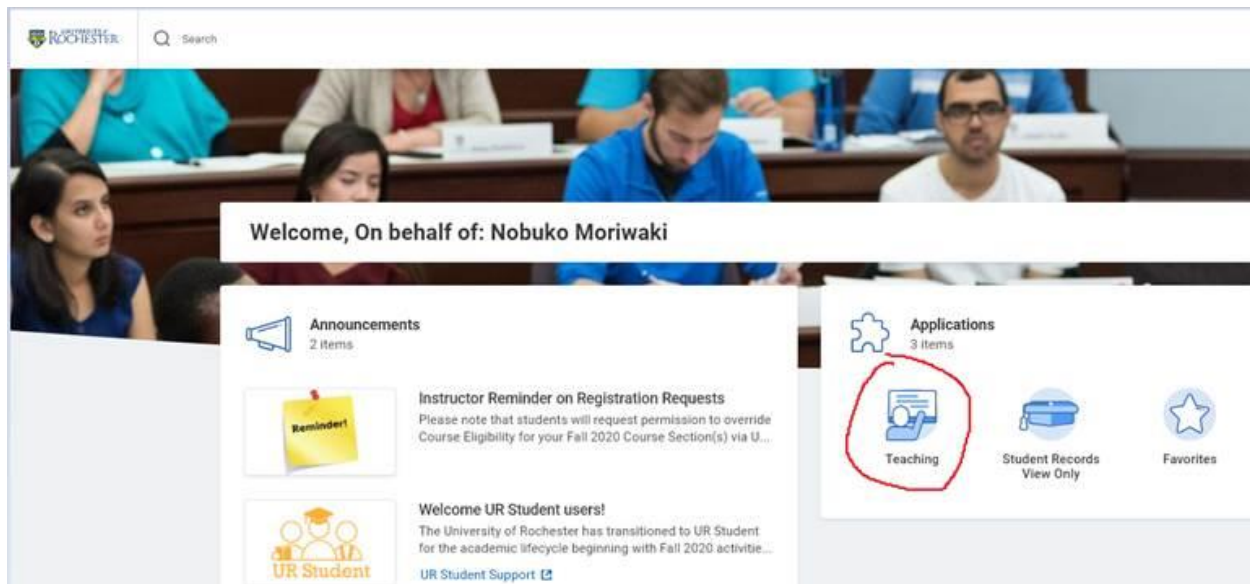
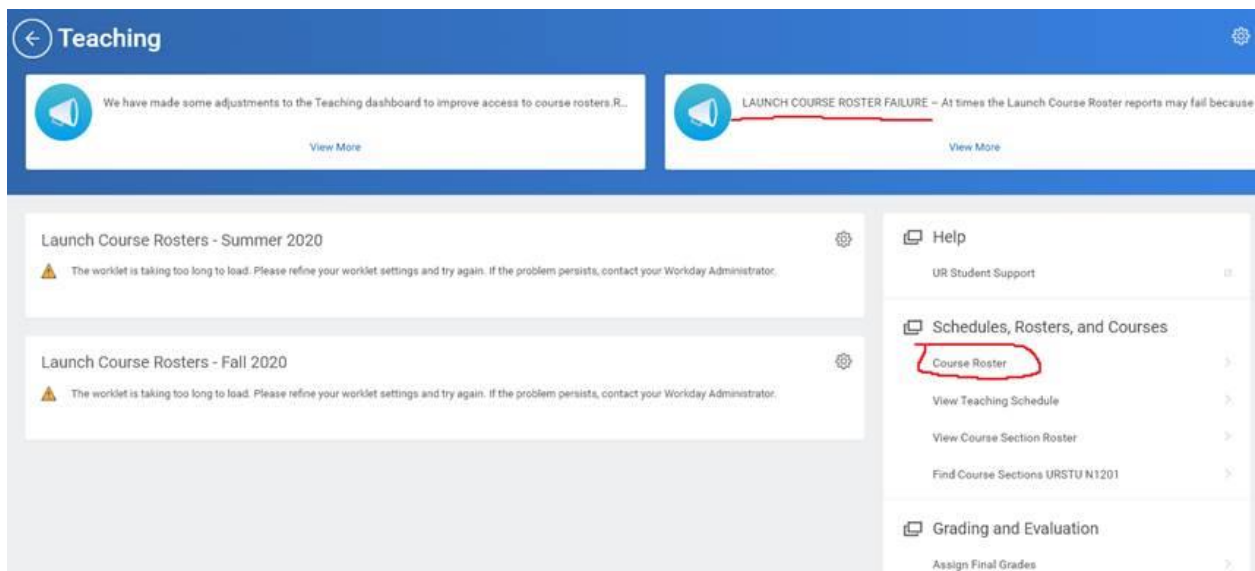


To get to the Course Roster, instructors can open the "Teaching" dashboard, and the rosters for Summer 2020 and Fall 2020 should display automatically.



