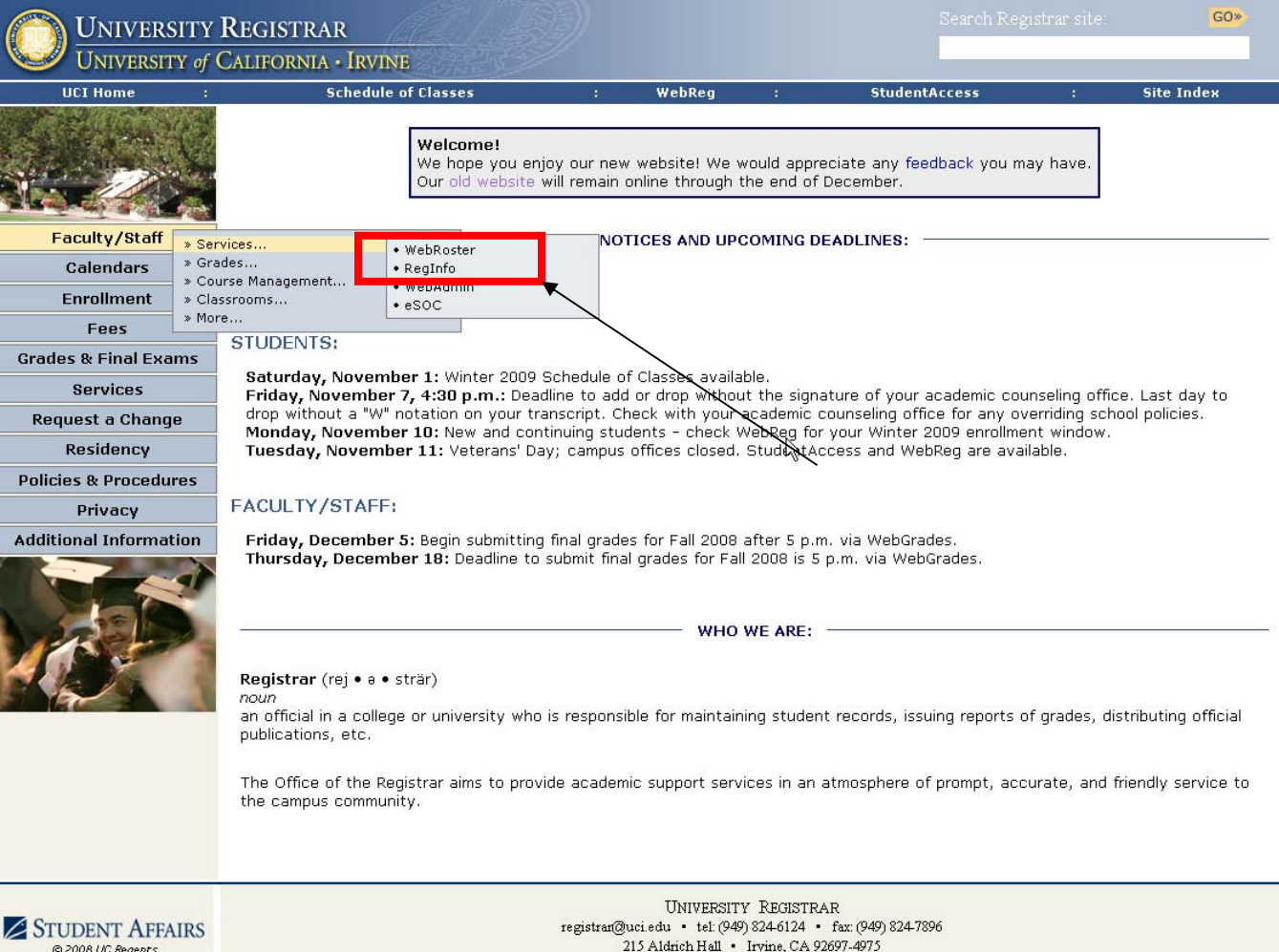# WEBROSTER TUTORIAL

**University Registrar**                    **University of California, Irvine**

1. Visit the University Registrar's homepage: www.reg.uci.edu

   Note: To use the Registrar's secure web server, AOL users need to minimize the AOL browser and instead open Internet Explorer, Firefox, Safari, Opera, or their alternate web browser of choice. Hover your cursor over *Faculty/Staff*, slide to *Services*, and then click on WebRoster.

2. To authenticate yourself using WebAuth, click "here" and enter your UCInetID and password. Once you have been authenticated as the instructor of record, or an authorized person to view the roster, you will be able to view the list of classes are you teaching for the term in WebRoster.

**UNIVERSITY REGISTRAR**
UNIVERSITY *of* CALIFORNIA · IRVINE

Search Registrar site: [GO»]

| UCI Home | : | Schedule of Classes | : | WebReg | : | StudentAccess | : | Site Index |

**WebRoster**                                                                                  Not logged in

Click here to authenticate yourself so you can access this program.

Note that you must reauthorize yourself whenever you close all of your web browser windows.

