

Faculty Service Centre (FSC) Access and Class Lists

Use your Campus Wide Login (CWL) to gain access to the Faculty Service Centre (FSC) website to view your class list and to send emails to your class. To sign on to the FSC, please visit <https://ssc.adm.ubc.ca/fsc/home> (note: FSC does not work well with Internet Explorer):

VIEWING CLASS LISTS

Step 1:	Your class list is available online at the Faculty Service Centre. LOG IN USING YOUR CWL ACCOUNT.
Step 2:	Under “Managed Sections” on the FSC home page, “Display for Session” should be e.g. 2019W.
Step 3:	Click on “Search for Sections to Manage”. In the new window, enter the following information: Campus Code: UBCV (<i>default</i>) Subject: Law Course: 435D (<i>example</i>) Section: 001 (<i>example</i>) Click “OK”
Step 4:	Select your course and click on the Enter key or the “View Class list(s)” key. You can now view your class list.

CLICK ON “FSC HOME” ON THE UPPER LEFT HAND CORNER TO EXIT THE SCREEN OR TO VIEW YOUR OTHER CLASS LISTS (IF ANY).

PRINTING CLASS LISTS

Follow steps 1 to 3 in “Viewing Class Lists”

Step 1:	Select your course and click on the “Download/Print Class list(s)” key.
Step 2:	Select “Table” or “Grid” format. Select the columns you would like to print. Note that by selecting “image” you can have a photo of each student, which makes learning names easier.
Step 3:	Click “Print” to print from your web browser.

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SENDING AN E-MAIL TO YOUR CLASS

Follow steps 1 to 4 in “Viewing Class Lists”:

Step 1:	Select individual students or click “Select All”.
Step 2:	Click on “Send E-mail”.
Step 3:	Enter your subject and message. You can also send attachments by clicking on “Add” and selecting the document(s) that you would like to attach.
Step 4:	Click “Send Email”.

DOWNLOADING CLASS LISTS IN EXCEL

Follow steps 1 to 3 in “Viewing Class Lists”.

Step 1:	Select your course and click on the “Download/Print Class list(s)” key.
Step 2:	Click “Download” to open and view your class list in Excel. You can format the class list to suit your needs and then save or print.

TO EXIT THE FACULTY SERVICE CENTRE COMPLETELY, CLICK ON “LOGOUT” ON THE UPPER RIGHT HAND CORNER OF THE FSC HOME PAGE.

GRADUATE STUDENTS IN YOUR CLASSES

Students in 500-level courses will appear on your FSC in a separate list from the JD students. Please be sure to check the FSC for updated class lists after the course drop deadline each term, as there is often movement between courses during the first two weeks of classes.

SENDING AN E-MAIL TO YOUR CLASS

E-mail, through the Faculty Service Centre, is the best way to send out class announcements and messages to your students.

If you have to cancel a class:

- send an e-mail message to your students via the FSC to inform them of the class cancellation
- send an e-mail to the Receptionist (reception@allard.ubc.ca) and ask that a class cancellation notice be posted on your classroom door