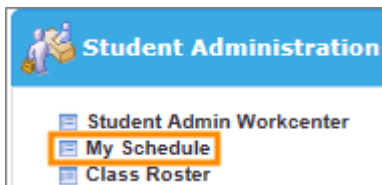


For a more comprehensive guide, see the Faculty Center Guide in the University Registrar's training document repository: <http://registrar.unc.edu/training/document-repository/>

## View Your Class Schedule

1. Go to [connectcarolina.unc.edu/](http://connectcarolina.unc.edu/) and log in.
2. Click the **Student Administration** button on the left side of the page.
3. Click the **My Schedule** link.



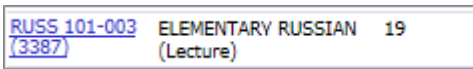
Result: ConnectCarolina shows your schedule.

My Teaching Schedule > 2017 Fall > UNC-Chapel Hill						
Class	Class Title	Enrolled	CR	Pic	APR	
<a href="#">RUSS 101-001 (3386)</a>	ELEMENTARY RUSSIAN (Lecture)	20				

3. If necessary, click the **change term** button to select the term you want. **Note:** The class schedule typically shows the current term. You can switch to a previous term for grade changes or to look at available future terms.



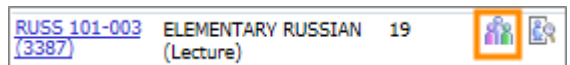
## View Class Roster with Photos

1. Click the **Photo Roster** button.
- 
2. Click the **View Report** button.

3. If you'd like to print your roster, choose **File > Print**, or click the printer button in your browser.

## View Class Roster (no photos)

1. Click the **Class Roster** button.



Result: ConnectCarolina shows your roster.

Enrolled Students				
	Notify	Photo	ID	Name
1	<input type="checkbox"/>		790790790	<a href="#">Smith, John</a>
2	<input type="checkbox"/>		709709709	<a href="#">Jones, Mary</a>

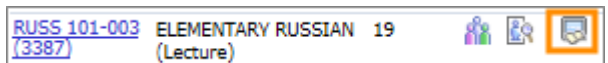
2. Click the **Printer Friendly Version** link below your roster.



## Academic Progress Report (APR)

The Academic Progress Report (APR) allows you to provide feedback to undergraduate students enrolled in your courses during the Fall or Spring semesters.

1. Click the **Academic Progress Report (APR)** button beside your class.

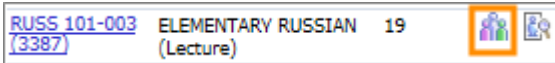


For APR instructions, please go here: <https://studentsuccess.unc.edu/files/2015/10/Faculty-APR-FAQs-9-12-16.pdf>

## Download Student Emails

You can download a list of student email addresses so you can email students from your own email program, such as Microsoft Outlook.

1. Click the **Class Roster** button.



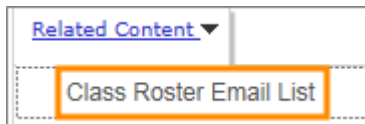
Result: ConnectCarolina shows your class roster.

Enrolled Students				
	Notify	Photo	ID	Name
1	<input type="checkbox"/>		790790790	<a href="#">Smith, John</a>
2	<input type="checkbox"/>		709709709	<a href="#">Jones, Mary</a>

2. Click the **Related Content** link in the upper right-hand corner of the screen.



3. Click the **Class Roster Email List** link.



Result: ConnectCarolina shows the email list for your class.

4. Click the **Excel Spreadsheet** or **CSV Text File** link to download the list.

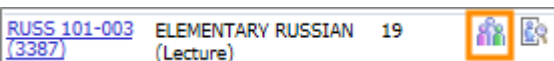


5. Follow the steps to open or save the email list.

## Email All Students in a Class

You can email students directly from the Faculty Center in ConnectCarolina.

1. Click the **Class Roster** button.



Enrolled Students				
	Notify	Photo	ID	Name
1	<input type="checkbox"/>		790790790	<a href="#">Smith, John</a>
2	<input type="checkbox"/>		709709709	<a href="#">Jones, Mary</a>

2. Click the **notify all students** button below your roster.
3. Type the **Subject** and **Message Text** of your email.

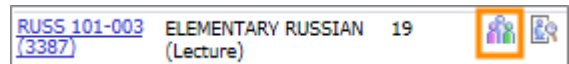
Subject:	<input type="text" value="Type subject here"/>
Message Text:	<input type="text" value="Type message here"/>

4. Click the **Send Notification** button.

## Email Individual Students

You can email students directly from the Faculty Center in ConnectCarolina.

1. Click the **Class Roster** button.



Enrolled Students				
	Notify	Photo	ID	Name
1	<input type="checkbox"/>		790790790	<a href="#">Smith, John</a>
2	<input type="checkbox"/>		709709709	<a href="#">Jones, Mary</a>

2. Mark the check box beside each student you want to email.

Enrolled Students				
	Notify	Photo	ID	Name
1	<input checked="" type="checkbox"/>		790790790	<a href="#">Smith, John</a>

3. Click the **notify selected students** button below your roster.
4. Type the **Subject** and **Message Text** of your email.

Subject:	<input type="text" value="Type subject here"/>
Message Text:	<input type="text" value="Type message here"/>

5. Click the **Send Notification** button.