During Summer 2025, there were some changes made to CyberFriar and faculty self-service. See below for information about how to access your class rosters within the updated system.

TOPIC: Summary Class Roster functionality (updated 8/29/25)

Included in this document:

Part A: How to login to CyberFriar

PART B:	How to get to the Class Roster

PART C:	How to view your class roster

PART D: How to access your waitlist (WL) roster, if open/applicable

PART E: How to email an individual student or entire class (includes troubleshooting)

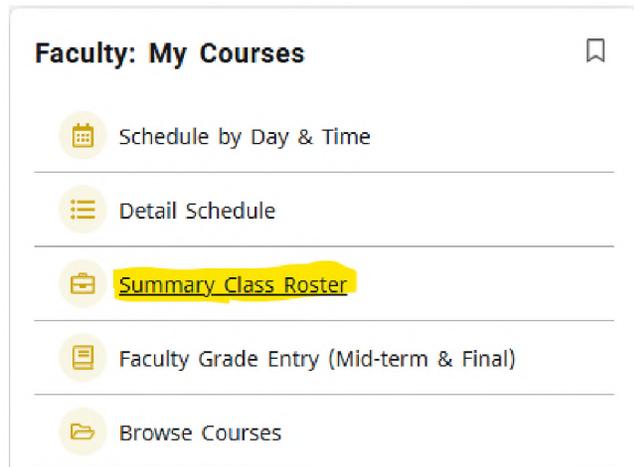**PART F:** How to view student specific additional information from the roster

Part A: How to login to CyberFriar

1. Log into Cyberfriar by clicking on Login to Secure Area

Login to Secure Area
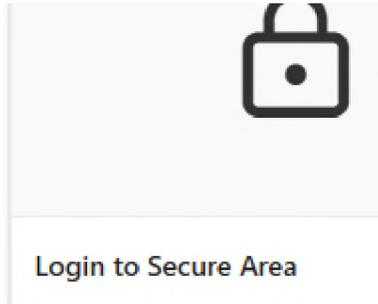
PART B: How to get to the Class Roster

1. Find the faculty card that looks like the one below and click on Summary Class Roster

2. The most recent term should default but if it doesn't, select the appropriate term using the "All Terms" button

PART C: How to view your class roster

1. Once you have the correct term, click on the course (subject/number/section), see highlighted information course below.

2. The roster will populate
   - The new roster contains the student's picture, their name, Banner ID, their status in that course (registered, dropped, withdrawn, etc.), the student's program level, and their class.
   - You can use the arrows to sort the data as needed (see highlight below)

PART D: How to access your waitlist (WL) roster, if open/applicable

1. If your course utilizes the waitlist functionality, you will be able to click on the "waitlist" tab to view that roster as well.
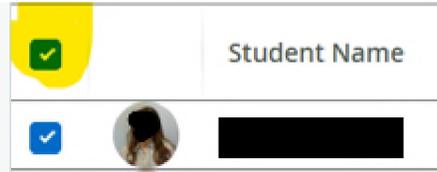
PART E: How to email an individual student or entire class (including troubleshooting)

If you would like to email an individual student or the entire class, you can perform this task by:

1. On the **left** side, you will see a check box which will allow you to check "all student" or click the one student you would like to email.

2. On the **right** side of the screen, you will see the email icon, then click that icon. This will bring the selected enrolled students' email addresses into your Microsoft Outlook, so that you can email them.
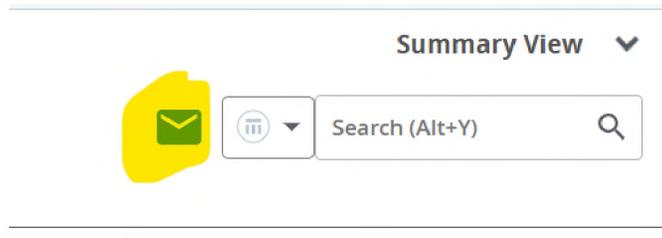
3. If your email **defaults to your personal email** address (i.e. Gmail, Hotmail, comcast, etc.) or **does not open**, follow the steps or contact IT at helpdesk@providence.edu.
   a. Download the "MAIL" app from the Apple app store.
   b. Choose which mail account to use by selecting Microsoft Exchange
   c. Log in using your PC network credentials
   d. Go back to the roster, click the envelope and the email will be created using the PC email account via exchange.
4. You can also try make Exchange your default email on your personal computer

PART F: How to view student specific additional information from the roster

1. Click on the student's picture and more information will appear

2. Hover over the student's name and additional information will appear such as their email, FERPA information, etc.

    PLEASE NOTE: Not all students will have the same information as part of their additional information