QUICK REFERENCE GUIDE FOR DEANS, CHAIRS, AND DIRECTORS

HTTP://WWW.SONOMA.EDU ➔ CLICK ON LOGIN TO LOG IN

Class Roster for your own classes:
Self Service > Faculty Center > My Schedule > Class Roster Icon

Class Roster for classes other than your own:
Curriculum Management > Class Roster

Final Grades for your own classes:
Self Service > Faculty Center > My Schedule > Grade Roster Icon

Final Grades for classes other than your own:
Curriculum Management > Grading > Grade Roster – Click on Second Tab (grade roster)

Student’s Major:
Self Service > Advisor Center > My Advisees
Click on View Student Details for someone on your list or click on the View Data For Other Students button at the bottom of the page to search for a student.
  • Click on the “Academics” tab.

Student’s Classes:
Self Service > Advisor Center > My Advisees
Click on View Student Details for someone on your list or click on the View Data For Other Students button at the bottom of the page to search for a student.
  • Click My Class Schedule in the Academics section (not the tab at the top) of the Student Center

Student’s Address or Phone
Self Service > Advisor Center > My Advisees
Click on View Student Details for someone on your list or click on the View Data For Other Students button at the bottom of the page to search for a student.
  • Address or phone will show up under the Personal Information section of the Student Center

Student’s Email
Self Service > Advisor Center > My Advisees
Click on View Student Details for someone on your list or click on the View Data For Other Students button at the bottom of the page to search for a student.
  • Email will show up under the Personal Information section of the Student Center

OR
Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses (or Phones, or Electronic Addresses)

Notes: This and other documentation can be found at http://www.sonoma.edu/it/cms/documentation