

How to view your class rosters online:

Step 1:

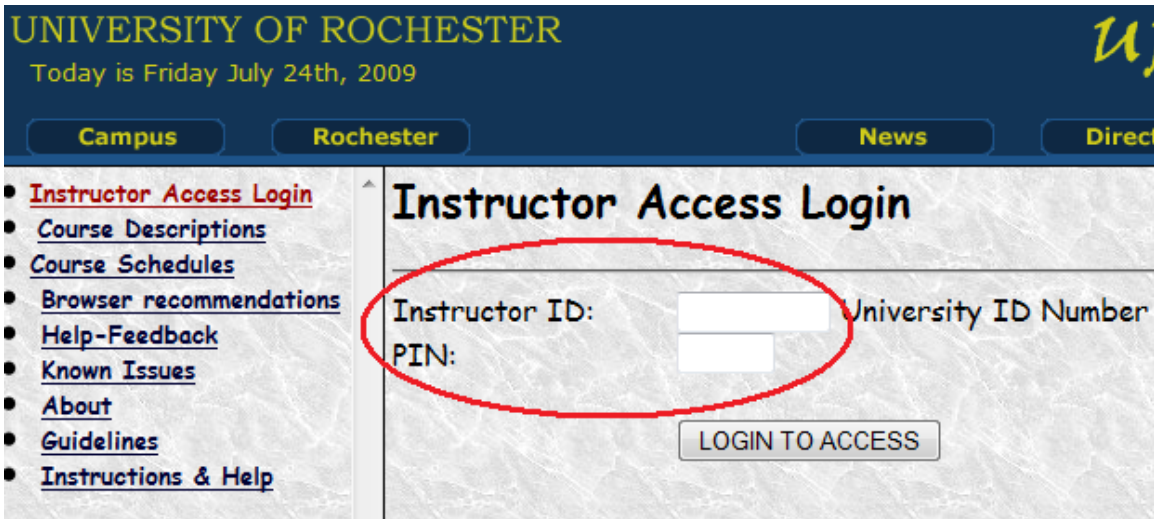
Go to the Eastman Registrar's website www.esm.rochester.edu/registrar, and click on **Instructors Login** under Access Plus System in the middle of the page.



You can also go directly to <https://corona-dmc-3.its.rochester.edu/access/ins.html>.

You may wish to bookmark this page on your own computer for future reference.

You will see a window that looks like this (without the red oval):



Step 2:

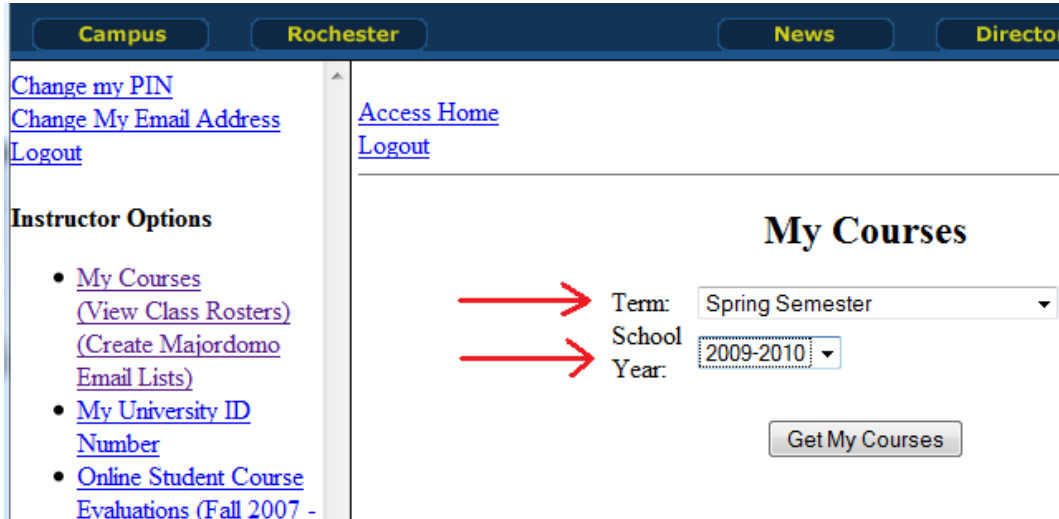
Enter your 8-digit **University ID** number and **PIN**. Note: Social Security numbers are no longer useable for login. Eastman Registrar's Office staff members can provide your University ID number and reset your PIN if needed. Keep in mind that your University ID number is different from the employee ID number used by Human Resources. Also, your PIN is different from your Instructor Permission Code. Never give your PIN to anyone.


Step 3:

Click the  button.

Step 4:

Once you are logged in, you will see the following dialog screen.



Check that the correct academic term and school year are selected from the pull-down menus. Click on the  button.

Next you will see the **My Courses** screen.

This screen displays a list of all of the course sections for which you are listed as instructor. It also tells you the following info:

- Your instructor permission code for the new or upcoming semester (near the top of the page)
- The meeting days, time and room number assigned for each class section
- The number of students currently enrolled in each section, under the column marked “ENROL.”
- The maximum enrollment cap for each course section, under the column marked “CAP.” If this field is blank, the section has no maximum capacity set.

Cross-listed courses

If a course is cross-listed you will see the additional information in the far right columns:

- The “CLS/ENROL” column gives the sum total of all the individual enrollments for a cross-listed course. This field will be blank if the course is not cross-listed
- The “CLS/CAP” column indicates the cap set on the sum total of all the individual enrollments of a cross-listed course. This column will be blank if the course is not cross-listed or has no cap.

