

Class Roster for Faculty

1. Log in to boss.ualr.edu

2. Click the Faculty Services tab
 - a. For just a list of students in a compact format, select “Summary Class List”. This is usually the best way to get a list of students registered for a class
 - b. For a more detailed, expanded list with general student and program information and pictures, select “Detail Class List”. This provides the most information per student but is far less compact than the summary list.
 - c. For a grid of student names with pictures, select “Class Picture Roster”. This can provide a quick reference to connect names and faces for a class. (Note, that not all students will have a picture on file, particularly for Online Campus students)

3. It should prompt for “Term” and “CRN” (Class), if neither has been selected already
 - a. For term, usually the default is the upcoming term, but the correct term may need to be selected
 - b. For CRN, select the class from the dropdown that you wish to view the roster for.
 - c. If you need to change the CRN, you may do so on the previous menu (Faculty Services) by clicking “CRN Selection”.
 - d. BOSS will remember whatever was chosen last for Term, CRN, and Student, allowing you to switch between menu items without prompting for these every time. To change CRN or Term, under the main Faculty Services menu, select the option that says “CRN Selection” or “Term Selection”. To change the selected student, under either Faculty Services>Advisor Menu or Student Menu, select “ID Selection”.

4. You should be presented with something that looks like one of the images on the following page. For the Summary and Detail Lists, you may email individual students using the button that appears to the far right on the table. (The student list appears under the headings at the bottom of each image)

Summary Class List:



[Personal Information](#)
[Student Services](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)

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[SITE MAP](#)
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[EXIT](#)

Summary Faculty Class List

T00286209 Benjamin Mayo
 2023 Fall
 Aug 28, 2023 08:35 am

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Course Information

College Algebra - MATH 1302 01

CRN: 66479

Duration: Aug 21, 2023 - Dec 04, 2023

Status: Open

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	24	6
Cross Lists:	0	0	0

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Grade Detail	Notification Expires
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Detail Class List:



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[Student Services](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)

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Class Picture Roster:



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UALR BOSS - Class Picture Roster

T00286209 Benjamin Mayo
 2023 Fall
 Aug 28, 2023 08:35 am

Picture Roster - Please make every effort to protect the confidential information in this report from unauthorized disclosure.

Student Name	Student Name	Student Name	Student Name
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