

Student Self Service

Class Information

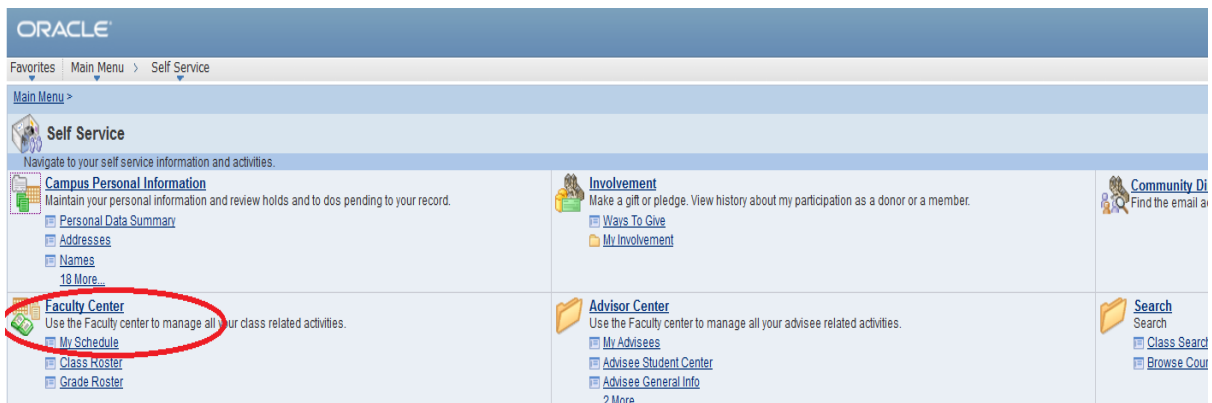
Accessing class rosters

To see this data you must be attached to the appropriate classes in Qsis. This can be done by clerical/administrative School staff.

1. Go to Qsis (<https://qsis.gub.ac.uk>) . Logon using your QOL username/password.
2. Click **Self Service**



3. Click on **Faculty Centre**.



4. Click on **My Schedule**. This is where a member of staff can see modules they are attached to.
5. To access a class roster (class list) click on the icon where there are 3 people in a group. You will only see this icon beside any class you are attached to in Qsis. Usually staff are only attached to the graded class e.g. Lecture. Your School can also attach you to smaller classes such as tutorials.

Faculty Center | Advisor Center | Search

my schedule | class roster

Faculty Center

My Schedule

Academic Year 2010/11 | Queen's University Belfast [change term](#)

[View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > Academic Year 2010/11 > Queen's University Belfast

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANT 7007-LT01 (16442)	Anthropological Methods in Con (Lecture)	16	Tu 14:00 - 16:00 Tu 14:00 - 16:00	13 University Square/G06 13 University Square/G06	Sep 28, 2010 - Nov 2, 2010 Nov 16, 2010 - Dec 14, 2010
ANT 7013-LT01 (16448)	The Anthropology of Music (Lecture)	5	Th 09:00 - 11:00 Th 09:00 - 11:00	13 University Square/G06 13 University Square/G06	Sep 30, 2010 - Nov 4, 2010 Nov 18, 2010 - Dec 16, 2010
ANT 7050-LT01 (19974)	Reading and Writing (Lecture)	3	Fr 11:00 - 13:00 Fr 11:00 - 13:00	13 University Square/G06 13 University Square/G06	Feb 4, 2011 - Apr 15, 2011 May 13, 2011 - May 13, 2011

6. Your class list would be displayed. This will be the full list of all students enrolled on the class. You can choose to include photos in the list. You can click on the Academic Record link to view any Academic Record. In QOL you may see a slightly different list as it only includes students that are fully enrolled.

Academic Year 2010/11 | Spring Semester | Queen's University Belfast | Postgraduate Taught

[ANT 7050 - LT01 \(19974\)](#) [change class](#)

Reading and Writing in Contemporary Ethnomusicology (Lecture)

Days and Times	Room	Instructor	Dates
Fr 11:00-13:00	13 University Square/G06	Marina Roseman	04/02/2011 - 15/04/2011
Fr 11:00-13:00	13 University Square/G06	Staff	13/05/2011 - 13/05/2011

*Enrollment Status:

Enrollment Capacity 25 Enrolled 3

Select display option: Link to Photos Include photos in list

Enrolled Students									
Notify	Photo	ID	Email	Name	Grade Basis	Units	Program and Plan	Level	Academic Record
1					Graded	30.00	Anthropological Studies - PGT - MA (T) Social Anthropology	PGT	Academic Record
2					Graded	30.00	Anthropological Studies - PGT - MA (T) Social Anthropology	PGT	Academic Record
3					Graded	30.00	Anthropological Studies - PGT - MA (T) Social Anthropology	PGT	Academic Record

7. You can click on the **Export to Excel** button to get an excel list of the students.

Emailing Students using Notify

You can email students on a class using Qsis.

8. Open up Class Roster (see above)
9. To email an individual student click on their name. A message will open in your own email account.
10. To email a group of students, click the **Select All** link. You can then un-tick those you do not want to notify.
11. Click the **Notify Selected Students** button.

15	<input type="checkbox"/>		138	@qub.ac.uk	Trainor,	Graded	60.00	Computer Science - PG Taught -	PGT	Academic Record
16	<input type="checkbox"/>		400	@qub.ac.uk	Diane	Graded	60.00	Computer Science - PG Taught - MSc (T) Educational Multimedia	PGT	Academic Record

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

12. The Send Notification screen will open. Your email will both in the From and To fields. This ensures you get a copy of any sent emails. The students selected will be in the BCC field. You may wish to add other staff to the CC field. The default subject can be changed. You can spell check the message using the book icon. When ready click the **Send Notification** button.

Class Roster

Send Notification

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

Notification from Lillian [redacted]

From: staff@qub.ac.uk

To:

CC:

BCC: i01@qub.ac.uk, 06@qub.ac.uk, .01@qub.ac.uk, i@qub.ac.uk, .@qub.ac.uk, .@qub.ac.uk

Subject: <From the desk of Lillian [redacted]>

Message Text: