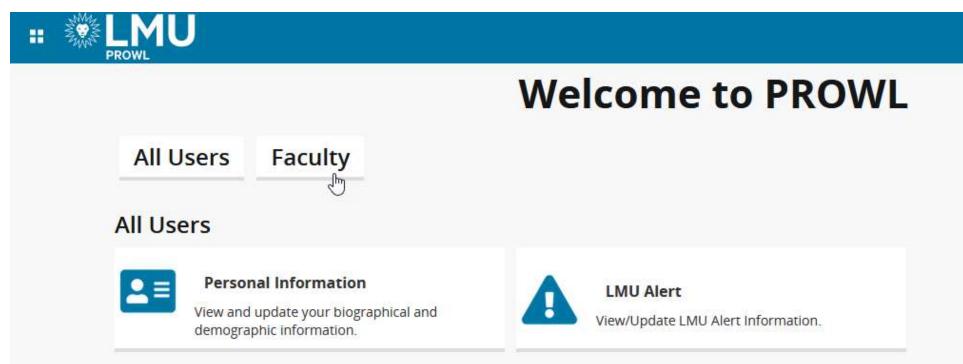
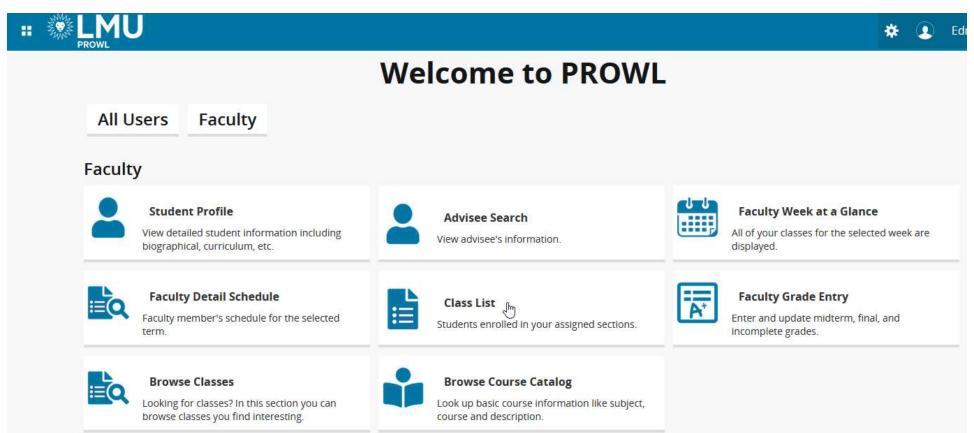
**Class Roster** 

Click on the Faculty tab:



Click on the Class List item on the Faculty page:



## When you access the page for the first time, all or your courses for all terms will be displayed:

culty & Advisors 🔹 🤇	CRN Listing						
N Listing							
All Terms	~						
elect Course						(iii) 👻 Search (Alt+Y)	Q
ubject $\Diamond$	Course Title \$	CRN	Enrollment Count \$\circle\$	Status 🗘	Duration	Term	٥
FYS 1000, 99	First Year Seminar	46931	2	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
YS 1000, 88	FYS: Jebediah Springfield	46932	10	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
HET 1000, 88	Rhetorical Arts	46933	10	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
IST 1998, 88	ST: History of Springfield	46934	3	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
HET 1000, 88	Rhetorical Arts	76111	2	Active	01/11/2021 - 05/07/2021	Spring 2021 (202110)	
IST 2998, 88	ST: Springfield Lemon Tree	76112	2	Active	01/11/2021 - 05/07/2021	Spring 2021 (202110)	
IST 1998, 88	SS: Hist of Springfield	46352	3	Active	08/31/2020 - 12/18/2020	Fall 2020 (202030)	
-YS 1000, 88	FYS: Jebediah Springfield	46353	3	Active	08/31/2020 - 12/18/2020	Fall 2020 (202030)	
IST 2998, 88	ST: Springfield Lemon Tree	75361	2	Active	01/13/2020 - 05/08/2020	Spring 2020 (202010)	

## You can restrict the courses to a particular term by searching or selecting a term from the drop-down list:

N Listing							
All Terms	~						
Fall	٩						
-all 2021 - 202130	Dec					□ Search (Alt+Y)	۹
Fall 2020 - 202030							
all 2019 - 201930	itle 🌣	CRN 0	Enrollment Count 🗘	Status 🗘	Duration	Term	¢
	eminar	46931	2	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
YS 1000, 88	FYS: Jebediah Springfield	46932	10	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
HET 1000, 88	Rhetorical Arts	46933	10	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
IST 1998, 88	ST: History of Springfield	46934	3	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
HET 1000, 88	Rhetorical Arts	76111	2	Active	01/11/2021 - 05/07/2021	Spring 2021 (202110)	
ST 2998, 88	ST: Springfield Lemon Tree	76112	2	Active	01/11/2021 - 05/07/2021	Spring 2021 (202110)	
ST 1998, 88	SS: Hist of Springfield	46352	3	Active	08/31/2020 - 12/18/2020	Fall 2020 (202030)	
YS 1000, 88	FYS: Jebediah Springfield	46353	3	Active	08/31/2020 - 12/18/2020	Fall 2020 (202030)	
IST 2998, 88	ST: Springfield Lemon Tree	75361	2	Active	01/13/2020 - 05/08/2020	Spring 2020 (202010)	

## You can also search for a specific course by using the Search field:

						🗱 🧕 Edna Krabapple
Faculty & Advisors • CF	RN Listing					
CRN Listing						
All Terms	~					
Select Course						(Ⅲ ▼ HIST  Q
Subject $\Diamond$	Course Title 🗘	CRN 0	Enrollment Count 🗘	Status 🗘	Duration	Term \$
HIST 1998, 88	ST: History of Springfield	46934	3	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)
HIST 2998, 88	ST: Springfield Lemon Tree	76112	2	Active	01/11/2021 - 05/07/2021	Spring 2021 (202110)
HIST 1998, 88	SS: Hist of Springfield	46352	3	Active	08/31/2020 - 12/18/2020	Fall 2020 (202030)
HIST 2998, 88	ST: Springfield Lemon Tree	75361	2	Active	01/13/2020 - 05/08/2020	Spring 2020 (202010)
HIST 1998, 88	ST: History of Springfield	45276	2	Active	08/26/2019 - 12/13/2019	Fall 2019 (201930)
Results found: 5					K K Page 1	of 1 > Per Page 25 V

You can also sort on any column on the page by clicking the header. In this example, we are sorting by term:

# EMU						* 2	Edna Krabapple
Faculty & Advisors • (	CRN Listing						
CRN Listing							^
All Terms	~						
Select Course						(iii) 💌 Search (Alt+Y)	٩
Subject 0	Course Title 🗘	CRN ¢	Enrollment Count 🗘	Status 0	Duration	Term	^
FFYS 1000, 88	FYS: Jebediah Springfield	46932	10	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
FFYS 1000, 99	First Year Seminar	46931	2	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
HIST 1998, 88	ST: History of Springfield	46934	3	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
RHET 1000, 88	Rhetorical Arts	46933	10	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)	
HIST 2998, 88	ST: Springfield Lemon Tree	76112	2	Active	01/11/2021 - 05/07/2021	Spring 2021 (202110)	
RHET 1000, 88	Rhetorical Arts	76111	2	Active	01/11/2021 - 05/07/2021	Spring 2021 (202110)	
FFYS 1000, 88	FYS: Jebediah Springfield	46353	3	Active	08/31/2020 - 12/18/2020	Fall 2020 (202030)	
HIST 1998, 88	SS: Hist of Springfield	46352	3	Active	08/31/2020 - 12/18/2020	Fall 2020 (202030)	
HIST 2998, 88	ST: Springfield Lemon Tree	75361	2	Active	01/13/2020 - 05/08/2020	Spring 2020 (202010)	
PHET 1000 88	Destorical Arts	75362	2	Active	01/13/2020 05/08/2020	Spring 2020 (202010)	~ .

