

TO SEE YOUR CLASS ROSTER

1. Log into OnePort by clicking on the logo on the UNCA homepage or going to <http://oneport.unca.edu>
2. Click on the **Faculty Services** tab
3. Choose "Click Here to" under **Academic Services**
4. Click on "**Click here to continue...**"
5. Select the **Faculty** menu
6. Under **Term Selection**, choose the current term, then "submit". This will take you back to the main Faculty menu.
7. Click on **Summary Class List** and you'll be prompted to select which class roster to see. Choose a class.
8. You'll now be taken to a list of all students enrolled in your class. You'll see their UNCA ID number, picture, and other information.
9. To view the class roster for another class, simply repeat steps 6-8.

TO EMAIL YOUR STUDENTS

From the **Summary Class List**, you can email individual students by selecting the email icon after the student's record. You can email your whole class by scrolling to the bottom of your roster and selecting "**Email Class**"