

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

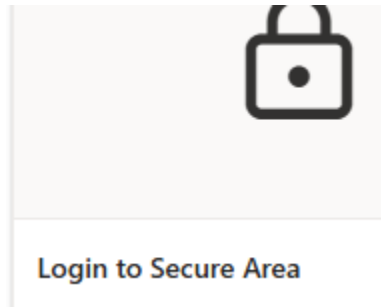
**PART D:** How to access your waitlist (WL) roster, if open/applicable

**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

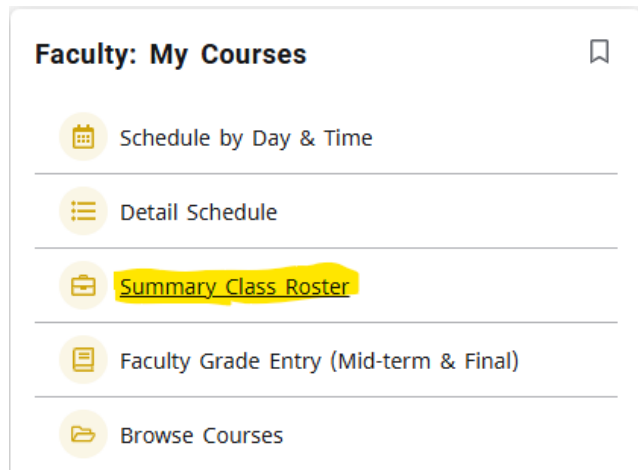
## Part A: How to login to CyberFriar

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new roster contains the student's picture, their name, Banner ID, their status in that course (registered, dropped, withdrawn, etc.), the student's program level, and their class.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

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+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>		[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

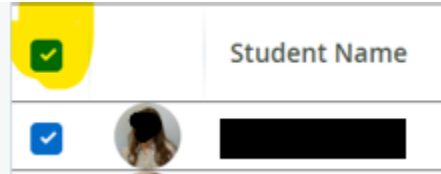
Class List Wait List

Summary Class List

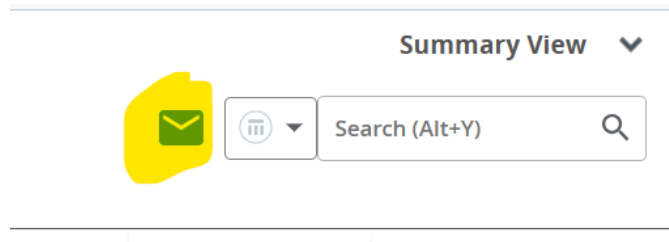
## PART E: How to email an individual student or entire class (including troubleshooting)

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](mailto: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