## **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 (<u>https://qsis.qub.ac.uk</u>) . Logon using your QOL username/password.
- 2. Click Self Service

ORACLE	
Favorites Main Menu	
Menu	2 - X
Menu Self Service	Ø – X

3. Click on Faculty Centre.

ORACLE		
Favorites Main Menu > Self Service		
Main Menu >		
Self Service Navigate to your self service information and activities.		
Compute Section Control Information     Compute Section Computer Compu	Make a gift or pledge. View history about my participation as a donor or a member.  Varia To Give  My Involvement	Community Di Find the email a
Machine         Machine           Image: Specific and the specific	Advisor Center Use the Faculty center to manage all your advisee related advities.     In Advisee Student Center     Advisee Student Center     Advisee General Into     2 More	Search Search Class Search Browse Cour

- 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	Adviso	r Center	Search	
	my schedule			class roster	
Faculty Cent	er				
Ay Schedule	•				
adomic Yoar 20	10/11   Queen's Univ	versity Belf	ast change tern	View Personal I	Data Summary
	10/11   Queen 5 onio	cibity bein		My Exam Scher	dule
				olled Classes Only	
elect display op	ion: 💿 Show /	All Classes	(C) Show Enr	offed classes only	
elect display opt	ion: O Show /	All Classes	Show Enr	offed Classes Only	
Icon Legend:		Grade Roste	Ŭ	Assignments	Learning Managemen
Icon Legend:	🕻 Class Roster 🔄	Grade Roste	er 🏼 🏹 Gradebook	Assignments 🔓	
Icon Legend:		Grade Roste	er 🏼 🏹 Gradebook	Assignments 🔓	A
Icon Legend:	🕻 Class Roster 🔄	Grade Roste ear 2010/11	er 🏼 🏹 Gradebook	Assignments 🔓	ু Learning Managemen । আ দ্বি Class Dates
Icon Legend: My Teaching So	Class Roster	Grade Roste ear 2010/11 Enrolled	er 🛛 Gradebook	Assignments 👦	Class Dates rsity Sep 28, 2010-
Icon Legend: My Teaching So Class	Class Roster	Grade Roste ear 2010/11 Enrolled	er A Gradebook	Assignments	Class Dates Class Dates Professional Sep 28, 2010- GO6 Nov 2, 2010 Professional Nov 16, 2010- Professional No
Icon Legend: My Teaching So Class	Class Roster	Grade Roste ear 2010/11 Enrolled	ar Gradebook           > Queen's Univer           Days & Times           Tu 14:00 - 16:00	Assignments sity Belfast 13 Unive Square// 13 Unive	Class Dates risity Sep 28, 2010- S06 Nov 2, 2010 risity Nov 16, 2010- G06 Dec 14, 2010 risity Sep 30, 2010-
Icon Legend: My Teaching So Class NT 7007-LTO: 16442)	Class Roster	Grade Roste ear 2010/11 Enrolled Is 16	er SGradebook	Assignments sity Belfast 13 Unive Square/( 13 Unive Square/( 13 Unive Square/( 13 Unive	Class Dates rrsity Sep 28, 2010- Nov 2, 2010 Trsity Nov 16, 2010- G06 Dec 14, 2010 rrsity Sep 30, 2010- Nov 4, 2010 rrsity Nov 18, 2010-
Icon Legend: My Teaching St Class MT 7007-LTO: 16442) & ANT 7013-LTO:	Class Roster	Grade Roste ear 2010/11 Enrolled Is 16	er Gradebook Content of the second se	Assignments sity Belfast 13 Unive Square/0 13 Unive Square/0 13 Unive Square/0 13 Unive Square/0 13 Unive	Class Dates           crisity         Sep 28, 2010-           G06         Nov 2, 2010           Grifty         Nov 16, 2010-           G06         Dec 14, 2010           crisity         Sep 30, 2010-           G06         Nov 4, 2010           crisity         Nov 4, 2010           crisity         Nov 16, 2010-           crisity         Nov 16, 2010-           crisity         Nov 16, 2010-           crisity         Feb 4, 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.

~	ANT	7050 -	LT01 (19	974) chan	ige class						
	Readi	ng and \	Writing in C	ontemporary Eth	nomusicology	(Lecture)					
	Days	and Ti	mes	Room		Instructor		Dates			
	Fr 11:00-13:00		:00-13:00 13 University Square/G06 Marina Roseman		nan 04/02/2011 - 15/04/2011						
	Fr 11:	00-13:0	10	13 Universit	y Square/G06	Staff		13/05/2011 - 13/05/2011			
n	rollme	nt Capa	tus Enroll	Enrolled							
	rollme lect di		acity 25			lude photos i		ind   <sup>j</sup> ⊠   <sup>1</sup> ∰ F	First 【	1-3 of	3 🖸 Last
n E	rollme lect di	nt Capa splay o	acity 25 option: (	Enrolled		G	F	in d   편   # F Program and Plan		1-3 of Level	1
n E	rollme lect di	nt Capa splay o d Stude	acity 25 option: (	Enrolled	os OIn	e Gr Ba	F rade Units	Program and Plan	lies -	_	Academic
e	rollme lect di	nt Capa splay o d Stude Photo	acity 25 option: (	Enrolled	os OIn	e Gr Ba	F rade asis	Program and Plan Anthropological Stud PGT - MA (T) Social Anthro Anthropological Stud	ties - opology ties -	Level	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	ŝ	138	@qub.ac.uk	<u>Trainor</u> ,	Graded	60.00	Computer Science - PG Taught -	PGT	Academic <u>Record</u>
16	<u>8</u> 9	400	@qub.ac.uk	Dia	e Graded	60.00	Computer Science - PG Taught - MSc (T) Educational Multimedia	PGT	<u>Academic</u> <u>Record</u>
<u>Sele</u>	<u>Clear A</u> selecte	d students	notify all s	tudents			Printer F	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 Roste	r
Send Notifi	cation
Type e-mail add	resses in the To, CC or BCC fields using a comma as a separator.
From:	statt@qub.ac.uk
То:	staff@qub.ac.uk
CC:	
BCC:	ı01@qub.ac.uk, 01@qub.ac.uk, @qub.ac.uk, 06@qub.ac.uk, i@qub.ac.uk, @qub.ac.uk,
Subject:	<from desk="" lillian="" of="" the=""></from>
Message Text	
	SEND NOTIFICATION