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.

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

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.

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.

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.