

## **Class Roster View via MyBenU**

There are two different means to access a class roster in the MyBenU system – the Self Service Class Roster and the Class Roster [only available to the class instructor].

### **Option 1 –Class Roster**

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the link called “Self Service”. The Self Service page will open.
2. On the Self Service page, click on the “Faculty Center” link. Your Faculty Center page will open.
3. On the Faculty Center page, click on the “My Schedule” link. The Faculty Center My Schedule page will open. All of the classes for which you are listed as the instructor on in that term are displayed on this page. Click on the “Class Roster” icon for the appropriate class. The Class Roster page will open.
4. In addition to meeting information [class days & times, room, and meeting dates], student name, and student ID, the student’s plan [major if undergraduate or program if graduate student] and the student’s level [for undergraduates: freshman, sophomore, junior, or senior] are displayed on the Class Roster page. NOTE: If a student has withdrawn from the class after the end of the add/drop period, the additional column “Status Note” will be displayed on this page and those students who have withdrawn will be identified.
5. To view the students on a class’s waitlist, use the drop-down arrow to select an “\*Enrollment Status” of “Waiting”. The Class Roster page will refresh and the students on the waitlist, along with their position on the waitlist [in the “Status Note” column], will be displayed.
6. To view your “Teaching Schedule” for a different term than displayed in step 4, click on the “change term” button on the Faculty Center My Schedule page. The Faculty Center Select Term page will open. Use the radial button to indicate the desired term and click on the “Continue” button. The Faculty Center My Schedule page will open with your “Teaching Schedule” for the desired term displayed.

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### **Option 2 – Self Service Class Roster**

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the link called “BU Student Records”. The BU Student Records page will open.
2. On the BU Student Records page, select the “BU Class Roster” link. The Self Svc Class Roster page will open.
3. On the Self Svc Class Roster page, enter the code of the appropriate term. If you do not know the term code, click on the magnifying glass. This will open the Look Up Term page, scroll down the page to find the term link and click on it. This will return you to the Self Svc Class Roster page with the term populated.
4. Click on the “Search” Button. All of the classes for which you are listed as the instructor on in that term will appear at the bottom of the page. NOTE: If you are teaching only one class in that term, the class roster page for that class will open [skip step 5].
5. Click on the link for the appropriate class. The class roster page for that class will open.
6. The following information about the class is displayed on the class roster page: classroom [facility id], class start and end times, class days, class start and end dates, student name, student id, student home phone, and student BU email address. In addition, the “Enrollment Status Reason” for each student is displayed. If a student withdraws from the class [that is, drops the class after the end of the add/drop period], a reason of “withdrawn” will appear in the “Enrollment Status Reason” column for that particular student and the date of the withdrawal will be displayed in the “Enrollment Drop Date” column.
7. Use the print icon on the browser toolbar to print this page.