

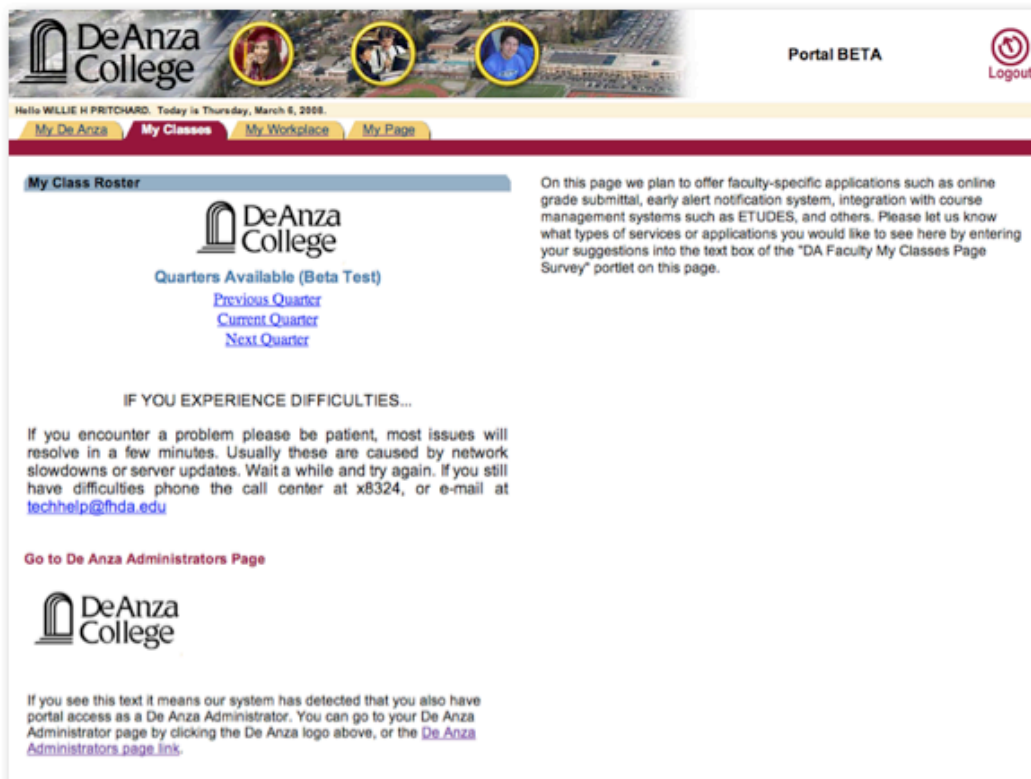
How to use the “My Classes” Tab

The “My Classes” tab is only available to faculty in the district (both part-time and full-time). This tab allows faculty to have access to their class rosters and other information about the classes they teach.

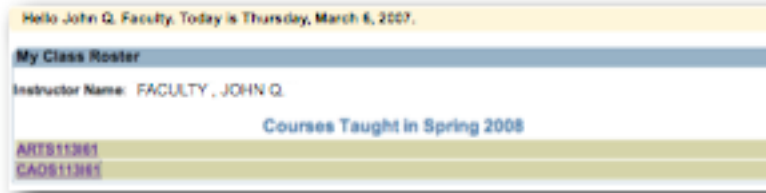
To access the “My Classes” information simply click on the “My Classes” tab, as shown below.



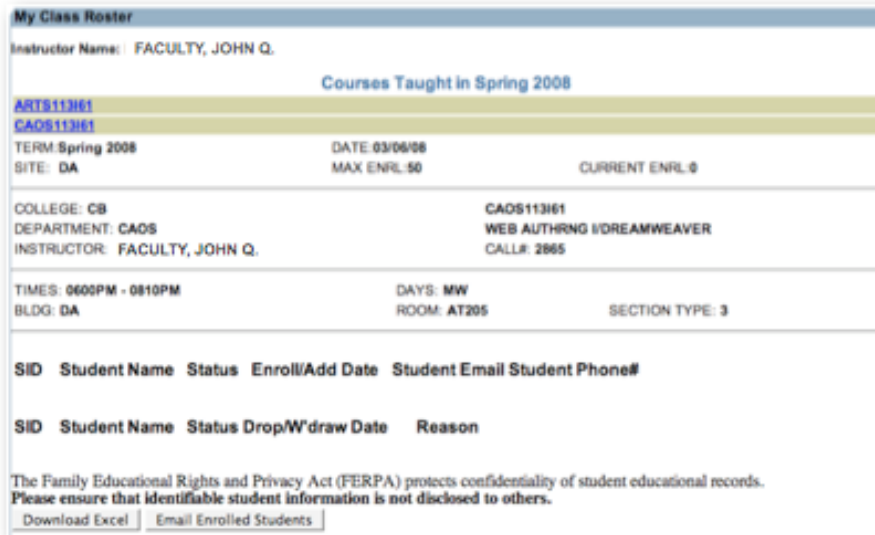
When you click on the “My Classes” tab the web page will be updated to display the content on the “My Classes” tab (shown below):



Most faculty will be interested in seeing and using their class rosters for their current quarter. Click on the link for the “Current Quarter” in the left column of the portal display to access that information. The page will be updated to display the instructor’s current class list.



Click on the class of your choice to see its roster information. (See illustration below.) The roster information is not displayed here, for confidentiality reasons, although it will be displayed on the actual page beneath the column headers (shown at the bottom of the illustration below).



You can navigate between classes by clicking on the class name.

You can send email to any individual student by clicking on the email address for that student. The portal is set to open your desktop email application and enter the address information automatically for you. It will not send email via web-based email.

You can send email to all students enrolled in the class by clicking on the link at the bottom of the page, "Email All Enrolled Students."

You can download all the roster information into an Excel spreadsheet by clicking on the link at the bottom left of the page. You can then use any data in that spreadsheet for your own purposes (like calculating their grades, etc.). The file will be saved to your desktop.

Be aware that, as it says at the bottom of the roster: **"The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of student educational records. Please ensure that identifiable student information is not disclosed to others."** You are legally bound to **not** share **any** information about students in your class with anyone other than student and college student services personnel (counselors, A&R staff, etc.).