The class roster page displays all of the enrolled and dropped students in a particular course. *All faculty should check class rosters periodically throughout the semester for accuracy.* Students who are not on the class roster, have not paid for the course, and should not be sitting in class. Any discrepancies in class rosters should be reported to the Academic Records Office immediately. At the end of the term, the grade rosters are generated from the data on the class roster. Once grade rosters have been generated, it is very difficult to change them.

1. From Internet Explorer, key in the web address – [www.bismarckstate.edu](http://www.bismarckstate.edu)
2. Click on CampusConnection
3. Click on CampusConnection
4. Enter NDUS User ID (Ex. Sara.Doe)
5. Enter Password (Setup during the Claiming Account process)
6. Click Sign In
7. Click Self-Service
8. Click Faculty Center
9. Click My Schedule
10. Verify the correct term is displayed.
11. Click on the to the left of the course for which you want to see a roster.

**NOTE:** The class rosters displayed on the Faculty Center tab default to the current term. Previous or future term rosters may also be viewed by clicking the button. 

*See next page for example.*
Displays a list of Class Rosters for the most current term.

To view class rosters for a previous or future term:
- Click Change Term
- Select the appropriate term
- Click Continue

Faculty Center

My Schedule

2011 Spring | Bismarck State College

View Personal Data Summary
My Exam Schedule

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend:
- Class Roster
- Grade Roster
- Learning Management

My Teaching Schedule > 2011 Spring > Bismarck State College

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 122-01 (19947)</td>
<td>Beginning Visual Basic (Lecture)</td>
<td>28</td>
<td>TuTh 9:00AM - 10:15AM</td>
<td>Jack Science Center, Rm 112</td>
<td>Jan 10, 2011 - May 13, 2011</td>
</tr>
<tr>
<td>MATH 210-01 (19983)</td>
<td>Elementary Statistics (Lecture)</td>
<td>22</td>
<td>TuTh 7:30AM - 8:45AM</td>
<td>Jack Science Center, Rm 127</td>
<td>Jan 10, 2011 - May 13, 2011</td>
</tr>
<tr>
<td>MATH 210-02 (19984)</td>
<td>Elementary Statistics (Lecture)</td>
<td>32</td>
<td>MoWeFr 9:00AM - 9:50AM</td>
<td>Jack Science Center, Rm 127</td>
<td>Jan 10, 2011 - May 13, 2011</td>
</tr>
</tbody>
</table>

Legend

- Represents the link to the Class Roster. This icon will be present beside each individual class after students have enrolled.

- Represents the link to the Grade Roster. This icon will be present beside each individual class once the rosters have been opened by the Academic Records Office.

Hint: If a course is not displayed on this list, the instructor has not been attached to the class in the CampusConnection schedule of classes. Contact the Admin Asst for Assoc.VP for Academic Affairs for assistance at 701-224-2429.
Sample Class Roster

Once the icon has been selected for a particular class, the roster of enrolled/dropped students will be displayed, along with the grading basis, units, and student program/plan.

**NOTE** - All faculty MUST check class rosters periodically throughout the semester for accuracy. Students who are not on the class roster, have not paid for the course, and should not be sitting in class. Any discrepancies in class rosters should be reported to the Academic Records Office immediately.