## To view a class roster, highlight the course and click on the line:

: 🗱 LM	U							🗱 🚺 Edna Krabapı
aculty & Adviso	rs 🛛 CR	N Listing						
ass List								
Fall 2021 - 20213	0	~						
Select Course								(īī) ▼ Search (Alt+Y) Q
Subject	\$	Course Title	\$ CRN	٥	Enrollment Count 🗘	Status 🗘	Duration	Term \$
FFYS 1000, 99		First Year Seminar	46931		2	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)
FYS 1000, 88		FYS: Jebediah Springfield	46932	\$	10	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)
RHET 1000, 88		Rhetorical Arts	46933		10	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)
HIST 1998, 88		ST: History of Springfield	46934		3	Active	08/30/2021 - 12/17/2021	Fall 2021 (202130)
Results found: 4							K K Page 1	of 1 >>> Per Page 25 🔻

The Class List page will show basic course and enrollment information, as well as a list of the students registered. You can also view a list of students who are waitlisted for the course.

PROV	MU									* 4	E E	dna Krabapp
aculty & Adv	visors • <u>CRN Listing</u> • 0	Class List										
lass List										⊡ Ex	port	🖨 Print
Fall 2021 - 20	2130 FFYS 1000   46932	. 💉										
← Course In	nformation					Enrollment (	Counts					
CRN: 469		0 88				Enrollment	Maximum 10	10	Remaining 0	g		
Duration Status: A	i: 08/30/2021 - 12/17/2021 ctive					Wait List Cross List	5 0	0 0	5 0			
Class List Summary Cla	Wait List – ss List							$\geq$	(iii) \star Se	Sumr earch (Alt+	15	iew ∨ Q
Summary Cla	-	ID	Registration	0	Level	Credit	0 Midte	m ¢		earch (Alt+)	Y)	٩
	ss List Student Name ~	kan.	* Status	~	Level	Hours	Senter Gr		Final	Cla	Y) 155	
Summary Cla	<b>–</b> ss List	ID 980386836 980386838	2999 - TEN	~	Level Cundergraduate		S Midter Enter Gr Enter Gr	ade		Cla	Y)	٩
Summary Cla	ss List Student Name ~ Borton, Wendell	980386836	Status **Registered**	~	Undergraduate	Hours 4	Enter Gr	ade ade	Final Enter Grade	Cla	Y) <b>ass</b>	٩
Summary Cla	ss List Student Name ~ Borton, Wendell Clark, Lewis	980386836 980386838	Status **Registered** **Registered**	~	Undergraduate Undergraduate	<b>Hours</b> 4 4	Enter Gr Enter Gr	ade ade ade	<b>Final</b> Enter Grade Enter Grade	earch (Alt+) Cla Free Free Free	Y) <b>ass</b> shman	٩
Summary Cla	ss List Student Name ~ Borton, Wendell Clark, Lewis Flanders, Rod	980386836 980386838 980386831	Status **Registered** **Registered** **Registered**	~	Undergraduate Undergraduate Undergraduate	Hours           4           4           4           4           4	Enter Gr Enter Gr Enter Gr	ade ade ade ade	<b>Final</b> Enter Grade Enter Grade Enter Grade	earch (Alt+) Cla Free Free Free Free Free	Y) ASS shman shman shman	٩
Summary Cla	ss List Student Name	980386836 980386838 980386831 980386839	<ul> <li>Status</li> <li>**Registered**</li> <li>**Registered**</li> <li>**Registered**</li> <li>**Registered**</li> </ul>	~	Undergraduate Undergraduate Undergraduate Undergraduate	Hours           4           4           4           4           4           4	Enter Gr Enter Gr Enter Gr Enter Gr	ade ade ade ade ade	Final Enter Grade Enter Grade Enter Grade Enter Grade	earch (Alt+)	Y) ass shman shman shman	٩

Hovering over a student's name will show their contact card, which will include information such as the students Major and address (if any exist).



