

Class Roster Navigation for Faculty

There are two different means to access a class roster in the MyBenU system – the **Class Roster** and the **Self Service Class Roster** [only available to the class instructor].

Option 1 – Class Roster

1. Log into the MyBenU system. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.



 Click on Main Menu in the top bar, and navigate through Self Service > Faculty Center > My Schedule.



3. The **Faculty Center - My Schedule** page will open. All of the classes for which you are listed as the instructor on in that term are displayed on this page. Click on the **Class Roster** icon for the appropriate class. The **Class Roster** page will open.

Cathy C	Carrot							
Faculty	/ Center	Advisor Center	Search					
My Sche	dule <u>C</u> la	ass Roster						
aculty	Center							
/ly Sc	hedule							
2016 Su	ummer i Bo	enedictine Universi	ty		Change Ten	m	View Personal Data Summa	try
Select di	isplay opti	ion	0.01 5 1					
	SIIOW	All Classes	O SHOW EIHOILE					
					any .			
lcon Le	gend Ching Sch	얇 Class Roster nedule > 2016 Sum	জ Grade Roster 졞	Gradebook Iiversity	Assignments	Learning N	Management	
Icon Le	gend ching Sch	class Roster nedule > 2016 Sum	জ Grade Roster 졞 Imer > Benedictine Un Class Title	Gradebook liversity Enrolled	Assignments Personalize I View All I	Learning N	Management	
Icon Le My Teac	gend Ching Sch	AG03	Grade Roster Grad	Gradebook	Personalize I View All I Days & Times Mo 6:00PM - 10:00PM	Learning N	Management t (1) 1-3 of 3 (2) Last Class Dates Jun 20, 2016- Aug 8, 2016	
Icon Le My Teac Maine	gend C ching Sch R	Class Roster redule > 2016 Sum MATH 95- AG03 MGT 150-V64	Grade Roster Benedictine Un Class Title Intermediate Algebra (Lecture) Business Statistics I (Lecture)	Gradebook	Personalize I View All I Days & Times Mo 6:00PM - 10:00PM Th 6:00PM - 10:00PM	Learning N I Room TBA MOSER CENTER ROOM 105	Management	
Icon Le My Teac Maine Ministria Mini	gend Ching Sch	Class Roster tedule > 2016 Sum MATH 95- AG03 MGT 150-V64 MGT 251-V64	Grade Roster Rester Rester Rester Rester Class Title Intermediate Algebra (Lecture) Business Statistics I (Lecture)	Gradebook	Assignments Personalize I View All 27 Days & Times Mo 6:00PM - 10:00PM Th 6:00PM - 10:00PM	Carring M Carried Control of Con	Jun 20, 2016- Aug 8, 2016 Jun 16, 2016- Jul 28, 2016 Jun 16, 2016- Sep 1, 2016	
Icon Le My Teac A In A In A In A In A In A In A In A In	gend Ching Sch	Class Roster redule > 2016 Sun MATH 95- AG03 MGT 150-V64 MGT 251-V64 Weekly Teaching Sch	Grade Roster Reserved and the second	Gradebook	Assignments Personalize I View All I	CENTER ROOM 105 Birck Hall - 23 to top	Management Class Dates Jun 20, 2016- Aug 8, 2016 Jun 16, 2016- Jul 28, 2016 Jul 28, 2016 Jul 28, 2016 Jul 28, 2016 Jul 28, 2016- Sep 1, 2016	
Icon Le	gend C ching Sch C C C C C C C C C C C C C C C C C C C	Class Roster redule > 2016 Sum MATH 95- AG03 MGT 150-V64 MGT 251-V64 Weekly Teaching Sch ule > 2016 Summe	Grade Roster Rester Res	Gradebook	Assignments Personalize I View All I 2 Days & Times Mo 6:00PM - 10:00PM Th 6:00PM - 10:00PM Go	Recently the second sec	Management 1-3 of 3 () Last Class Dates Jun 20, 2016- Aug 8, 2016 Jun 16, 2016- Jul 28, 2016 1 Aug 4, 2016- Sep 1, 2016	
Icon Le My Teac A R A A A A A A A A A A A A A A A A A A	gend C ching Sch R R R View V View V M Schedu e no final e	Class Roster Class Roster Class Roster MATH 95- AG03 MGT 150-V64 MGT 251-V64 Veekly Teaching Sch ule > 2016 Summe xams scheduled at th	Grade Roster Reserved and the second	Gradebook	Assignments Personalize I View All I	Cearning M Firs Room TBA MOSER CENTER ROOM 105 Birck Hall - 23 to top	Management	

4. In addition to meeting information [class days & times, room, and meeting dates], student name, and student ID, the student's plan [major if undergraduate or program if graduate student] and the student's level [for undergraduates: freshman, sophomore, junior, or senior] are displayed on the **Class Roster** page.

