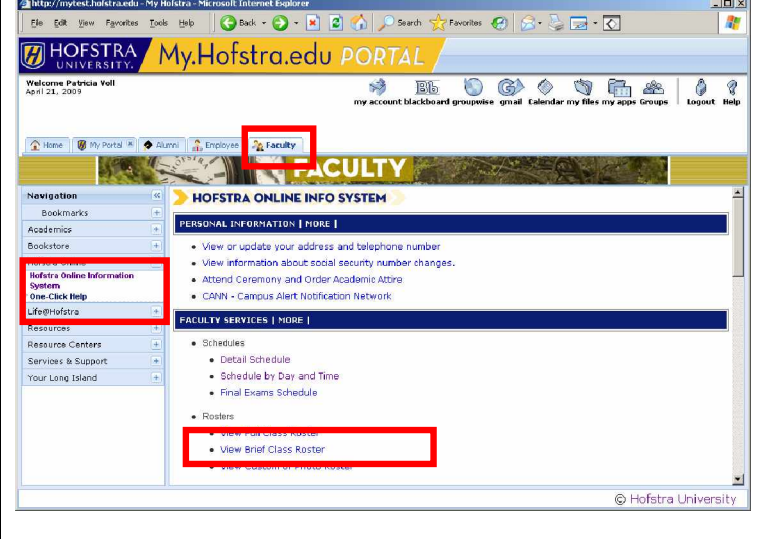
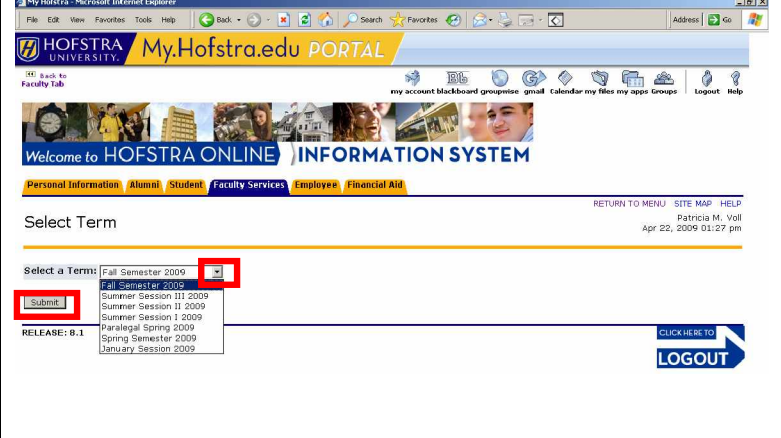
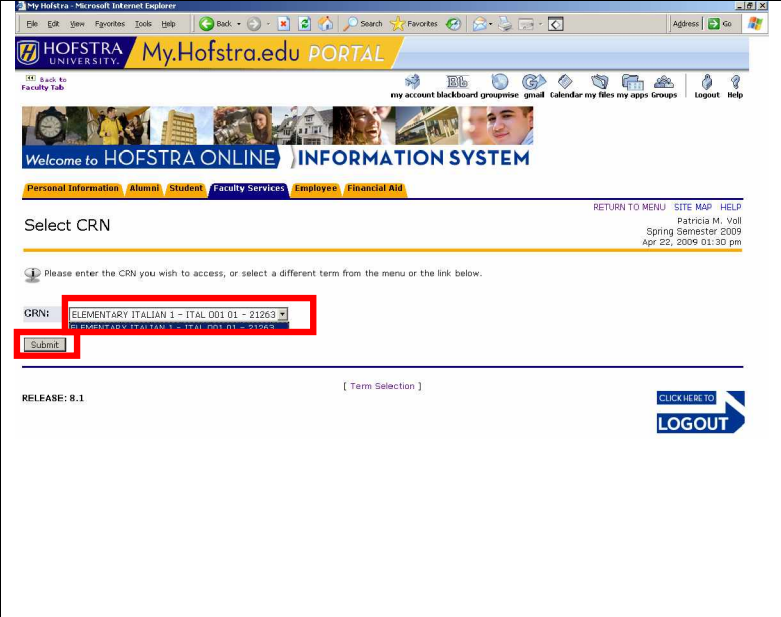


## View the Brief Class Roster

| Form/Function  | Procedure   |
|--|---|
|    | <p>1) After login to the My.Hofstra.edu portal, click the Faculty Tab and open the Hofstra Online category in the left navigation pane. Click HOFSTRA ONLINE INFORMATION SYSTEM and select the Brief Class Roster option.</p>   |
|   | <p>2) If a semester has not already been chosen, you will be prompted to do so. Use the search box, make your choice and click SUBMIT.</p> <p>Note: The semester you choose will remain as your default semester until select another. Click on the TERM SELECTION option from any menu to change the semester.</p>   |
|  | <p>3) You will then be prompted to select a CRN.</p> <p><b>NOTE:</b> CRNs consist of a one digit semester prefix (the first month of the semester) plus a four digit session identifier.</p> <p>Use the drop down arrow to display CRNs for sessions in which you are assigned as the instructor in the selected semester. Highlight your choice and click the SUBMIT button.</p> |

