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.
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.

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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.
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.

Send Mid-Semester Report

E-mail Subject Line: Mid-semester report for Jell Doughnut  D - POLIT-115-01 World Politics - 2007 FA

<table>
<thead>
<tr>
<th>Recipients</th>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jdoughnut@mtholyoke.edu">jdoughnut@mtholyoke.edu</a></td>
<td>Jellie Doughnut</td>
<td>Student</td>
</tr>
<tr>
<td><a href="mailto:kfchicken@mtholyoke.edu">kfchicken@mtholyoke.edu</a></td>
<td>Kirby Chicken</td>
<td>Instructor</td>
</tr>
<tr>
<td><a href="mailto:tadvisor@mtholyoke.edu">tadvisor@mtholyoke.edu</a></td>
<td>Test Advisor</td>
<td>Advisor</td>
</tr>
<tr>
<td><a href="mailto:rpt-dean-sr@mtholyoke.edu">rpt-dean-sr@mtholyoke.edu</a></td>
<td>Chester Dean</td>
<td>Class Dean</td>
</tr>
</tbody>
</table>

Indicates required field.

Jellie Doughnut

Student

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

PLEASE DON’T FORGET TO LOG OUT OF ISIS WHEN YOU ARE FINISHED!

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