NOTE: If a student has withdrawn from the class after the end of the add/drop period, the additional column **Status Note** will be displayed on this page and those students who have withdrawn will be identified.

athy Ca	arrot									
Enculty Co	Contor Adviso	or Contor	Search							
ly Schedul	le Class Roste	er	gearen							
lass Ro	oster									
16 Summ	ner I Dynamic Da	ated Seme	ster I Benedictine U	niversi	ty I Undergraduate S	Semester				
~										
MATH	H 95 - AG03 (756	56)			Chan	nge Class				
Intern	mediate Algebra	(Lecture)								
-										
Days	s and Times	Ro	om	Inst	ructor	Dates				
Mo 6	s and Times	Ro I TE	om A	Cat	ructor by Carrot	Dates 06/20/2016 08/08/2016	•			
Mo 6	s and Times 5:00PM-10:00PM Enrollmen	TE 1 TE	om A Iy 20 En	Cat	ructor hv Carrot	Dates 06/20/2016 08/08/2016	-		*Enroli	ment Status Enrolled
Mo 6	s and Times 5:00PM-10:00PM Enrollmen	I TE	om A ty 20 En	Cati	ructor hr Carrot	Dates 06/20/2016 08/08/2016	-		*Enroll	ment Status Enrolled
Mo 6	s and Times 5:00PM-10:00PM Enrollmen splay option O Link to Pho	Ro I TE	om A Ny 20 En	Inst Cati	5 5 5tos in list	Dates 06/20/2016 08/08/2016	-		*Enroll	ment Status Enrolled
Days Mo 6	s and Times S:00PM-10:00PM Enrollmen splay option Q Link to Pho	Ro I TE	om A y 20 En Oinclu	Inst Cati	ructor by Carrot 5 5tos in list	Dates 06/20/2016 08/08/2016	•		*Enroll	ment Status Enrolled
Days Mo 6	Enrollmen splay option CLink to Pho Students	Ro I TE nt Capacit tos	om A y 20 En Otnolu	Inst Cation for cation for cation	5 5 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3	Dates 06/20/2016 08/08/2016	- First ④ 1	-5 of 5 🛞 Las	*Enroll	ment Status Enrolled
Days Mo 6 Select dis Enrolled Photo	splay option CLink to Pho Students Name Splay option Splay option Splay option Name Name Name Name Name Name Name Name	Ro I TE nt Capacit tos	om A y 20 En Onclu Basis	Inst Cation Trolled de pho F Units	5 5 otos in list Program and Plan	Dates 06/20/2016 08/08/2016	- First ④	-5 of 5 🛞 Las Level	*Enroll	ment Status Errolled
Select dis	Enrollmen Splay option Clink to Pho Students D Na	Ra I TE It Capacit tos	om A y 20 En Inclu Basis Developmti	Inst Cati Cati rolled de pho F Units 3.00	5 5 bitos in list Program and Plan Undergrad Cohort - Undergrad Cohort -	Dates 06/20/2016 08/08/2016	- First ④	-5 of 5 🛞 Las Level Junior	*Enrolli	ment Status Enrolled
Select dia Photo 1 & 2 & 2	Enrollmen © Link to Photo I Students ID Na	Ro I TE It Capacit tos	om A A Second Se	Inst Cath Cath Cath Cath Cath Cath Cath Cat	5 5 btos in list Program and Plan Undergram Cohort Undergram Cohort Management	Dates 06/20/2016 08/08/2016	- First 🚯	I-5 of 5 🕑 Las Level Junior Freshman	*Enroll	ment Status Enrolled
Select dis Photo 1 & 2 & 3 &	Enrollmen splay option Link to Pho Students D Na	Ro I TE It Capacit tos	om A y 20 En Onclu Basis Basis Developmti Developmti	Inst Cath Cath Cath Cath Cath Cath Cath Cat	5 5 vice in list Personalize I Find I Program and Plan Undergrad Cohort - Management Undergrad Cohort - Unde	Dates 06/20/2016 08/08/2016	- First 🔇	-5 of 5 🕑 Las Level Junior Freshman Freshman	*Enroll	ment Status Enrolled
Select dia Photo 1 Ex 2 Ex 3 Ex 4 Ex	Enrollmen Splay option C Link to Pho Students D Na	Ro I TE tos	om A A y 20 En Onclu Basis Basis Developmti Developmti Developmti	Inst Cath Cath Cath Cath Cath Cath Cath Cat	5 5 5 vice of the second secon	Dates 06/20/2016 08/08/2016 08/08/2016 Mership	- First (1)	-S of 5 ⊕ Las Level Junior Freshman Junior	*Enroll	ment Status Enrolled