## View the Brief Class Roster

### Form/Function

**Brief Class Roster**

RETURN TO MENU SITE MAP HELP  
Patricia M. Vail  
Spring Semester 2009  
Apr 22, 2009 01:31 pm

If you would like to print this screen in landscape format, adjust your printer settings in your browser menu. An asterisk will appear next to the appropriate field if any of the following conditions exist:  
1) If the student has more than one major or department in his or her primary or secondary curriculum.  
2) If the student has a program, level, college, or degree in his or her secondary curriculum that is different from that in his or her primary curriculum.

Please note: Registrations will not be honored after 4 weeks of the semester. Students who do not appear on this roster as of that date are not eligible to continue. Please check deadlines posted in the class schedule for exact date.

**If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.**

You may click on the student's name to view his/her address and phone information.

Learn about E-MAIL icons and setup for PC user or MAC user.

You may use the REACH Advisement icon on the left hand side of the roster below to contact a student's assigned Advisement dean about any concern you have regarding the student's academic performance in your course. Once you click on the REACH Advisement icon next to the student's name, you will be prompted to provide specific information about the student's academic performance. REACH Advisement will send this e-mail directly to the student's assigned Advisement dean, who will follow-up with the student.

The information you provide Advisement using the REACH e-mail icon regarding a student's attendance in your course this term may be shared with other campus offices for compliance with Federal law governing financial aid. Please realize that you are still responsible for submitting LDA (Last Day of Attendance) rosters to the Office of Academic Records. The REACH e-mail does not replace, but is an addition to the existing LDA (Last Day of Attendance) roster process.

**Course Information**  
ELEMENTARY ITALIAN 1 – ITAL 001 01  
CRN: 21263  
Duration: Jan 26, 2009 – May 15, 2009  
Status: Active

**Enrollment Counts**

|             | Maximum | Actual | Remaining |
|-------------|---------|--------|-----------|
| Enrollment: | 23      | 21     | 2         |
| Gross List: | 0       | 0      | 0         |

**Summary Class List**

| REACH Advisement | Record Number | Student Name                          | ID                  | Reg Status          | Level         | Credits | Final | Student Email |
|------------------|---------------|---------------------------------------|---------------------|---------------------|---------------|---------|-------|---------------|
|                  | 1             | A list of your students appears here. | Hof<br>Ids<br>Here. | ***Web Registered** | Undergraduate | 3.000   | Enter |               |
|                  | 2             |                                       |                     | ***Web Registered** | Undergraduate | 3.000   | Enter |               |
|                  | 3             |                                       |                     | ***Web Registered** | Undergraduate | 3.000   | Enter |               |
|                  | 4             |                                       |                     | ***Web Registered** | Undergraduate | 3.000   | Enter |               |
|                  | 5             |                                       |                     | ***Web Registered** | Undergraduate | 3.000   | Enter |               |
|                  | 6             |                                       |                     | ***Web Registered** | Undergraduate | 3.000   | Enter |               |
|                  | 7             |                                       |                     | ***Web Registered** | Undergraduate | 3.000   | Enter |               |
|                  | 8             |                                       |                     | ***Web Registered** | Undergraduate | 3.000   | Enter |               |
|                  | 9             |                                       |                     | ***Registered**     | Undergraduate | 3.000   | Enter |               |
|                  | 10            |                                       |                     | ***Web Registered** | Undergraduate | 3.000   | Enter |               |
|                  | 11            |                                       |                     | ***Registered**     | Undergraduate | 3.000   | Enter |               |
|                  | 12            |                                       |                     | ***Registered**     | Undergraduate | 3.000   | Enter |               |

Email class

Return to Previous

RELEASE: 8.1

[ Term Selection | CRN Selection | Full Class Roster | Final Grades | Faculty Detail Schedule ]

[CLICK HERE TO LOGOUT](#)

### Procedure

- The Brief Class roster is a condensed listing of students in your class.

Read the information at the top of the page to learn how to easily contact a student's Advisement Dean

Course information is displayed at the beginning of the roster.

Next you see a list of students registered in your class.

- Clicking on the student's name will reveal contact information.

The Student's ID number is listed for your convenience.

Clicking on the ENTER link in the right column will move you to the Final Grades Worksheet.

You can easily email students individually or the entire class by clicking the icon .

View a Brief Class Roster for another CRN by selecting the CRN SELECTION link and returning to the Faculty menu to begin again.

NOTE: Please notify us of any attendance concerns (whether with registered or unregistered students) by emailing [registrar@hofstra.edu](mailto:registrar@hofstra.edu)