NOTE: We are working through some issues that many ECMS instructors are currently seeing with this. For many ECMS instructors, the roster report fails to launch and times out before displaying in the Dashboard. If this happens, the instructor can click on the Course Roster link on the right side of the dashboard. There is also some help text at the top of the page that explains this.



After clicking the Course Roster link, you will be brought to a prompt page where you enter the Academic Period(s) you are interested in. (For Fall 2020 rosters type, ECMS Fall 2020)

## Course Roster

**Instructions** This report includes all current academic periods by default. If running the report for the current academic period, simply click OK without entering an academic period.

If you want to look at past or future academic periods, please enter the academic period(s) of the course sections you want to see.

If you want to look at current and future academic periods together, please enter the current and future academic periods of the course sections you want to see.

Hidden course sections will be displayed if there are registrations for that section.

Academic Period

X
ECMS EC Fall 2020
...

X
ECMS Fall 2020
...

Filter Name

Manage Filters

0 Saved Filters

Save

After the report runs (it may take a couple of minutes) you will see an overview of your courses like the one below. To get the roster for one of the courses, click on the number of Registered students.

Course Roster Actions													
Academic Period ECMS EC Fall 2020 ECMS Fall 2020													
4 items													
Section	Registered	Completed (Graded)	Withdrawn	Unregistered (Dropped)	Total	Delivery Mode	Instructional Format	Section Status	Meeting Patterns	Location	Start Date	End Date	Asses
ECMS 013BI-5 - Piano Lessons: 30/Moriwaki	10	0	0	0	10	In-Person	Lecture	Open			09/09/2020	01/23/2021	
ECMS 013DI-5 - Piano Lessons: 45/Moriwaki	8	0	0	0	8	In-Person	Lecture	Open			09/09/2020	01/23/2021	
ECMS 013FI-5 - Piano Lessons: 60/Moriwaki	1	0	0	1	2	In-Person	Lecture	Open			09/09/2020	01/23/2021	
Total	19	0	0	1	20								

After clicking on the number, they will see a roster for that section:

10 items													
Legal Name	Student ID	Student	Section	Photo	Email Address	Academic Unit	Academic Level	Class Year Cohort	Registration Status	Program of Study	Latest Interim Grade	Grade	
Douglas, Gabriel P		Gabriel Douglas	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS		Registered	Non matriculated Program [ECMS]			
Harman, Francis		Francis Harman	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS	ECMS Class of CE	Registered	Non matriculated Program [ECMS]			
Jackson-Gayden, Kennedy		Kennedy Jackson-Gayden	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS	ECMS Class of CE	Registered	Non matriculated Program [ECMS]			
Konyk, Liliana R		Liliana Konyk	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS	ECMS Class of CE	Registered	Non matriculated Program [ECMS]			
Litvinenko, Natalie K		Natalie Litvinenko	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS	ECMS Class of CE	Registered	Non matriculated Program [ECMS]			
Litvinenko, Peter H		Peter Litvinenko	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS	ECMS Class of CE	Registered	Non matriculated Program [ECMS]			
Maitly, Swaachha		Swaachha Maitly	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS	ECMS Class of CE	Registered	Non matriculated Program [ECMS]			
Nath, Ayushi		Megha Nath	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS		Registered	Non matriculated Program [ECMS]			
Palmer, Avery S		Avery Palmer	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS	ECMS Class of CE	Registered	Non matriculated Program [ECMS]			
Thirukumar, Lara K		Lara Thirukumar	ECMS 013BI-5 - Piano Lessons: 30/Moriwaki			Eastman Community Music School	ECMS	ECMS Class of CE	Registered	Non matriculated Program [ECMS]			