

MOUNT HOLYOKE

Office of the Registrar

Accessing your Class Roster

Note: If there are multiple instructors recorded for a class section, each instructor will be able to access the class roster.

- 1) Go to ISIS: <https://isis.mtholyoke.edu>
- 2) Log in by clicking on the Log In tab at the top of the ISIS Main Menu page, entering your MHC userID and password, and then selecting ISIS For Faculty from the lower left corner.
- 3) Select Class Roster.

The screenshot shows the ISIS Faculty Menu interface. At the top, there is a navigation bar with tabs for LOG IN, MAIN MENU, FACULTY MENU, and CONTACT US. Below this is a search bar and a 'Welcome' message. The main content area is divided into two columns. The left column contains a 'FACULTY - ISIS MENU' with links for Using ISIS, New Students Guide, Academics, Course Catalogue, ella, First Year Seminars, Five-College Course Catalogue, Five-College Student Guest Accounts, Student Financial Services, Financial Aid Online, Office of the Registrar, and Campus Map. The right column contains a 'Faculty Information' section with links for Advisee Details, Advisee Summary, Adviser Registration Approval, Class Roster, Class Schedule, Grading, Independent Study Title Submission, and Search for classes. A 'Contact Us' section is also visible on the right. Three callout boxes with arrows indicate the steps: Step 1 points to the LOG IN tab, Step 2 points to the ISIS For Faculty link, and Step 3 points to the Class Roster link. The footer contains copyright information for Mount Holyoke College and the date of the page's last modification.

Step 1: Select Log In tab, then enter MHC userID and password..

Step 2: Select ISIS For Faculty

Step 3: Select Class Roster

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To contact the College, call 413-538-2000.
This page maintained by LITS. Last modified on June 5, 2007.

4) The class roster page will open looking curiously bare:

5) Press the little arrow to the right of the “Choose a Class” list at the top or bottom of the page and click on the class you want. Note: if a class you are teaching isn’t listed, you or your department should contact the Registrar’s Office; your name will need to be added as an instructor of the course.

6) Now click one of the Submit buttons. Your roster will display in just a few seconds. A sample (with students’ identities obscured) is listed on the next page.

7) From this roster page, you can:

- send emails to the entire class or to individual students
 - Five-College students' email addresses will be listed if they were provided to the Registrar's office.
- submit a mid semester report
- see any grades already recorded, and/or
- email a copy, without grades, to yourself to ease uploading into a spreadsheet (if simple cutting and pasting from this page is not sufficient).

You can also print a hard copy of this page, by printing as you would from any other web page.

LOG OUT
MAIN MENU
FACULTY MENU
CONTACT US

FACULTY
Welcome Vincent!

Class Roster

Choose a Class and then press SUBMIT 2008/FA IR-395-01 Independent Study (6) ▾

Course (Click to send an e-mail to all registered students) Click the course title to email the entire class.

2008/FA IR-395-01 Independent Study

Instructor(s)
Vincent Ferraro

Meeting Info
09/04/2008-12/19/2008

Click the student's name to submit a mid-semester report for her. (See sample of that page below.)

Click the student's email address to send an individual email to her.

Registered Students

ID	Student (Click to submit a mid-semester report)	E-mail address (Click to send an e-mail)	FP	Acad Program	Class	Advisor	Credits	Grade
1	01 75	@mtholyoke.edu	Y	IR.BA	2009	V. Ferraro	4.00	
2	0L 9	@mtholyoke.edu		IR.BA	2009	L. Fernandes	4.00	
3	01 308	@mtholyoke.edu		POLIT.SPAN.BA	2010	V. Ferraro	4.00	
4	01 122	@mtholyoke.edu		IR.BA	2009	V. Ferraro	4.00	
5	01 24	@mtholyoke.edu		IR.BA	2010	V. Ferraro	4.00	
6	01 21	@mtholyoke.edu	Y	IR.BA	2009	V. Ferraro	4.00	

Waitlisted Students

ID	Student	E-mail address (Click to send an e-mail)	FP	Acad Program	Class	Advisor	Waitlisted Date	Waitlisted Time
0	There are no waitlisted students							

E-mail a copy of this roster to me, to merge into spreadsheet (check box and then press SUBMIT)

Waitlisted students are displayed here until the end of the add period (first ten days of classes). Waitlists are purged at the end of the add period.

2008/FA IR-395-01 Independent Study (6) ▾

Click here & press Submit to email a copy of the roster to your MHC email address.

Grades displayed, after the term.

January 18, 2009

To submit a Mid-Semester Report

Answer all components and click Submit. An automatic email will be sent to the student, her class dean, the student's advisor and yourself.

FACULTY

Send Mid-Semester Report

E-mail Subject Line Mid-semester report for Jell Doughnut] - POLIT-116-01 World Politics - 2007/FA

Recipients	Name	
jdoughnut@mtholyoke.edu	Jellie Doughnut	Student
kfchicken@mthoyoke.edu	Kirby Chicken	Instructor
tadvisor@mthoyoke.edu	Test Advisor	Advisor
rpt-dean-sr@mtholyoke.edu	Chester Dean	Class Dean

* Indicates required field.

Student
Jellie Doughnut

Student's Class
2010

Submitting Instructor
Mr. Kirby Chicken

Is the student's attendance satisfactory? NO

Has written work been required? YES

Has written work been turned in? NO

Has the quality of written work been acceptable? NO

Is class participation expected? NO

Is the student participating? YES

As of this date, the approximate quality of this student's work is: *

Special remarks to the student *

- BORDERLINE
- FAILING
- GOOD
- OUTSTANDING
- SATISFACTORY