

A HOW-TO GUIDE FOR FACULTY: INTRODUCTION TO THE PEOPLESOFT (EVOLVE) CLASS ROSTER FUNCTIONALITY

This document details the steps required to use the PeopleSoft (Evolve) Faculty Centre Class Roster functionality.

DOCUMENT INFORMATION

Document name	A How-To Guide for Faculty: Introduction to The PeopleSoft (Evolve) Class Roster Functionality
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REVISION HISTORY

Version #	Ver. date	Revised by	Description of change
1.0	Aug. 1, 2013	David Baker	N/A
1.1	Sept. 5, 2013	David Baker	Added: -Table of Contents, Create an Outlook Distribution List instructions
1.2	Aug. 8, 2014	David Baker	Yearly revisions -Minor instructional language changes
2.0	Aug. 18, 2014	David Baker	Yearly revisions
4.0	May 12, 2025	David Baker	Revisions -Updated screenshots, removed dated material

RELATED DOCUMENTS

Policy/Operating Procedure	Policy/Operating Procedure Link
College Policy	3-300 Code of Conduct
Operating Procedure	OP3-300 Code of Conduct
College Policy	6-604 Electronic Information Security Policy
Operating Procedure	OP #6-604A Information Security Classification Procedure

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HOW TO NOTIFY ALL STUDENTS THROUGH THE CLASS ROSTER

Step 1: Go to **Fleming College's website**

(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the '**Faculty Centre**' button.

Step 4: Click the '**Class Roster**' icon next to the class

My Teaching Schedule > 20 Fall > Fleming College

Personalize | View All | | First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	COMP 345-L (2407)	Introductory Computing (Lab)	74	Tu 12:00PM - 1:00PM	BR-B2309.3 Computer lab	Sep 8, 20 - Dec 18, 20

[View Weekly Teaching Schedule](#) [Go to top](#)

Example of a Class List.

201 Fall | (1) Regular Academic Session | Fleming College | Credit

COMP 345 - L () [Change Class](#)

Introductory Computing (Lab)

Days and Times	Room	Instructor	Dates
Tu 12:00PM-1:00PM	BR-B2309.3 Cisco Lab		09/08/20 - 12/18/20

*Enrollment Status

Enrollment Capacity 0 Enrolled 74

Select display option
☒ Link to Photos ☐ Include photos in list

Enrolled Students [Find](#) | |

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	
1	<input type="checkbox"/>		10	A R	All Grades	45.00		Semester 1	
2	<input type="checkbox"/>		1	A	All Grades	45.00	Paralegal - Paralegal	Semester 1	
3	<input type="checkbox"/>		10	B	All Grades	45.00		Semester 1	
4	<input type="checkbox"/>		1	B L	All Grades	0.00	Paralegal -	Semester 1	Withdrawn
5	<input type="checkbox"/>		10140059	B M	All Grades	45.00		Semester 1	
6	<input type="checkbox"/>		101	B J	All Grades	0.00	Developmental Services Worker -	Semester 1	Withdrawn

Notify All Students

Step 1: Click the '**Notify all Students**' button found at the bottom of the class roster.

38			10		All Grades	45.00	Hospitality - Hospitality	Semester 2
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Select All Clear All [Printer Friendly Version](#)

[Notify Selected Students](#) [Notify All Students](#)

The personal information on this listing must be protected at all times from unauthorized access and must not be copied or distributed. If you print this listing to a paper hard copy, it is your responsibility to dispose of it securely (shred) as soon as it is no longer required for the original purpose.

[Go to top](#)

Step 2: Enter text in the '**Message Text**' section. A spell-check option, represented by a book with a checkmark, is available and located at the top right side of the message text box.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from

From @flemingcollege.ca

To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) 1 of 1

[Add File](#)

[Send Notification](#)

HOW TO NOTIFY ALL STUDENTS THROUGH THE CLASS ROSTER

Step 3: If desired, modify the subject line <From the desk of [...]>.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

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To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) 1 of 1

Add File

Send Notification

[Return to Class Roster](#)

Step 4: When complete, click the **'Send Notification'** button to send the email to all students.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from

From @flemingcollege.ca

To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) 1 of 1







Add File

Send Notification

Notify Selected Students

Step 1: Click the checkbox in the Notify column for each student who requires a notification.

Step 2: Once all desired students have been selected, click the **'Notify Selected Students'** button.