To view the students on a class's waitlist, use the drop-down arrow to select an
 *Enrollment Status of "Waiting". The Class Roster page will refresh and the students
 on the waitlist, along with their position on the waitlist [in the Status Note column], will
 be displayed.

			*E-	Waiting		
				ironment Status		
Se	ect dis	play opti	on o Photos	Include photos in list		
Se	ect dis itliste	play opti Link to d Studer	ion o Photos nts	이nclude photos in list Personalize I Find I 교 I 🗔	First 🕢 1	1 🕑 Last
Sel	ect dis itliste Photo	Diay opti Link to d Studer	on o Photos nts Name	이nclude photos in list Personalize I Find I 교 I	First I T	1 🕑 Last

6. To view your Teaching Schedule for a different term than displayed in step 3, click on the Change Term button on the Faculty Center - My Schedule page. The Faculty Center - Select Term page will open. Use the radial button to indicate the desired term and click on the Continue button. The Faculty Center - My Schedule page will open with your Teaching Schedule for the desired term displayed.

Favorites Main Menu Self Service Faculty Center Cathy Carrot	Class Roster > My Schedule
My Schedule Class Roster	
Faculty Center	
2016 Summer I Benedictine University	View Personal Data Summary Change Term
Select display option	
• Show All Classes Only	
Icon Legend 🛛 🏦 Class Roster 🔄 Grade Roster 🖉 Gradebook	Rearning Management

Faculty Center Advisor Center	Search
My Schedule Class Roster	
Faculty Center	
Select Term	View FERPA Statement
	Continue
Selec In then select Contin	nue.
Selection then select Contin 2019 Summer	Benedictine University
Select on then select Contin 2019 Summer 2018 Spring	Benedictine University Benedictine University
Select on then select Contin Control 2019 Summer Control 2018 Spring Control 2017 Summer Control 2017 Sum	Benedictine University Benedictine University Benedictine University
Select of then select Contin 2019 Summer 2018 Spring 2017 Summer 2017 Spring	Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University
Select of then select Contin 2019 Summer 2018 Spring 2017 Summer 2017 Spring 2016 Fall	Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University
Select of an then select Contin 2019 Summer 2018 Spring 2017 Summer 2017 Spring 2016 Fall 2016 Summer	Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University
Select of an then select Contin 2019 Summer 2018 Spring 2017 Summer 2017 Spring 2016 Fall 2016 Summer 2016 Spring	Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University Benedictine University

Option 2 – Self Service Class Roster

- 1. Once you have logged into the MyBenU system, the homepage will appear, as in Step 1 above. Click on the **Classic Home** tile.
- 2. From the Main Menu drop down on the top bar, select BU Student Records > Use > BU Class Roster.



3. On the **Self Svc Class Roster** page, enter the code of the appropriate term. If you do not know the term code, click on the magnifying glass. This will open the **Look Up Term** page, scroll down the page to find the term link and click on it. This will return you to the **Self Svc Class Roster** page with the term populated.

