

Access Class Roster (For Instructors) Using Teaching Support

<https://wolverineaccess.umich.edu>

Faculty and Graduate Student Instructors can access Class Rosters on Wolverine Access under Teaching Support.

Features:

Receive E-mail Enrollment Changes

- Receive a daily or weekly e-mail, when a student adds or drops the class (through the official drop/add date)

Customize Class Roster Views

- By student data and class section information

View and Print Real-time Class Roster Information

- Enrolled students, waitlisted students, and students with unused permissions

E-mail Students Individually or by Groups

- Include attachments in e-mail messages

Export Class Roster Data

- To Excel spreadsheet or other applications

For more information on how to use these features click on "?Help" in Teaching Support or see the instructions below.

Log-in

1. Type <https://wolverineaccess.umich.edu> in your Internet Explorer browser.
2. Click **University Business**.
3. Click **Teaching Support**.
4. Log-in using your UMICH (Kerberos) ID and password.*

**For information on obtaining a UMICH (Kerberos) ID and password, please visit: <http://www.itd.umich.edu/accounts>.*

First Step: Search for the Class Roster & Customize the Information Displayed on the Class Rosters

1. Click **Access Class Roster (For Instructors)** from the Teaching Support page.
2. Select the **Term**.
3. Select the **Course Title**. The **Class Roster Options** page displays.
4. Select the student information you would like displayed from the **Student Data** group box.
Note: Name, UMID, and Uniqname are always displayed.
5. Select one option from the **Class Section Data for this Course** group box.
Note: You can view the current section only, all course sections, or all the sections that you are teaching within the course.
Note: If the section is a combined section, the **Include combined section** checkbox automatically defaults to display combined section information.
6. Click the appropriate tab to view the **Enrolled**, **Waitlisted**, **Permissions**, **Email**, **Printable Page**, or **Export** pages. See the directions on the following pages for more information about these pages.

Set up E-mail Enrollment Changes

1. Click **Access Class Roster (For Instructors)** from the Teaching Support page.
2. If you would like to receive a new class roster via email when there are enrollment changes, turn on the **Email a new class roster** checkbox and select **Daily** or **Weekly** from the drop-down list.
Note: For combined sections, you must set this option for each class section.

View and Print Class Rosters

1. Follow the directions on the previous page to find the class roster and customize the information displayed on the class roster.
2. Click the appropriate tab to view the **Enrolled**, **Waitlisted**, **Permissions**, and **Printable Page**.
Note: For the pages listed below, the information displayed is based on the student data and class data selected on the **Class Roster Options** page.
 - **Enrolled** page displays students currently enrolled in the class section. Students are listed alphabetically by last name. Student's photos are available from this page.
 - **Waitlisted** page displays students currently enrolled on a waitlist. Students are listed in the order of the date/time they were added to the waitlist not the waitlist position number. If a student transfers careers cross campus, he/she retains the same waitlist position number. Because the waitlist is sorted by the date/time students were added to the waitlist, the waitlist position number is not always sequential due to cross campus transfers. **NOTE:** Instructors cannot assign permissions in Teaching Support.
 - **Permissions** page displays students that have been granted permission to enroll in the class section but have not used his/her permission. Students are listed by their permission expiration date and then alphabetically by last name.
 - **Printable Page** displays the entire class roster (including all enrolled, waitlisted and permission students) on a page specially formatted for printing.
3. To print the class roster, go to **File>Print** on your browser's menu bar.

Send E-mail from Class Rosters

1. Follow the directions on the previous page to find the class roster and customize the information displayed on the class roster.
2. If applicable, select individual students to send an e-mail message rather than an entire group. Turn on the Email checkbox next to the appropriate students' names on the **Enrolled**, **Waitlisted**, or **Permissions** pages.
3. Click the **Email** page tab.
4. Turn on the checkbox for the group(s) of students to receive the e-mail:
Enrolled – sends the message to all students on the Enrolled page.
Waitlisted – sends the message to all students on the Waitlisted page.
Permissions – sends the message to all students on the Permissions page.
Selected – sends the message to students who have been manually selected by having their E-mail checkboxes turned on from the Enrolled, Waitlisted, or Permissions pages.
5. If you want to include an attachment with your e-mail, click the **Add** link and navigate to the file to be attached.
6. Type the subject of your message in the **Subject** field (required).
7. Type the body of your message in the **Message** field.
Note: There is a 60 minute timeout. It is recommended that you compose your e-mail message in a word processing application and cut and paste your text into the **Message** field.
8. Click the **Send** link to send your message. A confirmation message displays stating that "The e-mail has been sent" and you receive a copy of the e-mail message.

Note: E-mail can be sent from class rosters up to 14 days after the end of the session or term.

Export Class Rosters

1. Follow the directions on the previous page to find the class roster and customize the information displayed on the class roster.
2. Click the **Export** page tab.
3. Click **Export** to send yourself an e-mail message with the class roster attached as a .csv file that can be opened in a variety of applications, including Excel.
Note: The email message and attached roster are sent to your unickname@umich.edu address.
Note: Due to a default setting in Excel, zeroes at the beginning of UM ID Numbers (also known as "leading zeroes") disappear when Class Rosters are converted to Excel format. Instructions on how to restore these zeroes to the Excel version of a roster are included in the class roster export e-mail message.

Run Photo Class Roster

Note: You must have Adobe Reader version 7.0.5 installed to be able to view and print a Photo Class Roster. You can download Adobe Reader 7.0.5 from the Adobe website at http://www.adobe.com/products/acrobat/readstep2_allversions.html. You may need to contact your system administrator to complete the installation.

1. Click the **Enrolled** page tab.
2. Click **Print Photo Roster**.
3. Select the student information you would like to display on the Photo Class Roster
Note: Name always displays.
4. Click **Run**.
Note: The **Process Status** page displays in a new window.
Note: The **Process Status** page automatically refreshes the **Run Status** field until the report has been posted. When the Photo Class Roster Report has been posted, it automatically opens in the same window.

Access to Class Rosters

Generally, instructors are able to access Class Rosters for only the classes they are teaching. However, in some instances they have been granted access to additional Class Rosters. In this case, click on the **Teaching Support (For Staff)** link to view, print, send e-mail or export the additional Class Rosters.

See the Access to Class Rosters Using Wolverine Access (For Staff) flyer (http://www.mais.umich.edu/groups/staff_classroster_flyer.html) for more information.

Class Rosters in M-Pathways

Identical Class Roster functionality is available to non-instructional staff via M-Pathways.

Navigation: Home > Manage Student Records > Establish Courses > Inquire > Class Roster

Staff can find more information on how to access Class Roster in M-Pathways in MAIS LINC (<https://maislinc.umich.edu>). Search for Class Rosters.

Questions: Contact the MAIS Help Desk

734-936-7000 or maishelpdesk@umich.edu