You can also search for a specific student in the list by using the Search field:

c	Change Line											0
Summary (										Simpso	<u> </u>	Q
						20 ani					Search (Alt	+Y)
	Student Name	~ ID	¢	Registration Status	\$ Level	\$ Credit Hours	¢	Midterm	\$ Final	\$	Class	\$
				**Registered**	Undergraduate			Enter Grade	Enter Grade			

You can switch between the Summary View and Detail view by using the drop-down box in the upper, right-hand side of the Class List section. The Detail View will show additional information about each students.

II PROW	MU							*	ŧ 🗵 Ed	lna Krabapple
Faculty & Adv	isors • <u>CRN Listing</u> • C	lass List								
Class List Detail Class Li	Wait List = ist						$\geq$	Searc	Detail View Summary Vie Detail View	ew The second se
	Student Name v	ID \$	Registration Status	Level	Credit Hours	0 Midter	n ¢	Final 🗘	Class	\$
	Borton, Wendell	980386836	**Registered**	Undergraduate	4	Enter Gra	de	Enter Grade	Freshman	
De	gree: Bachelor of Arts									
Study Path Level Program Catalog Term Admit Term College Campus Major Department	Undergraduate BA - School of Film/TV Fall 2021 Fall 2021 School of Film & Television Westchester <b>Film and Television Produc</b> School of Film & Television	ction								
	Clark, Lewis	980386838	**Registered**	Undergraduate	4	Enter Gra	de	Enter Grade	Freshman	
Degree: B	achelor of Business Admin.									
Study Path Level Program Catalog Term Admit Term College	Undergraduate BBA - Coll of Business Adm Fall 2021 Fall 2021 Business Administration	in								

To email one or more students, check the box for each student that you want to email (or click the box in the header to check/uncheck all students), then click on the Email icon. This will open your computer's default email program (e.g. Outlook) and add the email addresses to the BCC field.

um	mary Cla	iss List					l l	Email (Ctrl+Alt+U)	h (Alt+Y) Q
2		Student Name v	ID		\$ Level 🗘	Credit Hours	\$ Midterm	Final \$	Class
2	0	Borton, Wendell	980386836	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman
		Clark, Lewis	980386838	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman
2		Flanders, Rod	980386831	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman
2		Jensen, Sophie	980386839	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman
1	0	Mackleberry, Sherri	980386834	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman
	0	Mackleberry, Terri	980386835	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman
	0	Munce, Nelson	980727593	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman
		Prince, Martin	980386833	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman
1	0	Simpson, Bart J.	980386832	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman
		Van Houten, Milhouse M.	980386837	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	Freshman

You can export a class list by clicking the Export icon at the top, right-hand side of the page.

*	٩	Edna Krabapp	ole
	Expor	t 🖨 Print	^
E	xport (Alt	+J)	

Choose which format to export and click the Export link:



You will be asked to either save or open the exported file.

To view a different class in the same term, select it from the drop-down list in the top, left-hand side of the page:

aculty & Advisors	CRN Listing • Class List
lass List	
Fall 2021 - 202130	FFYS 1000   46932
	٩
Course Informat	FFYS 1000   46931
FYS: Jebediah Sp CRN: 46932	FFYS 1000   46932
Duration: 08/30/	
Status: Active	RHET 1000   46933
Class List W	HIST 1998   46934

Summary Class List

To go back to the list of CRNs, click on the CRN Listing breadcrumb at the top of the page:

acu	lty & Advisors	<ul> <li><u>CRN Listing</u></li> <li>Class List</li> </ul>
Class	List	CRN Listing (Shift+P)
Fal	I 2021 - 202130	FFYS 1000   46932 🗸
~	Course Informa	ation
	FYS: Jebediah S	pringfield - FFYS 1000 88
	CRN: 46932	
	Duration: 08/30	)/2021 - 12/17/2021
	Status: Active	