

This guide shows faculty how to view class roster and permission numbers in MySJSU.

1. Go to one.sjsu.edu
2. Click the **MySJSU** tile.
If you can't find the MySJSU tile, search for it in the "What would you like to do?" search bar at the top of the page.

If you see the MySJSU sign-in page, please continue to Step #3.

If you see the SJSU Faculty Center Homepage, please continue to Step #4.

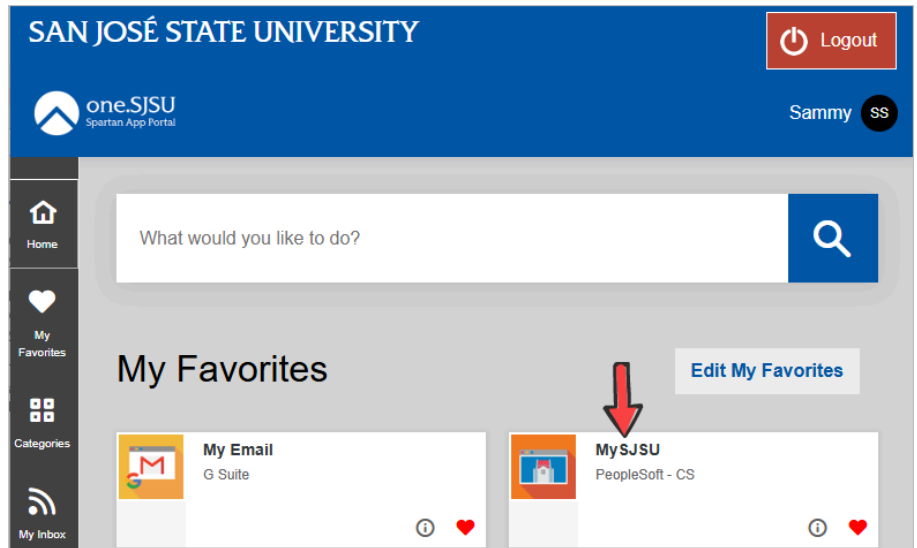
3. Enter your **9-digit SJSU ID** and **Password**. Click the **Sign In** button.

If you have forgotten your password, go to the [Reset Password](#) page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

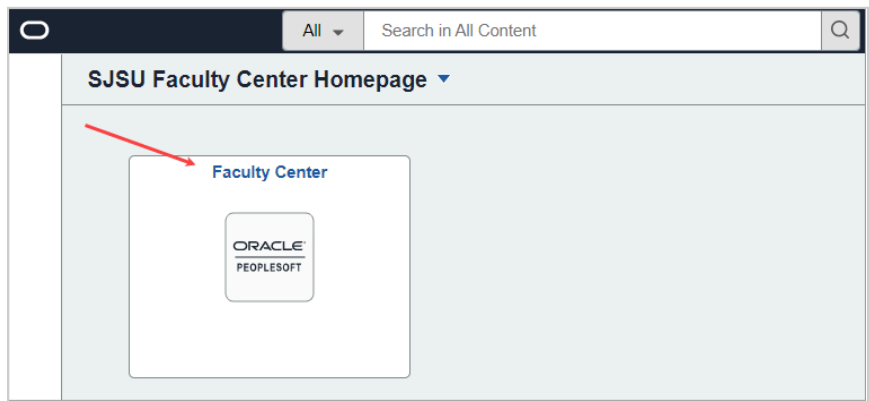
You can also go to the FAQ section in the [Password Help](#) page for additional assistance.

If you continue to have problems, please contact the IT Service Desk.

