

Purpose: This document walks faculty members through the process of viewing class rosters in the Faculty Center. It also covers e-mail functionality.

Contents

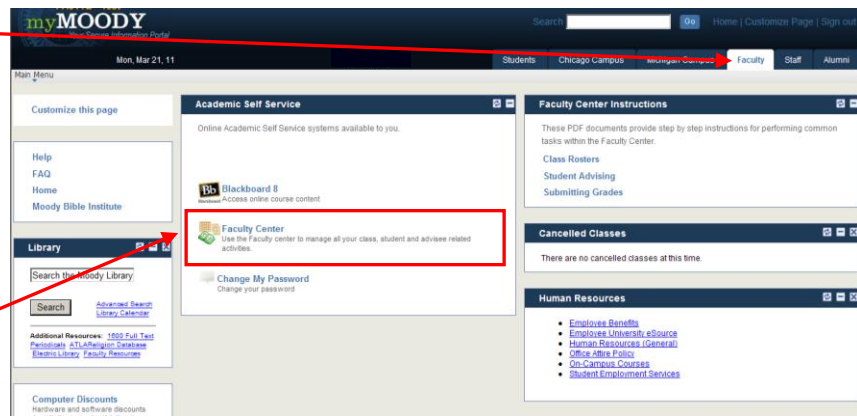
- 1 Login to the myMOODY Portal
- 2 The Faculty Center

1) Login to the myMOODY Portal

- 1. Login to the myMOODY portal at <http://my.moody.edu> using your MBI-assigned user ID and password. *Note: If you do not know your User ID or Password, contact the ITS Service Desk at 312-329-4067 for assistance.*

- 2. After logging in to the portal, click the **Faculty** tab. This page provides content specifically relevant to faculty.

- 3. To access all academic records, click the link to the **Faculty Center**.

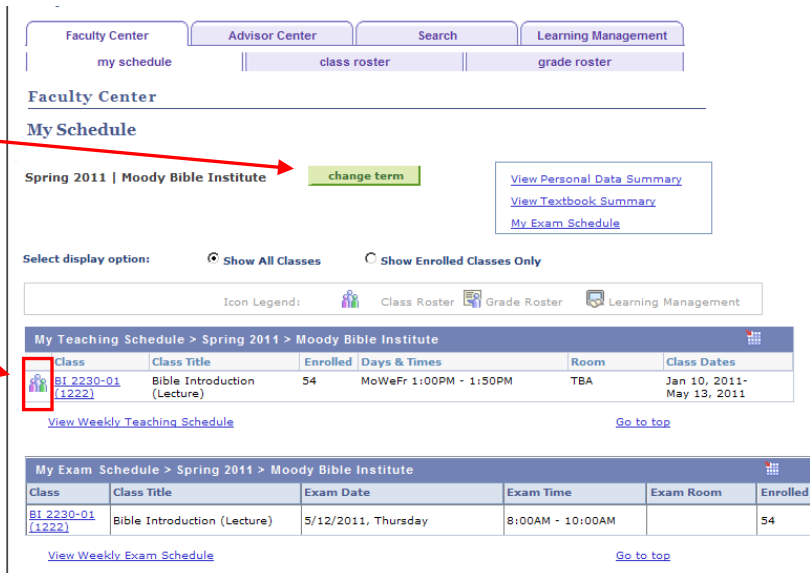


2) The Faculty Center

Within the Faculty Center, you can manage academic information pertaining to your courses and students. This includes **Grades, Class Rosters, and Student Biographical Data.**

- 1. By default, the current term is shown. Choose **Change Term** to view a different semester.

- 2. Click the **Class Roster** icon for the course you wish to view.



3. General information on class capacity is displayed towards the top of the page. Use the dropdown menu to filter the class list according to enrollment status.

4. The roster itself is found in the bottom portion of the screen. You can also download the roster to an Excel spreadsheet by clicking the table icon at the top of the roster.

5. You can contact specific students via e-mail by placing a checkmark in the **Notify** column next to their name, then clicking the **Notify Selected Students** button. You can also communicate with the entire class at once using the **Notify Listed Students** button.

6. Type your message in the window provided. If desired, you can copy and paste the students' e-mail addresses into a third-party e-mail program such as Outlook.

Class Roster

TH 8812 - CC Basic Christian Doctrine (ETA)

Lecture (1023)

Spring 2008 | Regular Academic Session | Moody Bible Institute | Continuing Education

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
M 6:00PM - 7:50PM	Fitzwater 401	Daniel M. Obinger	01/01/2008 - 03/03/2008

*Enrollment Status: Enrolled change

Enrollment Capacity: 24 Enrolled: 8 Dropped: 0 Waitlisted: 0

[View FERPA Statement](#)

Select display option: Link to Photos Include photos in list

Enrolled Students								Customize	Find	First	1-8 of 8	Last
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level					
<input type="checkbox"/>		0822354	Brown, Leta DeJuan	P/NP	1.00	Continuing Education Non Certi - Continuing Education Non Certi						
<input type="checkbox"/>		1141545	Crosby, Ann M.	P/NP	1.00	Continuing Education Non Certi - Continuing Education Non Certi						
<input type="checkbox"/>		1878527	Desuyo, Jonie DeSantos	P/NP	1.00	Continuing Education Non Certi - Continuing Education Non Certi						
<input type="checkbox"/>		1215753	Fluker, Mitchell Alan	P/NP	1.00	Continuing Education Non Certi - Continuing Education Non Certi						
<input type="checkbox"/>		2060367	Henry, Katrina Ann	P/NP	1.00	Continuing Education Non Certi - Continuing Education Non Certi						
<input type="checkbox"/>		2218180	Huggins, Gregory Jr	P/NP	1.00	Continuing Education Non Certi - Continuing Education Non Certi						
<input checked="" type="checkbox"/>		1913075	McClendon, Jane	P/NP	1.00	Continuing Education Non Certi - Continuing Education Non Certi						
<input type="checkbox"/>		1252374	Williams, Anthony J.	P/NP	1.00	Continuing Education Non Certi - Continuing Education Non Certi						

NOTIFY SELECTED STUDENTS
 NOTIFY LISTED STUDENTS
 PRINTER FRIENDLY VERSION

[Return to Faculty Center](#) [View Grade Roster](#)

From: dmoHOME@sbcglobal.net

To:

CC:

BCC:

Subject: <From the desk of Daniel M. Obinger>

Message Text:

SEND NOTIFICATION

Should you encounter any trouble during this process, please feel free to contact the ITS Service Desk at 312-329-4067.