Faculty Services Faculty Brief Class Roster

1) After login to the My.hofstra.edu portal, click the Hamburger icon

and select

Faculty Services

- 2) Under the "General" category select BRIEF CLASS ROSTER
- 3) Select a term and click Submit.





4) Next select your course and click Submit



Your Brief Roster will appear with Course and Enrollment Information Listed first.



Just below will be a listing of students enrolled in this class along with detailed information for each. Click a Student's name to view address, email and phone information.

Record Number	Student Name	Reg Status	Level	Credits	Final	Student Email
1	Jones, Mary	**Web Registered**	Undergraduate	3.000	Enter	0
2	Brown, John	**Web Registered**	Undergraduate	3.000	Enter	0
3	Smith, Anne	**Web Registered**	Undergraduate	3.000	Enter	0
Email class Return to Pre Term Selecti	❷ ≥Vious on ■ CRN Selection ■ Full Class Roster ■ Fin	al Grades 💻 Faculty Detail Schedule				

5) Email the class by clicking the icon at the bottom of the roster or email a specific student by clicking the email icon in the right column.

