



Access Your Class Roster

1. Log into NOVAConnect by clicking MyNOVA on the NOVA homepage
2. Click on Student Information System
3. Click Self-Service>Faculty Center>My Schedule

Note: Your teaching schedule for the designated term will be displayed. To change the term that is displayed, click the **change term** Drop-down menu and select the term you want. Also, do not use the Class Roster link under Faculty Center. Use My Schedule to access your rosters.


4. Click the Class Roster icon at the left of the class row:

My Teaching Schedule > 2011 Fall > Northern Virginia Comm College						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ACC 211-001A (51243)	Prin. of Acctg. I (Lecture)	6	MoWe 7:00AM - 7:50AM	A-Bisdorf/AA-0346	Aug 22, 2011- Dec 19, 2011
	ACC 211-002A (13151)	Prin. of Acctg. I (Lecture)	16	MoWe 8:00AM - 9:15AM	A-Bisdorf/AA-0346	Aug 22, 2011- Dec 19, 2011

[View Weekly Teaching Schedule](#) [SIS Workload](#) [Go to top](#)

5. The Class Roster will display the students ID, name email, phones, program and plans, advisor (you may need to use the bottom scroll bar to see the advisor names)

Enrolled Students									
Notify	ID	Name	Email	Main Phone	Business Phone	Home Phone	Grade Basis	Units	Program and Plan
<input type="checkbox"/>			mail.vccs.edu				Graded	3.00	Curricular - AAS-Business Mgmt/Internat Bus
<input type="checkbox"/>			email.vccs.edu				Graded	3.00	Curricular - AS-General Studies

6. You can click the Print Friendly Version link on the bottom for a print version of your class roster. Note: The Print Friendly Version does not include the advisor's name.
7. You can DOWNLOAD the class roster to an EXCEL: Spreadsheet by clicking on the "Download Icon"  On the blue bar above the student's names. Make sure you pop-up blocker is turned off.
8. Use the Send Notices to Students functionality to email notifications to selected or all students in your class.

[Select All](#) [Clear All](#)

notify selected students **notify all students**

9. Click one of the buttons and the notification page will display. Type your message in the message text box and click **SEND NOTIFICATION**

Note: Your email address will display in the “TO” box and the selected student’s email addresses will display in the BCC box. This maintains the privacy of student email addresses and prevents “Reply All”. This functionality is not to be used for regular email.

Notification from Arthur Cavanagh

From: [Redacted]

To: [Redacted]@hvcc.edu

CC:

BCC: [Redacted]

Subject: <From the desk of [Redacted]>

Message Text: [Redacted] 