	807195048	Kat, William Wild	3.00	AG Undergraduate Degree - Agric Comm & Journalism-B	Senior	
<input checked="" type="checkbox"/>	839237521	Norton, Leah Marie	3.00	AS Undergraduate Degree - Humanities-BA	Junior	
<input type="checkbox"/>	874623935	Tanner, Harriet Tanya	3.00	EN Undergraduate Degree - Architectural Engineering-B	Senior	
<input checked="" type="checkbox"/>	833702839	Wakefield, Christopher Robert	3.00	AG Undergraduate Degree - Minor - Agronomy	Senior	

From: wylaser@ksu.edu

To: wylaser@ksu.edu

CC:

BCC: student1@ksu.edu, student2@ksu.edu, student3@ksu.edu, student4@ksu.edu, student5@ksu.edu

Subject: Test results on Monday

Message Text: Dear students, The results from this week's test will be posted on Monday.

5. Click the **Notify Selected Students** button.
6. Compose your e-mail and then click the **Send Notification** button to send the message to the selected students' K-State e-mail addresses.

HOW TO UPDATE YOUR CLASS ROSTER AFTER THE FIRST DAY OF CLASS TO REPORT DROPPED/NO-SHOWS

1. Go to **isis.k-state.edu** and sign in with your eID and password.
2. Under **Self Service**, click **Faculty Center**.
3. Click the **Class Roster** icon  next to the class whose roster you would like to view.
4. Click the **Printer Friendly Version** button to print a copy of the class roster. Cross out the names of students who should be dropped for no-shows the first day of class and then send the marked up listing by the 12th calendar day of the term to the Enrollment Services Office, 210 Willard Hall (or to K-State Salina Registrar's Office, 20G College Center).