> **Note:** If the authentication website has just now accepted your password (or at least didn't complain that it is invalid), but returned you to the same web page here that you saw before you entered your password, then it's possible that:
>
> 1. Cookies are disabled on your web browser.
>
>    If this is the case, please enable them and log in again so that NACS' WebAuth program can store your authentication cookie for access by this program.
>
> 2. Your web browser settings are causing your browser to store a copy of this page in its cache directory on your hard drive, without bothering to contact our server as to whether a newer page is available.
>
>    You can easily check for this by clicking your browser's *Reload* button.
>
>    If the program then responds correctly, you need to change your web browser's caching preferences. Here are directions for **Netscape** or **Internet Explorer**:
>
>    **Netscape**: Click *Edit / Preferences* on the menu bar, and then the "+" next to the category *Advanced*. Then click on the sub-category *Cache*, and make sure **Every time** is selected under *Document in cache is compared to document on network*.
>
>    **Internet Explorer**: Click *Tools / Internet Options...* on the menu bar, and then the *Settings...* button under the *General* tab. Make sure **Every visit to the page** is selected under *Check for newer versions of stored pages*.

3. View any single class roster by clicking on the 5-digit; a new web browser will open displaying the roster..

4. Expand the top portion of your screen by clicking on "Show Options & Seating." The default sort is by the last name of the student but you can change to any of the other options listed., check your waiting list by checking the box next to "On Waiting List."

5. Scroll down to "Allow Other Viewers" to authorize your TA to view selected rosters.

UNIVERSITY REGISTRAR
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Log out

**WebRoster** Listing                                   Logged in by UCI/NACS campus system

Course Code Access: Unrestricted

[ Show Options & Seating ]   [ Display as Text ]   [ Display Tabbed Text ]

IMPORTANT! It is your responsibility to ensure the confidentiality of the student information listed below. Further disclosure is governed by Federal and State law and University policy, and is prohibited without written consent of the student(s). If you have questions, please contact the Registrar's Office at 824-6124.

**Fall Qtr, 2008**

**WEBGRADES DEMO**   Course Code 99007   [ Allow Other Viewers ]
        Test 1A, Sec. A, 4-unit Lecture; Registrar Office
        Instructors: WEBSTER, S.; PRITIKIN, D.; FONSECA, I.
        Time, Place: Tu 4:00-6:50p, TBA
        Enrollment: 8 students (including 2 with a FERPA privacy block)

| Student# | Name | Lvl | Opt |
|---|---|---|---|
| 40663956 | ANTEATER, MARY THE | FR | GR |
| 11989684 | ANTEATER, PAUL ZOT | FR | GR |
| 62604874 | ANTEATERS, FOREVER HAPPY | FR | GR |
| 50331412 | STUDENT, TEST MARY LOU | FR | GR |
| 31145117 | STUDENT, TEST ROBERT LEWIS | FR | GR |
| 43758856 | ZOT, A. STUDENT | FR | GR |
| 35094818 | ZOT, ANTEATER Z. | FR | GR |
| 20823894 | ZOT, B. STUDENT | FR | GR |

Total: 8 students listed above for this course on Wednesday, Nov 5, 2008.

Each of the 2 students listed above with red coloring has a **FERPA privacy block**. They may be addressed by name in class, but their names should not be included in any public posting (i.e., seating charts). Please contact Mark Fonseca (949/824-9672) for more information about FERPA.

Need help? Click on any of the input field labels in the options menu, or try the WebRoster FAQ. Comments or questions about this program? Send email to registrar@uci.edu, or call 949/824-7901.

**WebRoster T.A. Viewers**                          Logged in by UCI/NACS campus system

Fall Qtr, 2008

The UCInetID's of UCI *employees* who are allowed to view the course roster during *this term only* are listed below:

Submit Changes   Click here to submit any fields you altered below.

WEBGRADES DEMO   Course Code 99007
   TEST 1A, Sec. A, 4-unit Lecture
   Instructors: WEBSTER, S.;   PRITIKIN, D.;   FONSECA, I.

| UCInetID | Optional Comment about allowing this per... |
|---|---|
| New entry for 99007 | |

- **Enter the TA's UCInetID**
- **Click on "Submit Changes"**
- **You can also enter a comment for future reference.**

Percentage of standard font size for next listing  100  %

**UCI Name Search**   Need to find a person's UCI NetID? Try Search UCI Campus Directory below:

Search for UCI employee where:  name   is     Find   Help

- Note that the person's *UCI NetID* will be labeled *Alias* in UCI's **Search** output.
- You can enter just a first or last name, and an asterisk "*" can be used as a wildcard match for part of the name.

Comments or questions about this program? Send email to registrar@uci.edu

## Additional Options in WebRoster:

1. Sort the class roster by selected criteria such as grade level or add optional field such as students' email addresses, majors, and grade level.
2. Merge multiple class sections together.
3. Generate a randomized seating chart for a class held in a large lecture hall.
4. If there are Concurrent Enrollment students enrolled in your class, a link will be provided just above the class roster along with the number of students enrolled through Concurrent Enrollment.