

Class Roster/E-mail Access Tips:

TA's and Instructors will access the Class Roster in My UW at www.my.wisc.edu through the 'Academics' Tab and the Faculty Center Module. You may either click the tab for e-mail or for the roster. The roster also tells you how many credits they are enrolled for and what year they are. NOTE: the names are numbered...this is how many students are enrolled in your section at any given time. **Be sure to enable your class lists to be able to modify/download them.**

Download student data - - to a Spreadsheet. This allows you to download the student data from the Class Roster page or the Email page to a spreadsheet for further data manipulation. **When you click on this icon, (a little spreadsheet icon on the dark blue strip right next to the word "find") a separate window will open. If you utilize the popup blocker feature and experience difficulty in opening this window, please consult your technical staff. If they are unable to resolve the issue, please contact DoIT at 264-4357.**

Depending on the browser and operating system you use, you may be given different options once you 'Download' this information. Due to the varying browsers accessed and the configuration of those browsers, we could not list each of them here. Following are some examples of what you may be prompted to do:

Internet Explorer:

Select 'Open' – Spreadsheet will open with student information.

Go to 'File', Select 'Save' or 'Save As' – You will be prompted to save the file to a location on your computer.

Internet Explorer Only – If you select the 'Download' icon and are given a blank page, check the following:

Tools > Internet Options > Security > Verify that the 'Internet' icon is highlighted and click on 'Custom Level'. Scroll to 'Downloads' and verify that automatic prompting for Downloads is '**Enabled**'.

Netscape:

Go to 'File', Select 'Save Page As' and save the file to a location on your computer. Select 'Launch File'. Spreadsheet will open with student information.

Mozilla or Firefox:

Select 'Open with (spreadsheet application will default).

Go to 'File', Select 'Save As' – You will be prompted to save the file to a location on your computer.

Print a class roster using the 'Landscape' feature.

All needed information may not display when attempting to simply print from your browser in 'Portrait' mode, although this is an option.

E-mail the downloaded class roster.

Once the student data is placed in a spreadsheet, you can e-mail the information to yourself. Please be advised that with any e-mail correspondence, the user assumes the responsibility for ensuring the data is sent to a secure recipient.