

NEW FACULTY MENU FEATURES

CLASS ROSTER: OVERVIEW

Class Roster

i An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

Cross List always appears in the Enrollment Counts area. If the section is not cross listed, 0's will display in the enrollment columns. Please click **Other Options** for Email, CSV (Excel) output or Class Photos.

Course Information

Fund of Public Communication - SUBJ 001 A
CRN: 9XXXX
Duration: Aug 30, 2010 - Dec 09, 2010
Status: Active

Select **Other Options** to jump quickly to the bottom of the page where you can export your class roster to Excel, email your class list, display student photos, and request students be added to the section.

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	100	73	27
Cross List:	103	73	30

Current enrollment counts display in real time for both the selected section and any cross listings.

NetID is now available.

Rec No.	Pro-noun	Student Name	ID	Level	Major	Class	Credits	Reg Status	XLst CRN	Enrollment Change	Mid-term Status	Email	NetId
1		Albert, Morgan M.	95	UG	PCOM	Sophomore	3.000	Reg by Stu		Request	Update	Email	mmalbert
2		Aube, Antoine	95	UG	PCOM	Sophomore	3.000	Reg by Stu		Request	Update	Email	aaube1
3		Belcher-Timme, Paxton C.	95	UG	UNDC	Sophomore	3.000	Reg by Stu		Request	Update	Email	pbelcher
4		Benasich, Charles F.	95	UG	PCOM	Junior	3.000	Reg by Stu		Request	Update	Email	cbenasic
5		Bernier, Katherine C.	95	UG	BSAD	Senior	3.000	Reg by Stu		Request	Update	Email	kbernier
6		Bilotta, Danielle M.	95	UG	BISC	Sophomore	3.000	Reg by Stu		Request	Update	Email	dbilotta

Enrollment Change	Mid-term Status
Request	Update MTWL Mar 20, 2010 06:57 am

If a midterm warning letter has been sent for a student the date the letter was sent will appear in this column.


Set MTWL Section Status to 'Not Needed'

If you do not need to send midterm warning letters for your course the button to change the status of your course to **Not Needed** appears at the bottom of the page (jump there by selecting **Other Options**.) The button will not appear if you have sent midterm warning letters.

CLASS ROSTER: EMAIL

You can still email a single student by selecting the **Email** link (now next to the new NetID column) but you can also email a selection of students. To do this first pick the **Email Class** link at the bottom of the page and then check the box next to the name of any student you'd like to receive the email.

Compose and Send Email

 This service was created to facilitate simple communications with your class/advisees. If you wish to perform complex functions, such as attachments, please cut and paste the email address list generated by this process into the mail program you normally use. The email address list is generated when you send a message to the list. A copy of the message you sent, along with the list of email addresses, is mailed to your UVM account. You can cut and paste the email address list from that message into your address book.

Subject

Message Body

using the following names and addresses:

From: Georgia Kennedy Georgia.Kennedy@uvm.edu

Please Select: or

and Select by checkboxes

To: Morgan Albert Morgan.Albert@uvm.edu

To: Antoine Aube Antoine.Aube@uvm.edu

To: Paxton Belcher-Timme Paxton.Belcher-Timme@uvm.edu

Advisee Listing



Please click [Other Options](#) for Email, CSV (Excel) output or Advisee Photos.

Advisee Listing

Pro-noun	Student Name	ID	Begin Term	Major Code	Major Description	Class	Advisor Hold	Midterm	Email	NetId
	Albert, Morgan M.	95	Fall 2009	PCOM	Public Communication	Sophomore			Email	mmalbert
	Benasich, Charles F.	95	Spring 2009	PCOM	Public Communication	Junior	Hold		Email	cbenasic
	Odentz, Simon B.	95	Spring 2010	SOC	Sociology	Sophomore	Hold		Email	sodentz

Email your Advisees

CSV (Excel) Output

Display Photos **Size (Height):** Small - 75 pixels Medium - 125 Large - 175 **Photos across:** 5

New to the advisee listing is the capability to see which of your advisees still have advising holds. This is visible in the **Advisor Hold** column. Removing an existing hold is now as simple as selecting the **Hold** link next to a student's name and clicking the **Yes, Remove Hold** button.

Remove Advising Hold

Please enter the Student ID or Netid.