Favorites - N	ain Menu → BU Student Records → Use → BU Class Rog	ster	
		Look Up Term	
		Texas	
Solf Svo Class B	lastar	Term begins with	
Sell Svc Class h	Uster	Description begins with	
Enter any information	you have and click Search. Leave fields blank for a list of all values.	Short Description begins with	
Find an Existing V	alue	Look Up Clear Ca	ncel Basic Lookup
Search Criteria			
· ocuren entena		Search Results	
		Only the first 300 results can be dis	played.
Subject Area	begins with 📀		
Catalog Nbr	begins with ᅌ	View 100 First 🕚 1-3	00 of 300 🛞 Last
Class Section	begins with ᅌ	Term Description	Short Description
Academic Institution	begins with	9999 End Term - Srvc Indicator Use	e End Term
T		0789 2023 Fall	2023 Fall
Term	begins with 😳	0787 2023 Summer	2023 Summe
Descr	begins with 💿	0785 2023 Spring	2023 Sprin
Campus	begins with	0783 2023 Winter	2023 Winte
- Alerer		0779 2022 Fall	2022 Fall
Name	begins with 😳	0775 2022 Spring	2022 Summe
Class Nbr	= 😧	0773 2022 Winter	2022 Winte
Description	begins with	0769 2021 Fall	2021 Fall
Enrollmont Status		0768 2021 Late Summer Interim	2021 Late
Enronment Status		0767 2021 Summer	2021 Summe
Enrollment Capacity	=	0765 2021 Spring	2021 Sprin
Enrollment Total	=	0763 2021 Winter	2021 Winte
Empl ID	handing with A	0759 2020 Fall	2020 Fall
Linpito	begins with	0757 2020 Summer	2020 Summe
Case Sensitive		0755 2020 Spring	2020 Sprin
		0753 2020 Winter	2020 Winte
	m	0749 2019 Fall	2019 Fall
Search Clea	ar Basic Search 🖾 Save Search Criteria	0746 2019 Late Summer	2019 Late
		0745 2019 Spring	2019 Sprin
		0743 2019 Winte	2019 Winte
		0739 20 8 5	2018 Fall
		0738 2 e Summer Interim	2018 Late
		0737 ommer	2018 Summe
		0735 2018 Spring	2018 Sprin
		0733 2018 Winter	2018 Wint

4. Click on the **Search** button. All of the classes for which you are listed as the instructor on in that term will appear at the bottom of the page.

NOTE: If you are teaching only one class in that term, the **Class Roster** page for that class will open [skip step 5].

Search Search Results	ar	Basic Searc	h 🖾 Save	Search Criteria												
View All										First	0		1-3 c	f 3	ЪL	ast
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course	DI	Co	urse	Offe	ring	۱br
BENUV	0717	MATH	95	Ugrad Sem	MAIN	DDS			Intermediate Algebra		1	1				
BENUV	0717	MGT	150	Ugrad Sem	MAIN	DDS			Business Statistics I			1				
BENUV	0717	MGT	251	Ugrad Sem	MAIN	DDS			Business Statistics II			1				

5. Click on the link for the appropriate class. The Class Roster page for that class will open.

Subject Area: Catalog Nbr: Name:	0717 Internet MATH Mather 95 Class Carrot,Cathy Peas	ediate Algebra natics ss Section:	Class Nbr:				
Class Meeting Class Meeting Mtg Start Mtg 6:00PM 10	Pattern Nbr: 1 End M T W	Find I Facilit T F S S Start I	I View All First ty ID: TBA Date End Date 0/2016 08/08/2016	🕙 1 of 1 🕑 Las	st		
					Personaliz	e i Find i 🖙 i 🎰	First 🖤 1-5 of 5 🖤 Last
Name		Student ID	Grade	Enrollment Status Reason	Personaliz Enrollment Drop Date	Telephone	First 1-5 of 5 C Last
Name		Student ID	Grade Graded	Enrollment Status Reason Enrolled	Personaliz Enrollment Drop Date	Telephone	First V 1-5 of 5 Last Email Address
Name		Student ID	Grade Graded Graded	Enrollment Status Reason Enrolled Enrolled	Personaliz	Telephone	First © 1-5 of 5 © Last Email Address
Name		Student ID	Grade Graded Graded Graded	Enrollment Status Reason Enrolled Enrolled Enrolled	Personaliz Enrollment Drop Date	Telephone	Email Address
Name		Student ID	Grade Graded Graded Graded Graded	Enrollment Status Reason Enrolled Enrolled Enrolled Enrolled	Personaliz Enrollment Drop Date	Telephone	Email Address

6. The following information about the class is displayed on the **Class Roster** page: classroom [facility id], class start and end times, class days, class start and end dates, student name, student id, student home phone, and student BU email address. In addition, the **Enrollment Status Reason** for each student is displayed. If a student withdraws from the class [that is, drops the class after the end of the add/drop period], a reason of "withdrawn" will appear in the **Enrollment Status Reason** column for that particular student and the date of the withdrawal will be displayed in the **Enrollment Drop Date** column.