

Roster (Roll Sheet) Information & Instructions

Faculty may view and print their roll sheets on MyChaffeyVIEW, or they may email it to themselves by checking the “Email a copy of this roster to me” box and then pressing the Submit button.

NOTE: To use the roster email functionality, you must have a valid Chaffey College issued email address in Colleague (e.g. john.smith@chaffey.edu). To check whether you do, click on the “Address Change” link located under the Faculty menu on My ChaffeyVIEW. If you have a valid Chaffey email account but it is not listed on the Address Change form, you may add it via the “Address Change” link. If you do not have a valid Chaffey Email account, you may request one by completing and submitting the “Employee Network/Email Account Form and Accountability Statement” located at the following link: http://www.chaffey.edu/email_network_form.pdf.

If who wish to use a printed roster to maintain attendance information, etc., an Excel spreadsheet that looks virtually identical to the hard-copy roster is also available that you can import your My ChaffeyVIEW class roster into. To accomplish this, click on the “Grade & Attendance Roster Forms” link under the Faculty menu on My ChaffeyVIEW to download the instructions and roster template(s).

For technical support, contact the Information Technology Services Help Desk during business hours at (909) 652-6789, Option 2.