NT Extension Course of Study Course Rosters

Beginning in January 2018, you will now register for the North Texas Extension Course of Study School classes via an online form. This process automatically generates a roster for your classes.

Following is how you will access your online roster.

NOTE: On the email notifying you that a student has registered for your course is a link to the roster. You can access the most current roster from the link on any one of these email.

1. Click the link on the email notification. *The roster opens in your browser window with the most current list of names to register for your class.*
2. Verify that the link sent you to the correct roster. If not, then verify that you selected a link form an email notification for your upcoming class. *The name of the class is at the top of the browser window.*

To save the roster to your own computer, follow these steps

1. Select File > Download As > Microsoft Excel (.xlsx)
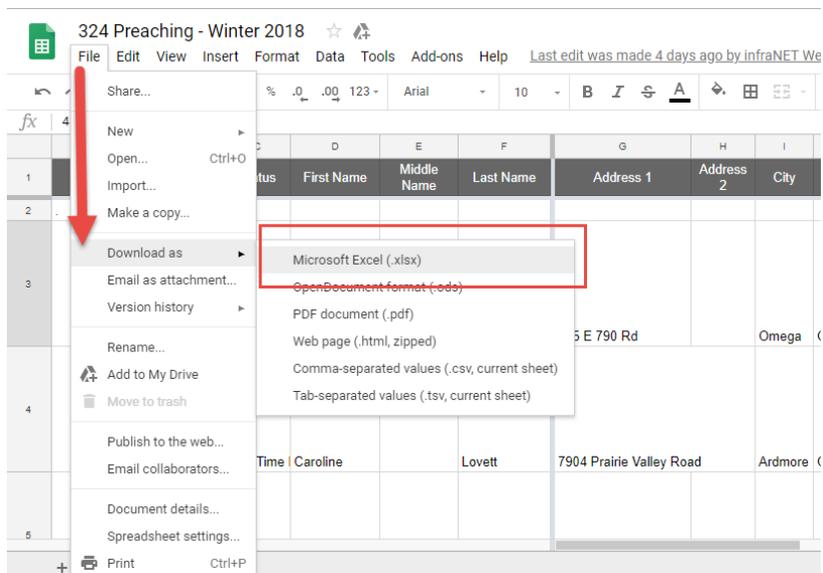
The file will be downloaded to your computer. Depending on what browser you use, the location of the file may vary. Usually you can locate your file on the bar just above the status bar, or from the menu button near your URL line on the browser. If all else fails, google, "where did my downloaded file go?" for more information on finding your file.

Working with your roster

1. Open your file in Excel.

   The file has the following fields which are necessary for our audit by GBHEM and other meaningful information for tracking students. Those fields are: Grades, Submission Date, First, Middle, Last, Address1 and Address 2, City, State Zip, Email, Annual Conference, District Superintendent, Ethnicity, DOB, Emergency Contact, Contact Phone and Relationship, Student PID, Payment

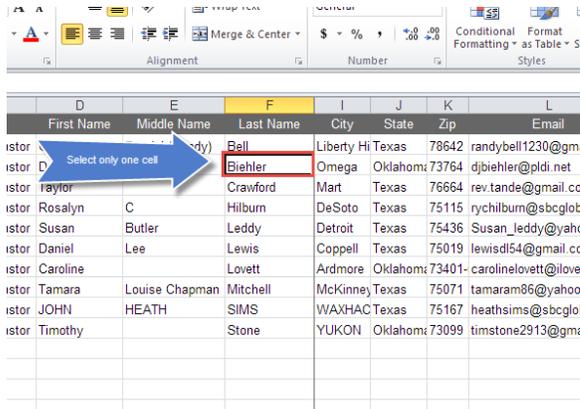2. You may have to click the Enable Editing button to alter the roster.
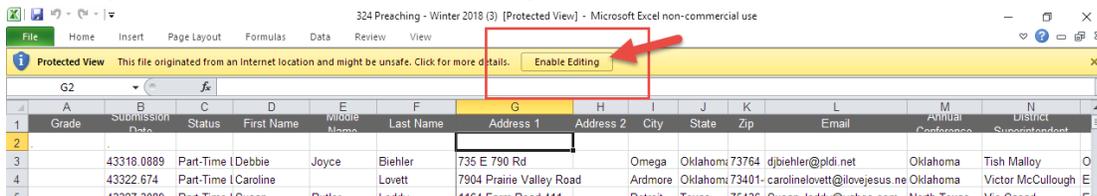
3. You will use this file to submit grades to Marsha Middleton (mmiddleton@ntcumc.org) at the end of your class. In the meantime, you can use this information to communicate with your class.

EXCEL TIPs AND TRICKS

To create a quick group email: Select the email list, copy, and then Paste in the To line of your email.
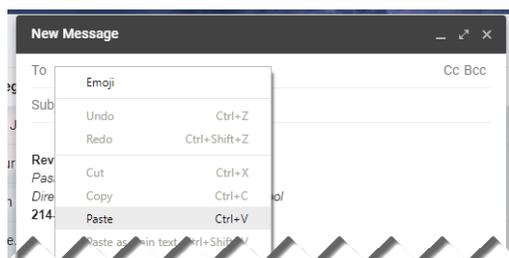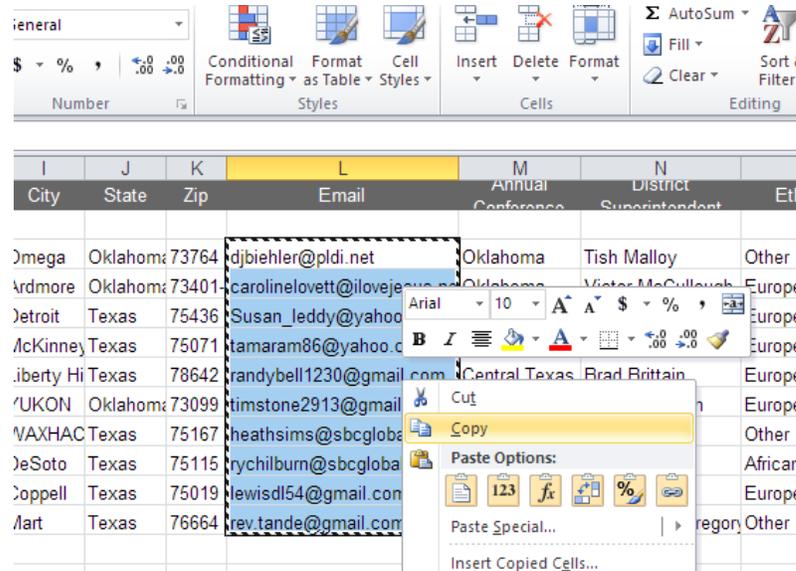
To sort the roster by Last Name (or any other field), ensure you do not have blank lines between each name. Place your cursor on any single last name, click the sort button and select Sort A to Z.