

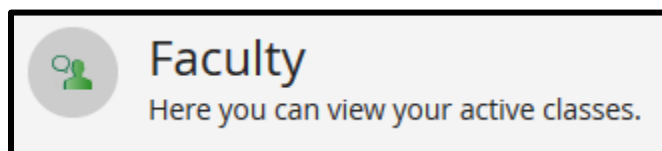
Accessing Your Roster on Self Service

As we transition away from WebAdvisor, more and more features are being moved to Self Service. Many of the options for faculty on WebAdvisor are now available on Self Service.

1. Log into MyBucks <https://portal.bucks.edu/> and click the “**Go to Bucks Self Service**” link on the right side of the page. You can also access Self Service directly: <https://selfservice.bucks.edu/Student>

[Go to Bucks Self Service](#)
This includes Student Planning and employee self-service items.

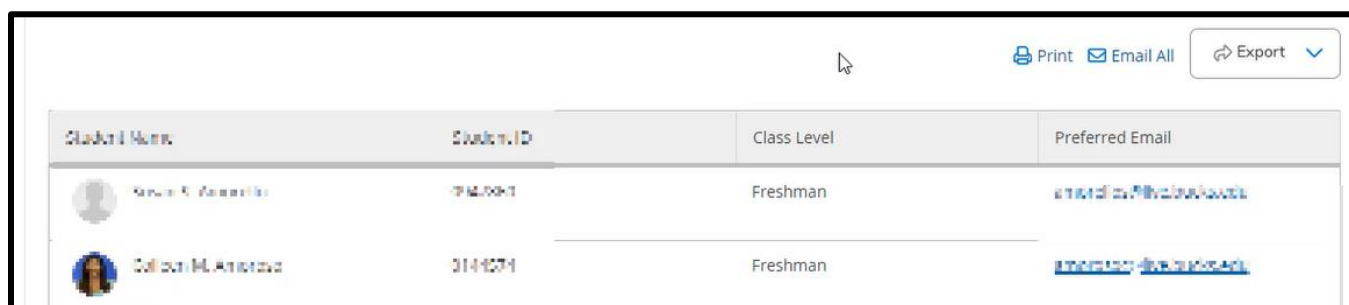
2. Click the **Faculty** option when you are logged into Self Service.





3. The courses that you will be teaching in the upcoming semester will be available to view. Click on any section to view its roster.

| Section | Times |
|-----------------------------------------------------|-------------------------------------------------|
| VAFA-147-N83: Intro to Glassblowing | W 6:00 PM - 10:30 PM 8/22/2018 - 12/13/2018 |
| VAFA-148-N84: Glassblowing II | Th 6:00 PM - 10:30 PM 8/22/2018 - 12/13/2018 |

4. Student names, ID numbers, and email addresses will be displayed for the roster.
 - You can click on any preferred email address to send an email to that particular student.
 - Click **Email All** to send an email to your entire roster. This will add email addresses to the BCC field so students will not see their classmates' email.
 - Click the **Export** option, then **Download CSV** if you would like to view your roster in an Excel spreadsheet.
 - The **Print** option allows you to print your roster if you prefer a paper copy.



| Student Name | Student ID | Class Level | Preferred Email |
|-------------------------------------------------------------------------------------------------------------------------|------------|-------------|--------------------------------------------------------------------------------|
|  Kevin S. Anderson | 014-0001 | Freshman | kevin.s.anderson@bucks.edu |
|  Colleen M. Anderson | 014-0071 | Freshman | colleen.m.anderson@bucks.edu |

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