Remove hold for Simon B. Odentz -- 95 ?

Or
[No, \[Click Here\] to Remove Hold for a different Student.](#)

Advisee Listing



Please click [Other Options](#) for Email, CSV (Excel) output or Advisee Photos.

Advisee Listing

Pro-noun	Student Name	ID	Begin Term	Major Code	Major Description	Class	Advisor Hold	Midterm	Email	NetId
			Fall 2009	PCOM	Public Communication	First Year			Email	
			Spring 2009	PCOM	Public Communication	Sophomore	Hold		Email	
			Spring 2008	ENGL	English	Junior		3 MTWL	Email	
			Spring 2010	SOC	Sociology	First Year		1 MTWL	Email	
			Spring 2010	SOC	Sociology	Sophomore	Hold		Email	

If a student has midterm warning letters text will appear in the **Midterm** column. The number which appears before the MTWL acronym indicates the number of warning letters the student has received. By selecting the text you can see additional details about these warnings.

Display Midterm Warnings

CRN	Course	Title	Credits	Level	Warning Date	Start Date	End Date	Days	Time	Location	Instructor
14000	ENGS 164 A	Modern Poetry	3.000	UG	Mar 25, 2010	Jan 19, 2010	May 04, 2010	TR	1:00 pm - 2:15 pm	ANGELL LECT CTR B104	Cates
10312	PSYC 104 A	Learning, Cognition & Behavior	3.000	UG	Mar 22, 2010	Jan 19, 2010	May 04, 2010	MWF	10:40 am - 11:30 am	ROWELL N/A HLTH 103	Green
13353	PSYC 121 A	Biopsychology	3.000	UG	Mar 29, 2010	Jan 19, 2010	May 04, 2010	TR	10:00 am - 11:15 am	ANGELL LECT CTR B106	Hammack
Total Credits:			9.000								

General Student Information

Selecting a student's name from the Advisee list still brings you to their **General Student Information** page where we've implemented some additional features.

Address and Phone Number for [Joe T. Student](#)
Student Information effective from Spring 2010 to The End of Time

Registered for Term: Yes
First Term Attended: Fall 2009
Last Term Attended: Spring 2010
Status: Active
Residence: In-state Resident
Citizenship: US Citizen
Student Type: Continuing Student
Class: First Year
Academic Standing Term: Spring 2010
Primary Advisor: Jane N. Advisor
Secondary Advisor: Sarah L. Advisor
Expected Graduation Date: May 09, 2014

If a student has multiple advisors they will display here.

Curriculum Information

Current Program

Bachelor of Arts
Level: Undergraduate
Program: Arts & Sciences:BA
Admit Term: Fall 2009
Admit Type: Round 2 Release 3/14
Catalog Term: Fall 2009
College: College of Arts & Sciences
Major: Undeclared

You can now link to a student's CATS report directly from this menu.

Additional Student Links:

- [Concise Student Schedule](#)
- [Academic Transcript](#)
- [Transfer Equivalency Worksheet](#)
- [Run a Degree Audit \(CATS\)](#)

Current Audits		
Audits will automatically be deleted after 7 days		
Refresh the List		
Date	Name	View Link
Jul 20, 2010 01:56pm	Joe T. Student	ARTS & SCIENCES BACHELOR OF ARTS

ADDITIONAL IMPROVEMENTS: 95/NETID INTERCHANGEABILITY

Several functions have been changed to accept both 95 and NetID as search criteria.

Among them are **removing an advising hold**:

Advising

[Advisee List](#)

[Remove Advising Hold](#)

[CATS Reports \(Best viewed with Internet Explorer\)](#)

Remove Advising Hold

Please enter the Student ID or Netid.

Student ID/NetId:

and **submitting a registration override**:

Teaching

[Class Roster](#)

[Enter/Display Final Grades](#)

[Grade Change Request](#)

[Registration Overrides](#)

Manage Registration Overrides

Summer 2010

Select Course CRN for section override or Enter Subject/Course to override all sections.

Course (CRN):

----**Subject:**

----**Course (Number):**

Student ID/NetId:

Override Action:

Override all but time conflict

Override all but capacity/time

Override time conflict

Remove Override

List Overrides for Student

List Overrides from Instructor