

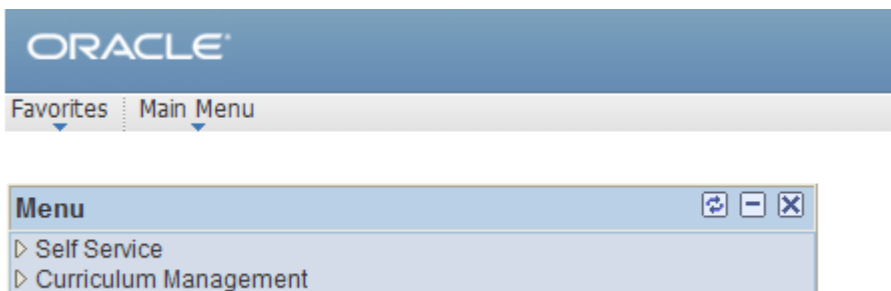
Self Service

Class Information

Accessing Class Rosters

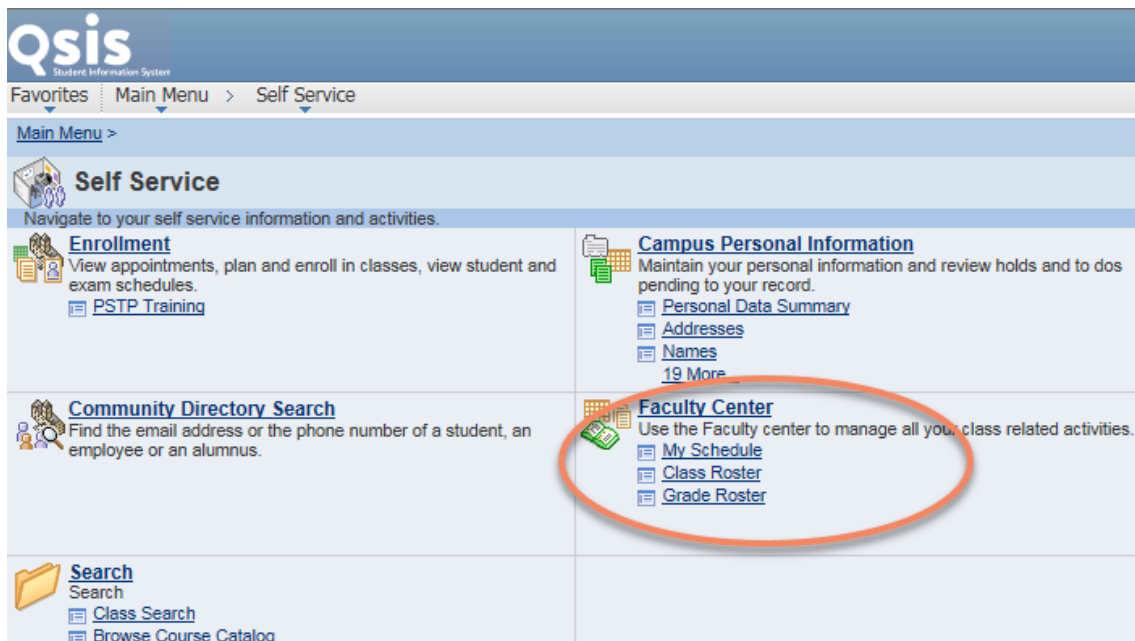
To see this data you must be attached to the appropriate classes in Qsis. This should be done by clerical/administrative School staff.

1. Go to Qsis (<https://qsis.gub.ac.uk>) . Logon using your QoL username/password.
2. Under the **Main Menu** click **Self Service**




3. To see classes what you have been attached to, click on **Faculty Centre** → **My Schedule**.

However, if you only wish to browse module descriptions you can click on **Browse Course Catalog** under **Search**.



4. Under **Faculty Centre** → **My Schedule** you will see a list of the classes in the current term that you are attached to. If you are not attached to any current classes it will default to a previous term. You can use the **Change Term** button to view previous academic years.

5. To access a class roster (class list) click on the icon where there are 3 people in a group 

Faculty Center Advisor Center Search

my schedule class roster






Faculty Center

My Schedule


Academic Year 2017/18 | Queen's University Belfast [change term](#)



[View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Gradebook  Assignments  Learning Management

My Teaching Schedule > Academic Year 2017/18 > Queen's University Belfast

View All |  First 1-19 of 19 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	AHS 7001-LT01 (22540)	Key Debates in AHSS (Lecture)	366	Fr 09:00 - 17:00	Whitla Hall	Sep 29, 2017-Oct 6, 2017
	PAI 1009-LT01 (20673)	Comparative Politics (Lecture)	215	Mo 11:00 - 12:00	Peter Froggatt Centre/OG/024	Jan 8, 2018-Mar 19, 2018
				Mo 11:00 - 12:00	Peter Froggatt Centre/OG/024	Jan 8, 2018-Mar 19, 2018

6. Your class roster will be displayed. This will be the full list of all students enrolled on the class. You can choose to include photos in the list. You can click on the **Academic Record** link to view any Academic Record (transcript type used for staff – contains more information).

Academic Year 2010/11 | Spring Semester | Queen's University Belfast | Postgraduate Taught

[ANT 7050 - LT01 \(19974\)](#) [change class](#)




Reading and Writing in Contemporary Ethnomusicology (Lecture)

Days and Times	Room	Instructor	Dates
Fr 11:00-13:00	13 University Square/G06	Marina Roseman	04/02/2011 - 15/04/2011
Fr 11:00-13:00	13 University Square/G06	Staff	13/05/2011 - 13/05/2011

*Enrollment Status:

Enrollment Capacity 25 Enrolled 3

Select display option: ☒ Link to Photos ☐ Include photos in list

Enrolled Students									
Notify	Photo	ID	Email	Name	Grade Basis	Units	Program and Plan	Level	Academic Record
1					Graded	30.00	Anthropological Studies - PGT - MA (T) Social Anthropology	PGT	Academic Record
2					Graded	30.00	Anthropological Studies - PGT - MA (T) Social Anthropology	PGT	Academic Record
3					Graded	30.00	Anthropological Studies - PGT - MA (T) Social Anthropology	PGT	Academic Record

7. You can click on the **Export to Excel** button  to get an excel list of the students.

You can email students on a class using Qsis.

1. Open up Class Roster (see above)
2. To email an individual student click on their name. A message will open in your own email account.
3. To email a group of students, click the **Select All** link (un-tick those you do not wish to notify).
4. Click the **Notify Selected Students** button.

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

[Printer Friendly Version](#)

notify selected students

notify all students

- ## Class Roster

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Lillian

From: staff@qub.ac.uk

To: staff@qub.ac.uk

CC:

BCC: i01@qub.ac.uk, i01@qub.ac.uk, i01@qub.ac.uk, i06@qub.ac.uk, i06@qub.ac.uk, i06@qub.ac.uk

Subject: <From the desk of Lillian >

Message Text:

SEND NOTIFICATION