408-924-1530
itservicedesk@sjsu.edu

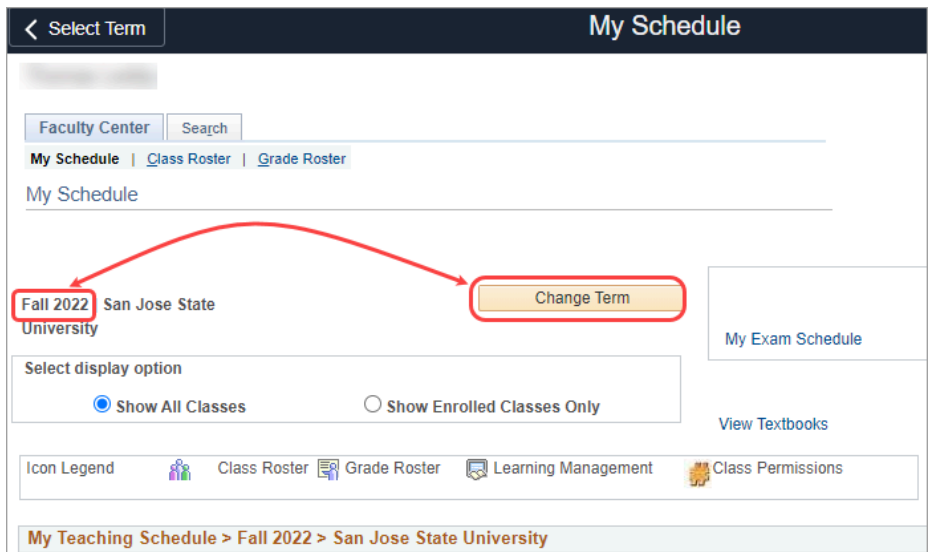


4. Click on the **Faculty Center** tile.

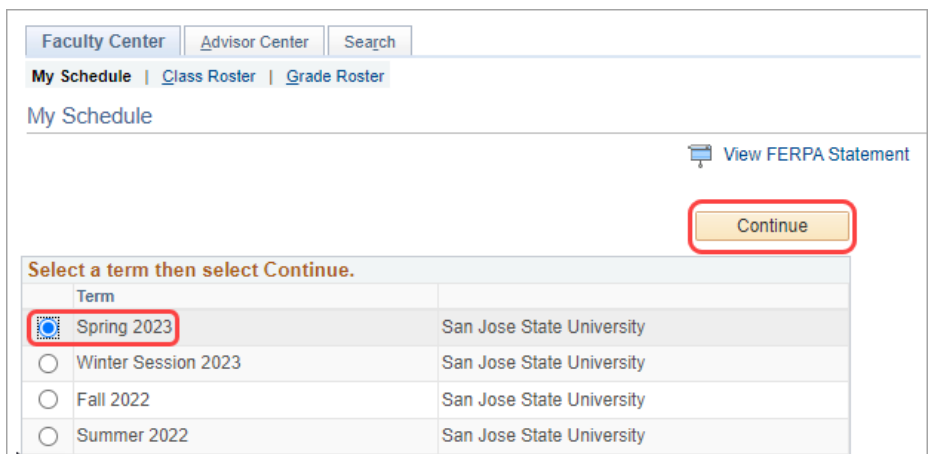


5. In the **My Schedule**, if you see your term listed you can proceed to Step #8.

6. If it is not the desired term, you can click the **Change Term** button to select the appropriate term.



7. Select the desired term and click the **Continue** button.



- Click on the **Class Roster** icon next to the desired class.

Spring 2023 | San Jose State University

Change Term

My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

View Textbooks

Icon Legend Class Roster Grade Roster Learning Management Class Permissions

My Teaching Schedule > Spring 2023 > San Jose State University

Personalize | View All | First 1-5 of 5 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	COMM 20-15 (29179)	Public Speaking (Lecture)	1	Tu 9:00AM - 10:15AM	Hugh Gillis Hall 229	Jan 25, 2023-May 15, 2023
	COMM 80-80 (29228)	Communication Wrkshp (Activity)	8	TBA	On Line	Jan 25, 2023-May 15, 2023

- Use the Enrollment Status dropdown menu to select Dropped or Waiting to view students who have dropped the class or who are on the waitlist for the section.

Note: This is applicable if there are students in that status.

