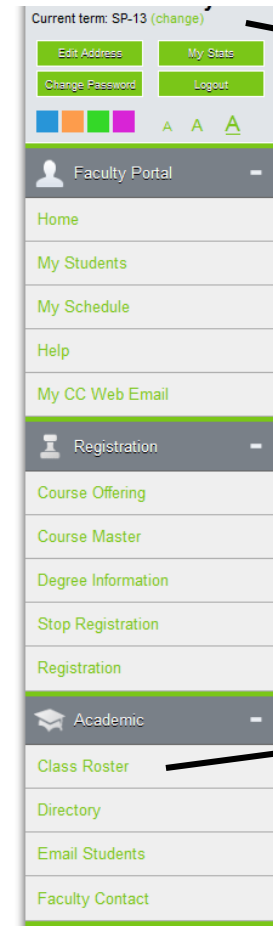


Contacting students who haven't logged in

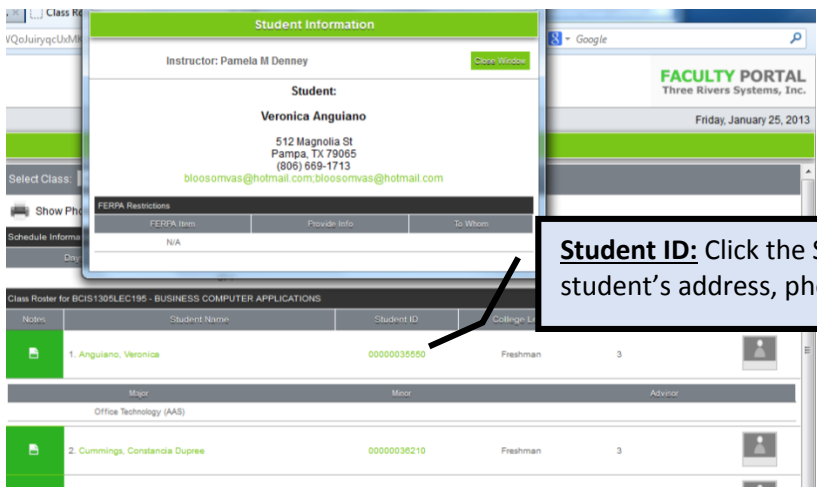
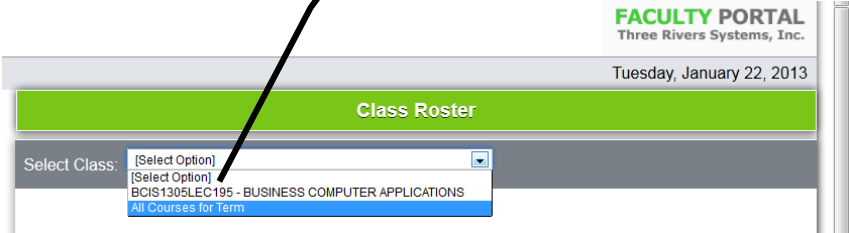
If there is a student who hasn't logged in soon after a semester begins, a phone call to the student can be very helpful. These instructions show you how to obtain a student's address, phone number, and email.



Current term: Make sure you have the correct semester chosen.

Class Roster: This is the official roster for your courses. Students who withdraw can be viewed if desired.

Once you click **Class Roster**, clicking **All Courses for Term** is the quickest way to view all students within each course you teach.



Student ID: Click the Student ID in your Class Roster list to see a student's address, phone number, and email address.