View a Class Roster and send email to students via Mosaic
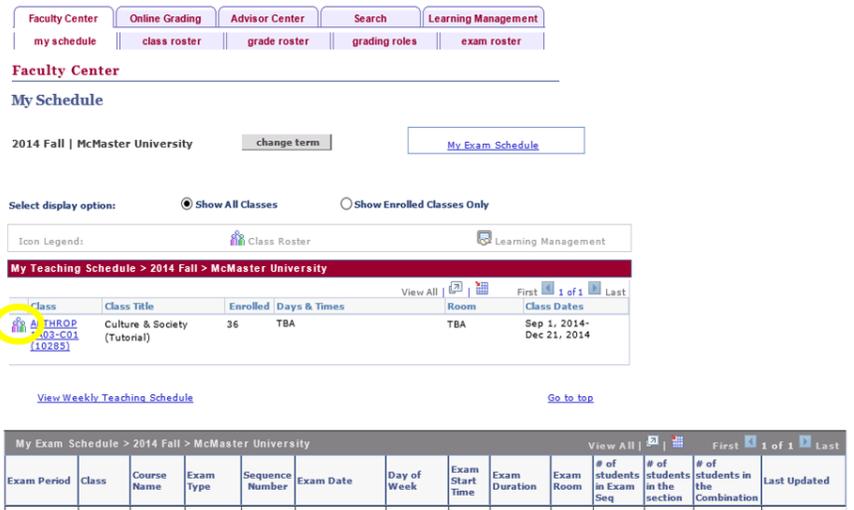
A **class roster** lists all students in the class. Use this if you want to find out details about a student (their name and program they are enrolled in), or to build your own spreadsheet for tracking other things such as attendance or grades (although we recommend Avenue to Learn for that). There are options to view enrollment status of students which could be useful if you are receiving work from students that you do not believe to be enrolled in your class.

1. [Login](#), if you are not logged in already.

2. Click on the **Faculty Center** tab then the **My Schedule** tab.

    Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule**

3. Click the **Class Roster icon** beside the respective class to view the **Class Roster**.

    Note: the **Class Roster** is in real time so this is the most accurate version for you to use.

4. The **Class Roster** page allows you to view the students who are enrolled in a class (with photos if available) or have dropped the class. It will also show the capacity of the class and the number enrolled.

5. You can filter the class roster by clicking the **Enrollment Status** list. The available values are: **All, Dropped, and Enrolled**

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7. Click the **Change Class** button or the **My Schedule** tab to return to the list of classes for the term.

8. On the **Class Roster** tab you can use the "notify all students" or "notify selected students" buttons to send an email to the students. Click the check box in the Notify column to indicate who you would like to send an email message to.

9. This email can be sent to individual students or numerous students at the same time. Once you have completed the email information, click the **Send Notification** button. Note: The sender "From" will always be your address.