Step 5: To view the class roster for a specific course section, click on the five-digit number in the column under **CRN** (Course Reserve Number):

My Courses
Fall Semester 2006-2007

My Web Registration Permission Code: **1111**
(Permission Code is provided to students in place of faculty signature, if required.)

CRN	COURSE	COURSE TITLE	DAYS	TIME	BLDG	ROOM	ENROL	CAP	CLS REL	CLS ENROL	CLS CAP
314096	6CND211	BASIC CONDUCTING I	T	1235-1325	ANNEX	902	29	36	-	-	-
314146	6CND211	BASIC CONDUCTING I LAB	TBA	-	RTBA	-	30	36	-	-	-
315316	6CND515	WIND/PERC TECHNIQUES & REPER	TBA	-	-	-	0	30	-	-	-
315596	6CND541	DMA CONDUCTING I	TBA	-	ANNEX	608	0	-	-	-	-
315776	6CND542	DMA CONDUCTING II	TBA	-	ANNEX	608	0	-	-	-	-
315906	6CND543	DMA CONDUCTING III	TBA	-	ANNEX	608	0	-	-	-	-
316186	6CND544	DMA CONDUCTING IV	TBA	-	ANNEX	608	0	-	-	-	-
316366	6CND596	DMA DISSERTATION PROJECT	TBA	-	ANNEX	608	1	-	-	-	-
466206	6ENS100	LARGE INSTRUMENTAL ENSEMBLE	MWF	1335-1525	RTBA	-	72	-	-	-	-
466726	6ENS200	ADV INSTRUMENTAL ENSEMBLE	MWF	1535-1725	RTBA	-	122	-	-	-	-
468446	6ENS400	GRADUATE ENSEMBLE	MWF	1535-1725	RTBA	-	4	-	-	-	-

Step 6: Class Roster Selection

Now you will choose what type of roster you want to view. The simplest way to do is to choose “**Enrolled students only**” (unless you also want to see names of students who have already dropped the course.) Click the radio button next to “**Enrolled students only.**”

Class Roster Selection

Select One:

Entire Roster (includes drops and withdrawals)

Enrolled students only

Adds Drops Withdrawals

SINCE: Month Day Year

Select One:

Display Roster on Screen

EMAIL Roster (TAB DELIMITED)

EMAIL Roster (SEMI-COLON DELIMITED)

TO:


[Email Note](#)

Step 7:

Click on the button.

Step 8:

Next you will see the **Class Roster** screen:

Class Roster									
TERM	TITLE	SCH	DEPT	COURSE	CRN	ENRL	CAP	PROJ	
Fall 20071	BASIC CONDUCTING I	6	CND	211	31409	29	36	36	
 Display Images									
NAME	STUDENT ID	COLL	CLASS	MAJ	DEG	HRS	GRADE	STATUS	
JONES, JOHN ttrid2@mail.rochester.edu	12345678	06	09	MEV	BM	2.00	----	CURRENT	04/13/06
STUDENT, JANE rjnestl@mail.rochester.edu	87654321	06	08	AMU	BM	2.00	----	CURRENT	04/14/06
								CURRENT	

This screen provides a summary of course information and enrollment numbers (near the top.) You will see that in this example there are 29 students currently enrolled in CND 211. This information is always up to date and available 24-hours a day.

Underneath the course summary you will see complete list of all of the students currently enrolled in the course section you selected. The information provided for each student includes name, email address, ID, class year, major and more. Use the scroll bar on the right side of the screen to move through the list.

NEW: You can now view pictures of all of the students enrolled in your class! Just click on the **Display Images** link right above your list of students. This can be a great tool for learning student names. The pictures used are from students' ID card photos.

From this screen, you can also go back to view other course sections by clicking on the **My Courses** link on the left-hand side. This will take you back to step 5. Repeat steps 5 through 8 for each roster you wish to view.

Creating an email list

From the **Class Roster Selection** screen (step 6 above) you can also create an automated email list for your class. Scroll to the bottom of the screen and click on the link that reads: **Request Class Roster Email List**. This will take you to the page where you can request a class email list to be created.

Click the link marked "**Click to find out if Email lists are right for you.**" Read the information provided there, and then scroll back up once you are finished. If you wish to add a teaching assistant to the email list, type their email address in the fields below.

[Click to find out if Email lists are right for you.](#) ←

Class Email List

Additional Email addresses to add to the mailing list (Optional)

These fields may be used to enter your TA's Email addresses
You must supply the full Email address to be used.

Email 1: ← e.g. TAEmail@rochester.edu

Email 2:

Email 3:

List Options:		List Update Options:	
Choose One:	<input type="radio"/> Moderated	<input checked="" type="radio"/> Unmoderated	Choose One:
			<input checked="" type="radio"/> Automatic
			<input type="radio"/> Manual

By requesting this list, you agree to abide by University of Rochester [Majordomo Mailing List Policies and Procedures.](#)

When you are finished, click the button at the bottom of the form.

A mailing list will be created for the class you have selected on the next University business day. You will receive a confirming email when the mailing list is ready for use.

Step 9:

When you are finished using Access Plus, simply click on "**Logout**" on the left side of the screen.

Please contact the Eastman Registrar's Office if you have any questions.

Office of the Registrar
Eastman School of Music
Telephone: (585) 274-1220
Email: registrar@esm.rochester.edu