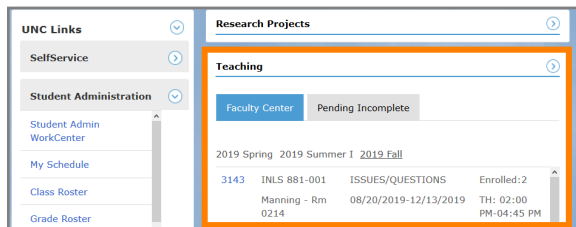


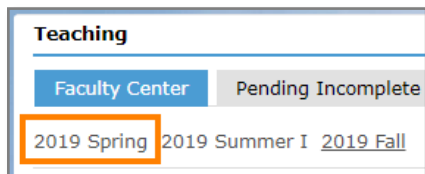
For a more comprehensive guide, see the Faculty Center Guide in the University Registrar's training document repository: registrar.unc.edu/training/document-repository/. Additional resources are available at ccinfo.unc.edu/faculty.

Find Your Class Schedule

1. Go to connectcarolina.unc.edu and log in.
Result: ConnectCarolina shows your schedule for the current term in the Teaching section of your Faculty Portal Home Page.



2. If you need to see another recent term, click the term you want.



Find Class Roster with Photos

1. Click the **Course ID** link to show roster options.
2. Click the **Roster with Pictures** link.



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

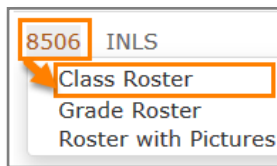
Can't see your whole roster on a single screen?

If you want to zoom out so you can see more in your web browser without scrolling:

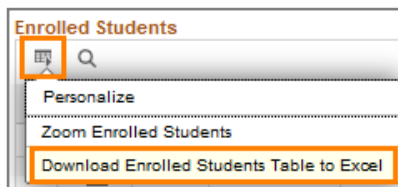
1. Hold down the ctrl key on your keyboard.
2. Tap the - key as many times as needed.
Note: You can zoom back in by holding down the ctrl key then tapping the + key as many times as needed.

Find Class Roster (no photos)

1. Click the **Course ID** link to show roster options.
2. Click the **Class Roster** link.



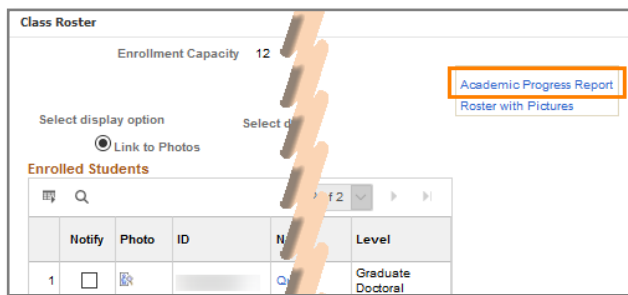
3. If you'd like to print your roster, click **Printer Friendly Version** at the bottom right of your roster page.
4. If you'd like to export your roster, click the **Grid Action Menu** at the top left of your enrolled student list on the roster page. Then click the **Download Enrolled Students Table to Excel** link.



Academic Progress Report (APR)

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

1. From your class roster, click the **Academic Progress Report** link.

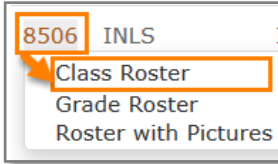


For APR instructions, please go here: <https://go.unc.edu/facultyapr>.

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 **Course ID** link to show roster options.
2. Click the **Class Roster** link.



3. Click the **Related Content** link in the upper right-hand corner of the screen.
4. Click the **Class Roster Email List** link.



Result: The system shows the email list for your class.

5. If you'd like to download the list, click the **Excel Spreadsheet** or **CSV Text File** link.

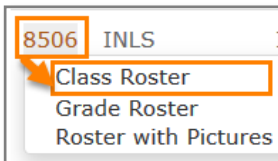


6. Follow the steps to open or save the file.

Email All Students in a Class

You can email all students in a single course directly from ConnectCarolina.

1. Click the **Course ID** link to show roster options.
2. Click the **Class Roster** link.

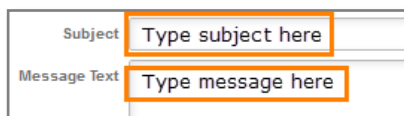


3. Click the **Notify All Students** button below your roster.



Result: ConnectCarolina shows the Send Notification window. The email addresses of all students are listed in the BCC field.

4. Type the **Subject** and **Message Text** of your email.

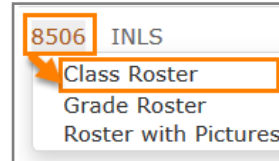


5. Click the **Send Notification** button.

Email Individual Students

You can email individual students directly from ConnectCarolina.

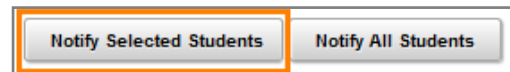
1. Click the **Course ID** link to show roster options.
2. Click the **Class Roster** link.



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

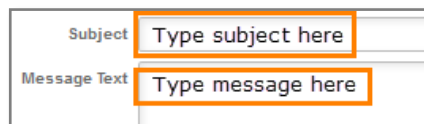
Enrolled Students				
	Notify	Photo	ID	Name
1	<input checked="" type="checkbox"/>		709999999	Trainswell,Sue
2	<input type="checkbox"/>		709999999	Trainswell,Peg

4. Click the **Notify Selected Students** button below your roster.



Result: The system shows the Send Notification window. The email addresses of selected students are listed in the BCC field.

5. Type the **Subject** and **Message Text** of your email.



6. Click the **Send Notification** button.