

## FACULTY SELF-SERVICE: EMAILING YOUR CLASS ROSTER


1. Login to the [MyUTRGV](#) portal using an approved web browser.

Banner 9 Faculty Self-Service is recommended on **Chrome** web browser:




2. Select the Application *ASSIST*.
3. Click on **Faculty Class List**.

### Faculty and Advising Services




Hello Mary,  
This is the entry page for Banner Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:




#### Faculty Grade Entry

Submit your final grades and view previous terms.




#### Faculty Class List

View your classes and rosters, export or print your class rosters, view your class waitlist, email your class, view profile and academic records of students in your classes.



#### Advising Student Profile

Advisors can search for students, view student curriculum data, prior education and test scores, run a degree evaluation, create advising plans, and view student academic records.



#### Faculty Attendance Verification

Verify official census date attendance for their classes.

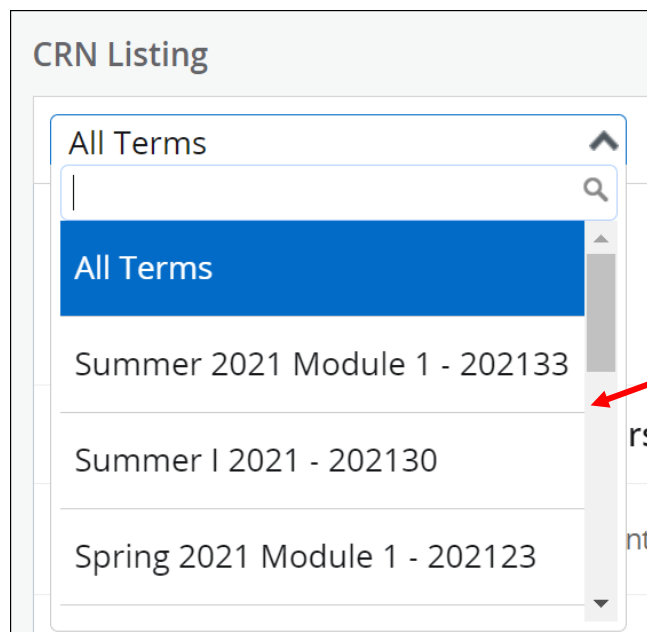
If you have any questions, please email the registrar@utrgv.edu.

4. Your assigned courses will be listed in descending order by term. **(Class rosters from prior semesters are only available in Assist for the last 12 months. Any prior classes or rosters needed can be accessed through Managed Reporting).**

*Note: If you notice any courses missing from the list for an upcoming term or receive a message “No courses available at this time to view the Class List” it may be due to one of the following: 1) There are not any students currently registered for the course. The class lists are generated based on existing student enrollment. 2) You are not listed as the instructor of record and your department needs to submit a Class Schedule Change Request (CSCR).*

CRN Listing						
All Terms						
Select Course						Search (Alt+Y)
Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
INFS 6350, 01V	Bus Intelg & Data Warehousing	33016	2	Active	05/12/2021 - 06/30/2021	Summer 2021 Module 1 (202133)
INFS 6353, 01V	Social Media Analytics	33017	2	Active	05/12/2021 - 06/30/2021	Summer 2021 Module 1 (202133)

5. You may use the **term** drop down menu to view your courses under a specified term.



6. Select the class roster you wish to view by clicking on the class under the Subject column.

Subject	Course Title	CRN	Enrollment Count
ACCT 2301, 90L	Intro to Financial Acc	62303	365

7. Your class roster will appear on the next page.

Class List Export Print

Spring 2021 - 202120 ACCT 2301 | 62303

**Course Information**  
Intro to Financial Acc - ACCT 2301 90L  
CRN: 62303  
Duration: 01/11/2021 - 05/06/2021  
Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	580	365	215
Wait List	999	0	999
Cross List	0	0	0

**Class List** **Wait List** Summary View

Summary Class List Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Student 1	00000001	Web Registered	Undergraduate	3	No Access	No Access	Freshman
<input type="checkbox"/>	Student 2	00000002	Web Registered	Undergraduate	3	No Access	No Access	Sophomore

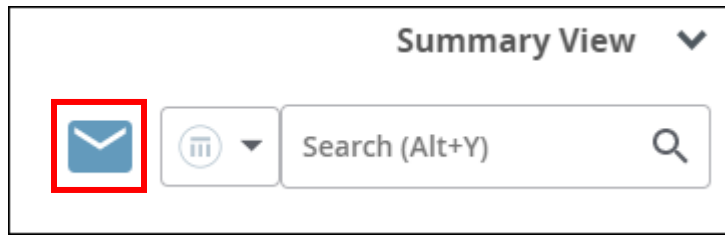
8. Check off the box to the left of the **Student Name** column header to select all students in your roster.

**Class List** **Wait List**

Summary Class List

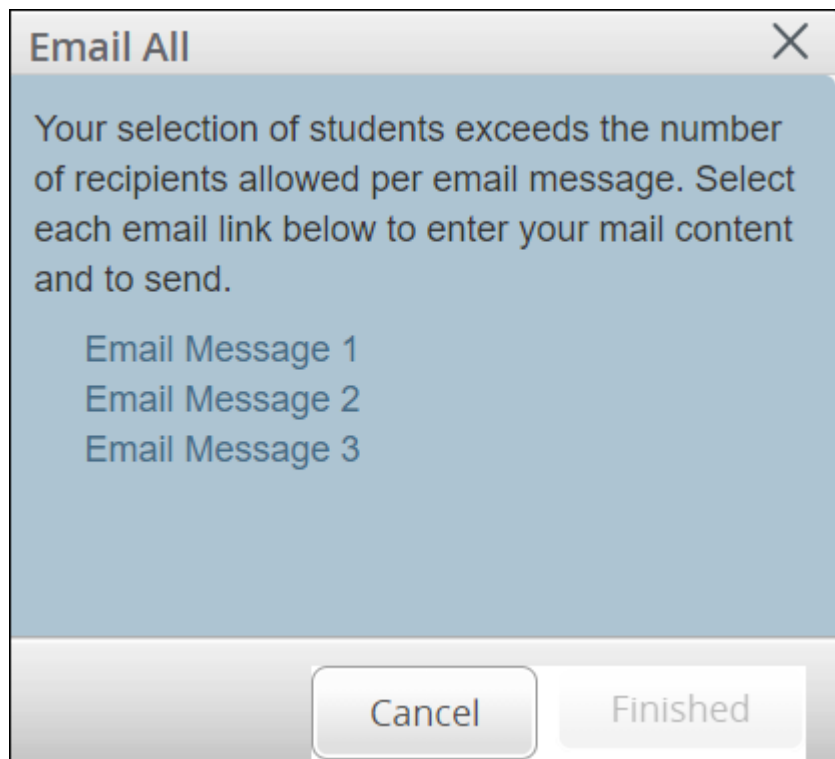
Student Name

9. Click on the Email icon located to the left of the search box.



10. Your default email application will open and the students' email addresses will be listed in the Bcc line.



11. **Note:** If you receive a similar message below after clicking on the email icon, this is because your roster exceeds the number of students that can be emailed at once which is **73** students.



In these instances, you will need to manually select the students to email by checking off the boxes by their names and emailing them in groups of 73 or less. Once you have selected a group of students to email, click on the Email icon and your default email application will open.

Class List		Wait List	
Summary Class List			
<input type="checkbox"/>	Student Name	▼	ID
<input type="checkbox"/>	Student 1		00000001
<input type="checkbox"/>	Student 2		00000002

Summary View ▼

  Search (Alt+Y) 