Faculty Center Search

My Schedule | **Class Roster** | Grade Roster

Class Roster

Spring 2023 | Regular Academic Session | San Jose State University | Undergraduate

COMM 80 - 80 (29228) Change Class

Communication Workshop (Activity)

Days and Times	Room	Instructor	Dates
TBA	On Line		01/25/2023 - 05/15/2023

*Enrollment Status **Enrolled**

Enrollment Capacity All Enrolled 35

Select display option Link to Photos Hide photos in list Class Permissions

Enrollment Status dropdown menu:

- Enrolled
- All
- Dropped
- Enrolled
- Waiting

Enrolled Students Find | View All |

Notify	Photo	ID	Name	Pronouns	Grade Basis	Units	Program and Plan	Academic Level	Add Dt	Grade Dt
<input type="checkbox"/>					Graded	3.00	UGD - Undergraduate Degree - Business Admin/Mgmt Info Sys	Freshman	07/27/2022	02/01/2023
<input type="checkbox"/>					Graded	3.00	UGD - Undergraduate Degree - Sociology/Social Interaction	Freshman	07/27/2022	02/01/2023

- Click the **Download** icon if you wish to download your class roster.

*Enrollment Status **Enrolled**

Enrollment Capacity 35 Enrolled 35

Select display option Link to Photos Include photos in list Class Permissions

Enrolled Students Find | View All |

Notify	Photo	ID	Name	Pronouns	Grade Basis	Units	Program and Plan	Academic Level	Add Dt	Grade Dt
<input type="checkbox"/>					Graded	3.00	UGD - Undergraduate Degree - Business Admin/Mgmt Info Sys	Freshman	07/27/2022	02/01/2023
<input type="checkbox"/>					Graded	3.00	UGD - Undergraduate Degree - Sociology/Social Interaction	Freshman	07/27/2022	02/01/2023

Permission Numbers

11. To view permission numbers for the current class, click the [Class Permissions](#) link..

12. To view permission numbers for a different class, click the **Change Class** button.

Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

Class Roster

Spring 2023 | Regular Academic Session | San Jose State University | Undergraduate

Change Class

COMM 80 - 80 (29228)
Communication Workshop (Activity)

Days and Times	Room	Instructor	Dates
TBA	On Line		01/25/2023 - 05/15/2023


*Enrollment Status:

Enrollment Capacity 25 Enrolled 25

Select display option

Link to Photos Include photos in list

Class Permissions

a. Click the **Class Permissions** icon  next to the desired class.

Spring 2023 | San Jose State University

Change Term

My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

View Textbooks

Icon Legend Class Roster Grade Roster Learning Management Class Permissions

My Teaching Schedule > Spring 2023 > San Jose State University

Personalize | View All | First | 1-6 of 6 | Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	COMM 20-15 (29179)	Public Speaking (Lecture)	24	Tu 9:00AM - 10:15AM	Hugh Gillis Hall 229	Jan 25, 2023 - May 15, 2023
	COMM 80-80 (29228)	Communication Wrkshp (Activity)	25	TBA	On Line	Jan 25, 2023 - May 15, 2023

13. You will see a list of permission numbers along with which ones have been used and the student that used it.

Class Permission Numbers

COMM 80-80 (29228) Communication Wrkshp (Activity)
Regular Academic Session | San Jose State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	On Line	Roxanne Crudde	01/25/2023 - 05/15/2023

The campus should place information in this message that is relevant to helping users understand the data that is shown in the Class Permissions Grid. (30500,3)

Class Permission Numbers Personalize | Find | First | 1-40 of 40 | Last

General Info

Seq #	Number	ID	Name	Permission Type	Issued	Issued By	Issued Date	Status	Use Date	Expire Date
1	92			Add	<input type="checkbox"/>			Used	02/10/2023	02/20/2023
2	84			Add	<input type="checkbox"/>			Not Used		02/20/2023
3	10			Add	<input type="checkbox"/>			Not Used		02/20/2023