

FACULTY SELF-SERVICE: CLASS LIST TIPS & TRICKS

Course List

Columns may be **sorted** by clicking on the arrows located to the right of each column title.

A **search** box is available to locate your courses by typing in various search terms. Delete your search to exit the search function.

All Terms							
Select Course							Search (Alt+Y)
Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term	
EPSY 6320, 01V	Consult/Collab Inclu Setting	27032	96	Active	03/10/2021 - 04/28/2021	Spring 2021 Module 2 (202127)	
EDUL 6305, 01V	Socio-Cultural Contexts of Edu	27079	15	Active	03/10/2021 - 04/28/2021	Spring 2021 Module 2 (202127)	

Clicking directly on the course title will display a pop-up window with additional course catalog information.

Term: 202127	
Catalog	Title: Socio-Cultural Contexts of Edu
Course Description	College: Education and P-16 Integration EP
Faculty Profile/Syllabus	Division:
Attributes	Department: Org & Schl Leadership ORSL
Restrictions	Hours:
Corequisites	Credit Hours: 3
Prerequisites	Lecture: 3
	Lab:
	Other:
	Levels:
	Masters MA
	Grading Modes:
	No Credit Only N
	Standard Letter S
	Schedule Types:

Class List

Once you have clicked on a course and accessed your class list, there are several available features to use.

Use the **course drop down** menu to access the class list for any of your other assigned courses in the same term.

You can **export** the class list in excel format or **print** it by using the export and print options.

The screenshot shows a 'Class List' interface. At the top, there is a header 'Class List' and a navigation bar with 'Export' and 'Print' icons. Below the header, a dropdown menu shows 'Spring 2021 - 202120' and 'ACCT 2301 | 62303'. The main content area is divided into two sections: 'Course Information' and 'Enrollment Counts'. The 'Course Information' section includes details like 'Intro to Financial Acc - ACCT 2301 90L', 'CRN: 62303', 'Duration: 01/11/2021 - 05/06/2021', and 'Status: Active'. The 'Enrollment Counts' section is a table with columns for 'Enrollment', 'Maximum', 'Actual', and 'Remaining'. Below this, there are two tabs: 'Class List' and 'Wait List'. A 'Summary View' dropdown menu is also present. At the bottom, there is a 'Summary Class List' table with columns for 'Student Name', 'ID', 'Registration Status', 'Level', 'Credit Hours', 'Midterm', 'Final', and 'Class'. A search box labeled 'Search (Alt+Y)' is located above the table. Red callout boxes point to the course dropdown, the 'Export' and 'Print' icons, the 'Wait List' tab, the 'Summary View' dropdown, and the search box.

Enrollment	Maximum	Actual	Remaining
Enrollment	580	365	215
Wait List	999	0	999
Cross List	0	0	0

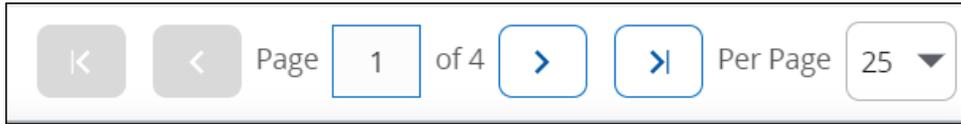
Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
Student 1	00000001	Web Registered	Undergraduate	3	No Access	No Access	Freshman
Student 2	00000002	Web Registered	Undergraduate	3	No Access	No Access	Sophomore

Click on the **Wait List** tab to view a list of any students on the wait list for your course.

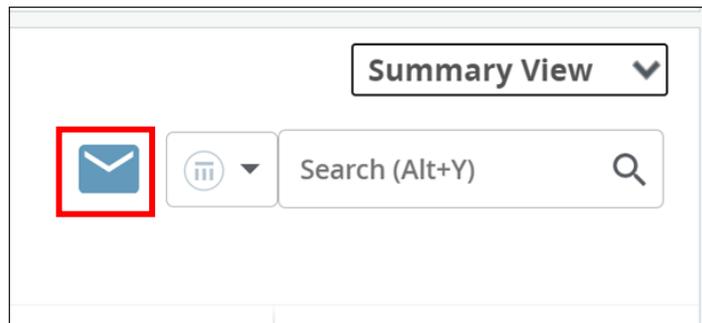
Switch between the **Summary** and **Detail Views** of the class list. Detail View will display additional student program and major information.

A **search** box is also available to search for students in your class list. Delete your search to exit the search function.

Use the navigation tools at the bottom of the list to view the additional pages of your roster or use the **Per Page** drop down to increase the number of records displayed on one page.



You may **email** the entire class or individual students. Click on the **email** icon located to the left of the search box after you have selected your students to email. *Note: Large rosters of more than 73 students will need to be emailed in groups of 73 or less.*



Check off the box at the top to select all students.

Class List		Wait List	
Summary Class List			
<input type="checkbox"/>	Student Name	▼	ID
<input type="checkbox"/>	Student 1		00000001
<input type="checkbox"/>	Student 2		00000002

Check off the box by each student's name to select individually.

Hover over a student's name in the class list to view their picture, major information, and email address.

Test System, User M. X00000001 Registered

Tijerina, Tijerina, Torres, C Torres, J

User M. Test System
 BBA in Accountancy Program
 Accountancy Major
 @utrgv.edu

View Profile

Click on a student's name within the class list or on the **View Profile** button which will take you to their **student profile page** which provides more details such as curriculum, hours, GPA, and current class schedule.

Student Profile - User Middle Name Test System (X00000001)

Term: Spring 2021 Standing: —, as of Fall 2019 Overall Hours: 42 Overall GPA: 3.21 Registration Notices: 4 Holds: 1



User Middle Name Test System

- Curriculum and Courses
- Prior Education and Testing
- Additional Links Below
- Registration and Planning
- View Application to Graduate
- Final Grades
- Academic Record

Bio Information

Email: @utrgv.edu
 Phone: Not Provided
 Gender: Female
 Date of Birth: 10/19
 Ethnicity: Hispanic or Latino
 Race: Not Provided
 Citizen: No
 Citizenship: Not a U.S. Citizen
 Emergency Contact: Not Provided
 Emergency Phone: Not Provided

General Information

Level: Undergraduate
 Class: Sophomore
 Status: Active
 Student Type: New First Time (Undergraduate)
 Residency: Resident
 Campus: Not Provided
 First Term Attended: Fall 2013
 Matriculated Term: Not Provided
 Last Term Attended: Fall 2019
 Leave of Absence: Not Provided

Graduation Information

Graduation Applications: None

Advisors

Primary / Staff

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Business Admin	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	BBA in Accountancy	
College:	Business and Entrepreneurship	
Major:	Accountancy	
Department:	School of Accountancy	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Coordinated Admissions Program	
Admit Term:	Spring 2021	
Catalog Term:	Spring 2021	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Ins
Intro to Financial Acc	ACCT 2301 ...	62303	3	Registered	Jur
Mex Am History II	MASC 2328...	63925	3	Registered	Jur

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18