

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

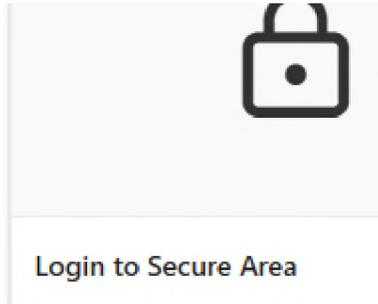
PART D: How to access your waitlist (WL) roster, if open/applicable

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

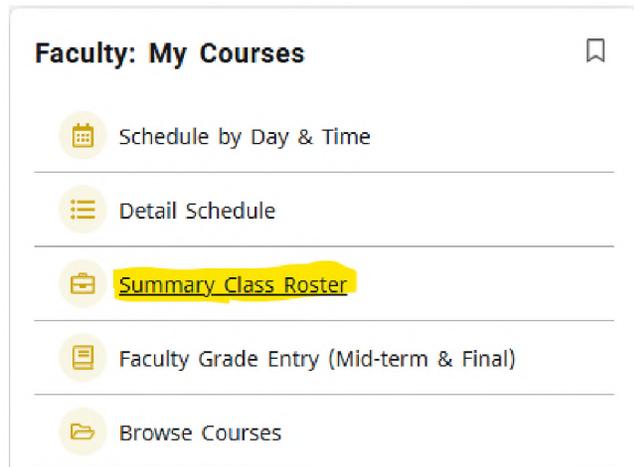
Part A: How to login to CyberFriar

1. Log into [Cyberfriar](#) by clicking on Login to Secure Area



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

Faculty & Advisors • CRN Listing

CRN Listing

All Terms ▼

Select Course ⓘ

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ACC 301, 001	Cost Accounting	1099	48	Active	09/02/2025 - 12/20/2025	Fall 2025 (202610)

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.

Faculty & Advisors • CRN Listing

Class List

Fall 2025 - 202610 ▼

Select Course

Subject	Course Title	CRN
ACC 301, 001	Cost Accounting	1099

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The new roster contains the student's picture, their name, Banner ID, their status in that course (registered, dropped, withdrawn, etc.), the student's program level, and their class.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)

Faculty & Advisors > CRN Listing > Class List

Class List Export Print

Fall 2025 - 202610 ACC 301 | 1099

Course Information

Cost Accounting - ACC 301 001
 CRN: 1099
 Duration: 09/02/2025 - 12/20/2025
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	48	48	0
Wait List	5	0	5
Cross List	0	0	0

Class List | Wait List Summary View

Summary Class List Search (Alt+F)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered via web	Undergraduate	3	No Access	No Access	2nd Semester Sophomore

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.

Faculty & Advisors > CRN Listing > Class List

Class List

Fall 2025 - 202610 ACC 301 | 1099

Course Information

Cost Accounting - ACC 301 001
 CRN: 1099
 Duration: 09/02/2025 - 12/20/2025
 Status: Active

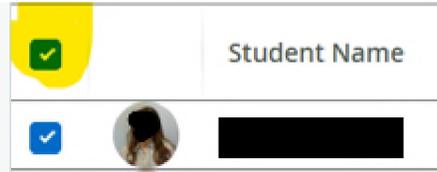
Class List | Wait List

Summary Class List

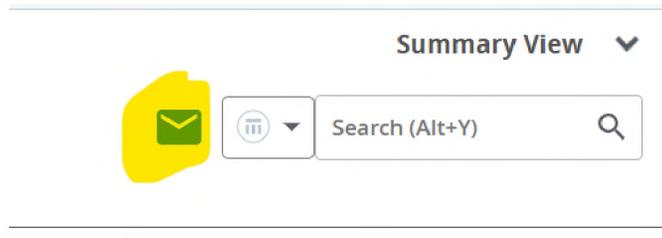
PART E: How to email an individual student or entire class (including troubleshooting)

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

Degree: Undesignated	
Study Path	
Level	Undergraduate
Program	Undeclared
Catalog Term	Fall 2024
Admit Term	Fall 2024
College	Providence College
Campus	PC Main Campus
Major Undeclared	
Department	Undeclared

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