

Yavapai College On-line Class Rosters User Manual

A. Overview

This Web-based system allows an Instructor to view Class Rosters as well as download the information to use in other software applications (e.g., Microsoft Excel, Microsoft Access).

B. Access

Authorized instructors access class rosters at the College web site: www.yc.edu

1. Click [Site Map](#).
2. Click [Administrative Access](#).
3. Enter your Username and confidential PIN. Click [SECURE ACCESS](#).
4. Click on [Instructor Class Roster](#). Click [NEXT](#).

C. Usage

Following selection of INSTRUCTOR CLASS ROSTER from the Administrative Access menu, a menu of TERMS is displayed. These are valid terms in which you had instruction activity.

5. Click on a [Term](#). Click [CONTINUE](#).
6. Click on a [Section](#). Click [CONTINUE](#).

A new page is displayed on which you define how you want the on-line Roster to look. This page is divided into two areas, Student Attributes and Statuses.

7. Select which Student Attributes to Include in Display
Select or de-select attributes by clicking the check-boxes:
 - Name and ID are pre-checked (and will always display)
 - Address
 - Username (for Blackboard and network use)
 - E-mail address
 - Phone

8. Select which Students to Display

Select or de-select by clicking the check-boxes:

- Active (currently enrolled) is pre-checked; you may deselect it.
- Wait-listed
- Dropped and Withdrawn

(The students will be displayed according to the above classification.)

You may use the BACK button (on your browser TOOLBAR) to return to this page to re-define your report output. Make the desired selections to define your output.

9. Click CONTINUE.

EXIT will return you to the ADMINISTRATIVE ACCESS MENU.

D. ROSTER REPORT PAGE

10. View your class roster. It includes the attributes and classifications of students you selected. It also includes:

- Instructor(s) Name(s)
- Start-Date and End-Date
- Capacity, number of students enrolled (“used”), and number wait-listed.
- Notes printed in the Class Schedule

11. Print the roster using the print function of your browser.

12. Back (on the browser toolbar) to revise your selections

13. RETURN TO MAIN MENU returns you to the Administrative Access menu

14. DOWNLOAD the roster as a comma-delimited text file. The file will be named using the selected Section ID; an example is: 2004SPART10010001.TXT. These files always have the extension TXT. You may then use this file in other application software such as Microsoft Excel or Microsoft Access.

E. HELP!

Get help from any of these sources:

- See the User Manual linked to each one of the on-line pages.
- See the Frequently Asked Questions (FAQ) on each of the on-line pages.
- Call the Registrar at (928) 776-2107 or e-mail either:
sheila.jarrell@yc.edu or registrar@yc.edu

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