

ClassRoll

- provides faculty with access to their class rosters in any of three forms - formatted for printing, email address book (Microsoft Outlook contacts file), file for importing into MicroGrade or Excel;
- provides academic department chairs, administrative assistants and/or selected faculty, who have been given appropriate security approvals, with access to all class rosters within an entire course prefix;
- requires entry of the user's Bear ID and password;
- accesses the current University student information system database and is therefore always up-to-date information;
- can be reached from the Online Tools section of the Faculty & Staff link on Baylor home page;
- is supported for the Internet Explorer browser.

All teaching faculty have access to their classes through ClassRoll without any approval process. This requires that the instructor's employee ID number has been entered into the student information system as one of the class instructors of record. Access to all classes for a prefix can be obtained with required approvals through appropriate ITS staff. Call the HELP line at extension 4357 for direction to the responsible person(s).

The initial window presented by ClassRoll (after entry of your Bear ID and password) varies somewhat depending on whether you are an instructor looking at your own classes or a department chair or administrative assistant looking at classes for whole course prefix(es). If the latter, you would see a page like this...



In this window, select a term from the first drop down box and select a course prefix from the second drop down box. Then click the "Display classes" button.

If you are an instructor looking at your own classes, you will not have the second drop down box of course prefixes. Just select a term and click the "Display classes" button.

In either case, you will then see a list of the selected classes for the selected term in the format shown below.

ClassRoll - Microsoft Internet Explorer

Address: <https://www1.baylor.edu/ClassRoll/Default.aspx>

Welcome **Becky King**

Select a Term: Spring 2004

Select a Course Prefix to which you have access: MTH

Display classes

The listing below can be used to obtain rosters or files for each of these classes on an individual basis. There are three options currently available...

- **Printable roster:** This produces a formatted listing that is suitable for printing.
- **MicroGrade file:** This will produce a tab-delimited file that can be imported into a MicroGrade roster. (*Micrograde Import Instructions*)
- **MS Outlook:** This CSV (comma separated values) file can be imported into Microsoft Outlook as contacts. (*Outlook Import Instructions*)

If you select either "MicroGrade file" or "MS Outlook contacts", the file will only include enrolled students. The "Printable roster" will include (and indicate) those registered and withdrawn. Selecting "MS Outlook contacts" from the list below will generate a file suitable for the machine you are currently using (Mac or PC). If you need to download a different format, you may do so by clicking on the "...automatically generate rolls for all..." link below.

[Click here to receive rosters of all listed classes via email](#)

Classes listed: 103
Empty classes: 8
Minimum enrollment: 1
Maximum enrollment: 38
Total enrollment: 2303

CRN	Course	Title	Instructor(s)	Credit Hrs.	Days	Time	Location	SEATS			Output Format
								Max	Enrolled	Avail.	
10077	MTH 1301-01	Ideas In Mathematics	Hutchison, Katherine Lockhart	3	MWF	0800 - 0850	SDRICH 246	35	28	7	Printable Roster MicroGrade File MS Outlook Contacts
10078	MTH 1301-02	Ideas In Mathematics	Hutchison, Katherine Lockhart	3	MWF	0900 - 0950	SDRICH 246	35	34	1	Printable Roster MicroGrade File MS Outlook Contacts

• **If you are a faculty member checking your own classes**, ClassRoll will show you a list of the classes which are assigned to your employee ID number within the University's Student Information System. If some of your classes are not showing, contact the Office of the Registrar to insure that your ID has been correctly associated with the class. At the top of the list will be some information about how to generate electronic rolls of all the classes shown and about the three types of output available - Printable Roster, MicroGrade File and Microsoft Outlook Contacts File.

Beside the class of you want to select, click on the type of output you want.

If you select.

- **Printable Roster:** You will get a web page formatted for printing to your local printer that shows class number, title, instructor (if you are the class' instructor) and meeting time and place at the top followed by a list of students with their status and e-mail address. NOTE: This roster will include not only enrolled students, but also those permitted, authorized and dropped and will indicate them as such.

- **MicroGrade File:** You will be prompted through a system dialog box for where to save the file on your harddisk. ClassRoll will name the file with the class number prefixed by "MGr." For example, MTH 1304 section 01 will be named MGr_MTH_1304-01.txt. This file can then be imported into MicroGrade or Excel for use in keeping grade books. NOTE: This file will only include enrolled students.
- **Microsoft Outlook contacts file:** You will be prompted through a system dialog box for where to save the file on your harddisk. ClassRoll will name the file with the class number prefixed by "Outlook." For example, MTH 1304 section 01 will be named Outlook_MTH_1304-01.csv. This file can then be imported into Microsoft Outlook as a file of contacts for communicating with students. NOTE: This file will only include enrolled students.

REMEMBER! This information provided from ClassRoll is "live" and up-to-date directly from the University's Student Information System. It is current as of the time you check it.

For problems with ClassRoll.

- If you are a faculty member and one or more of your classes are not available to you in ClassRoll for a particular term, contact the Office of the Registrar first to insure that your ID has been correctly associated with the class
- For other problems, call the ITS HelpLine at extension 4357 (HELP) and you will be directed to the appropriate staff for assistance.

Last reviewed January 27, 2004