"How to" Access your Class Roster

To Log in go to www.frederick.edu and click on **PeopleSoft** in the top right hand corner of the home page

Enter your PeopleSoft **User ID**. If you are a full time faculty member, your ID is the first initial of your first name, followed by your last name. This is all in CAPITAL letters. If you are an adjunct instructor, your ID is a capital W followed by your FCC employee ID number. This FCC ID number is a 7 digit number that can be found on your pay stub in the top center area.

Enter your **password**. If you have never used the system before and are an adjunct instructor, you can change your password from the login screen. Just click on the "Reset My Password" link and follow the instructions; pay special attention to the fact that CAPITAL letters must be used. Once you login, you should change your password. From the startup menu; click on the link "Change my Password." Your password must be at least 8 characters long and must contain at least 1 digit.

If you have used the system before and have changed your password, you are responsible for knowing it. It is not stored in the system. If you do not remember your password and you are a full time faculty member with a "named account (first initial+last name) you must send an e-mail to helpdesk@frederick.edu. If you do not remember your password and you are an adjunct instructor click on "Change My Password" and follow the instructions.

Once logged in:
From the startup menu, click Self Service and Faculty Center and My Schedule.

The current term displays. **2010 Summer | Frederick Community College** `change term`

To change terms, click on the `change term` button and select the term that you want to see your class roster for and click on the `CONTINUE` continue button.

Select the class you want to see your roster for by clicking on the `Class Roster` class roster icon in the first column on the left side.

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🏃 📋		HE 201-1 (258)	Stress Management (Lecture)	9	MoWe 5:00PM - 9:00PM	L Building Room 211	Jun 2, 2010- Jul 7, 2010

My Teaching Schedule > 2010 Summer > Frederick Community College

Your roster displays. Once your class is selected you will see a listing of all registered students. (If you have a student attending who is not on this list, (s)he is not officially registered and should not be attending. Notify the student and the Welcome & Registration Office immediately).

2010 Summer | 5 Week Session #1 | Frederick Community College | Undergraduate

▽ **HE 201 - 1 (258)** `change class`

Stress Management (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 5:00PM-9:00PM	L Building Room 211	Darlene Overholtzer	06/02/2010 - 07/07/2010

*Enrollment Status `Enrolled ▼`

Enrollment Capacity 25   Enrolled   9

Enrolled Students   Find |

	Notify	ID	Name	Telephone	Address 1	City	State	Postal	Reason	Add Dt	Drop Dt	Grade Basis	Email
1	☐	1999999	Andrew			Frederick	MD	21701	ENRL	05/04/2010		Graded	student02@myfcc.frederick.edu

Click on the `change class` change class button to return to your class list and select another class to see the roster for or log out of the system.

To print your roster, you can click on the <u>Printer Friendly Version</u> Printer Friendly Version button at the bottom of the page, then select File/Print from your browser. You can change your printer setup to print in Landscape to print all fields on the report.

To download your class into an Excel file, you can click on the download button on the heading bar.

To send an email to one student, click on the student's name, it is highlighted as a blue link if there is an email address available for that student. Once you click on the link and you are on campus, a Groupwise email will open for you to enter the subject and body of the email message and then send.

Enrolled Students

	Notify	ID	Name
1	☐	1999999	Bartlett
2	☐	1888888	Damon

To send an email to multiple students, you can use the links at the bottom of the page.

<u>Select All</u>   <u>Clear All</u>

notify selected students   notify all students

To select all students, click on the **notify all students** button.

To randomly select students, click the notify box beside the student id# for your selection of students. Once you have selected your students to email, click on the **notify selected students** button.

5	☑	1777777	Plum,Stephanie

A new page will open for the email message. Your email address and the email addresses of the students you have selected will show in the BCC box. You can enter the subject and message text and click on the

SEND NOTIFICATION   send notification button to complete the email.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Ima Faculty

From:	AdminFaculty@Frederick.edu
To:	AdminFaculty@Frederick.edu
CC:	
BCC:	student02@myfcc.frederick.edu, student02@myfcc.frederick.edu
Subject:	<From the desk of Ima Faculty>
Message Text:	this is a test of the class roster email system