33	<input checked="" type="checkbox"/>		10		All Grades	45.00	Hospitality - Hospitality	Semester 2
34	<input type="checkbox"/>		10		All Grades	45.00	Business Administration - Business Administration	Semester 2
35	<input checked="" type="checkbox"/>		99		All Grades	45.00	Business - Human Resources - Business - Human Resources	Semester 2
36	<input checked="" type="checkbox"/>		10		All Grades	45.00	Tourism and Global Travel - Tourism and Global Travel	Semester 2
37	<input type="checkbox"/>		10		All Grades	45.00	Business Administration - Business Administration	Semester 2
38	<input type="checkbox"/>		10		All Grades	45.00	Hospitality - Hospitality	Semester 2

Select All Clear All

Notify Selected Students

Notify All Students

[Printer Friendly Version](#)

HOW TO NOTIFY ALL STUDENTS THROUGH THE CLASS ROSTER

Step 3: Enter text in the **'Message Text'** section. A spell-check option, represented by a book with a checkmark, is available and located at the top right side of the message text box.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

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To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) 1 of 1

Add File

Send Notification

Step 4: If desired, modify the subject line <From the desk of [...]>.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from

From @flemingcollege.ca

To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) 1 of 1

Add File

Send Notification

[Return to Class Roster](#)

Step 5: When complete, click the **'Send Notification'** button to send an email to the selected students.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from

From @flemingcollege.ca

To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) 1 of 1

Add File

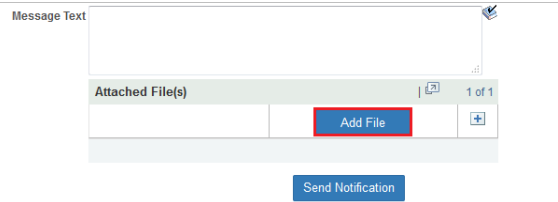
Send Notification

[Return to Class Roster](#)

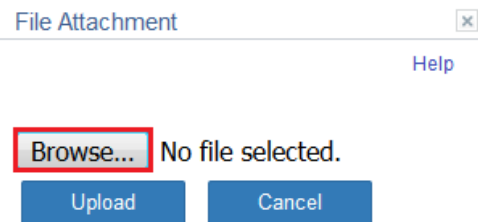
HOW TO NOTIFY ALL STUDENTS THROUGH THE CLASS ROSTER

Attach A File

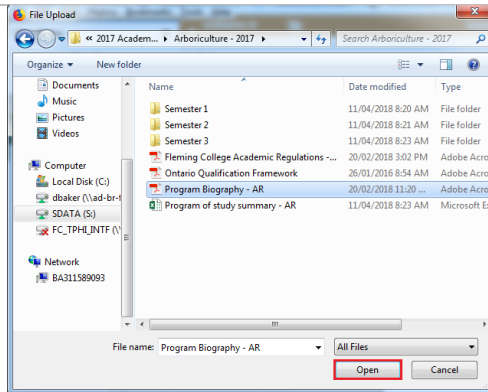
Step 1: Click the 'Add File' button.



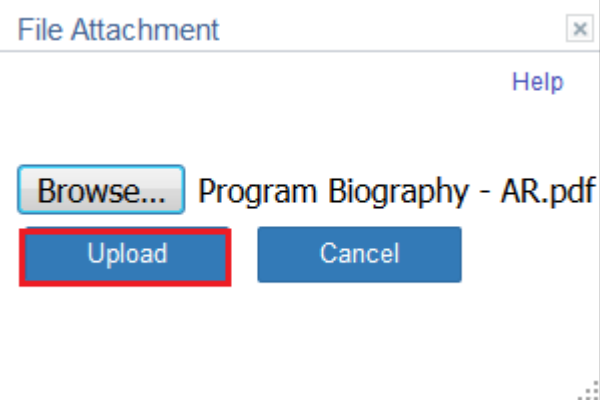
Step 2: Click the 'Browse' button in the File Attachment window.



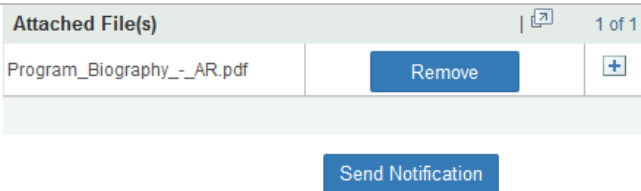
Step 3: Click on the desired file and click the 'Open' button.



Step 4: Click the 'Upload' button.



Step 5: When the file is displayed in the 'Attached File(s)' column, it means the upload is successful.



HOW TO NOTIFY ALL STUDENTS THROUGH THE CLASS ROSTER

Removing Uploaded File

Step 1: Click the 'Remove' button.

Attached File(s)		1 of 1
Program_Biography_-_AR.pdf	<div>Remove</div>	<div>+</div>
<div>Send Notification</div>		

The class roster information contains sensitive student information. Please take all necessary precautions to safeguard this information, including preventing unauthorized access and ensuring it is not copied or distributed. If you print this listing to a paper hard copy, it is **your responsibility** to dispose of it securely (by shredding) as soon as it is no longer required for its original purpose.

Refer to:

College Policy [6-604 Electronic Information Security Policy](#)

Operating Procedure [OP #6-604A Information Security Classification Procedure](#)

[END OF DOCUMENT]