How can I see my class Roster?

1. Click on **Faculty Services**

2. Click on one of these links:

   Detail Class List
   Summary Class List
   View and Download Class Rosters

*Detail Class List: Not Print Friendly
(Shows student name, ID, major, classification, etc…)

1. **Select a Term** from the pull down menu and click **Submit.**

2. **Choose a course** to view from the pull down menu based upon the CRN (Course Registration Number). Click **Submit**.

3. Now you will view a DETAILED list of the students in your course. You will see their major, class, T#, as well as other information. This also shows enrollment counts (how many seats are still available, etc).

To view another class roster, you must go back to the **Faculty Menu** and click **CRN Selection**. Choose another course from the pull down menu. Then click on **Detail Class List** to see the detailed class list for this class.

*Summary Class List: More Print Friendly
(Shows student name, ID)

1. **Select a Term** from the pull down menu and click **Submit.**

2. **Choose a course** to view from the pull down menu based upon the CRN (Course Registration Number). Click **Submit**.

3. Now you will view a SUMMARY list of the students in your course. You will see their name, T#, and have a link to email that student. This also shows enrollment counts (how many seats are still available, etc).

To view another class roster, you must go back to the **Faculty Menu** and click **CRN Selection**. Choose another course from the pull down menu. Then click on **Summary Class List** to see the summary class list for this class.

*View and Download Class Rosters: You can download to Excel from here
(Shows student name, ID, major,classification)

1. **Select a Term** from the pull down menu and click **Submit.**

2. **Choose a course** to view from the pull down menu based upon the CRN (Course Registration Number). Click **Submit**.

3. You will see a list similar in its simplicity to the summary class list, however, there is a **Download Data button**. This will allow you to download the date to Excel.
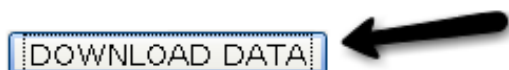
To Download Data:

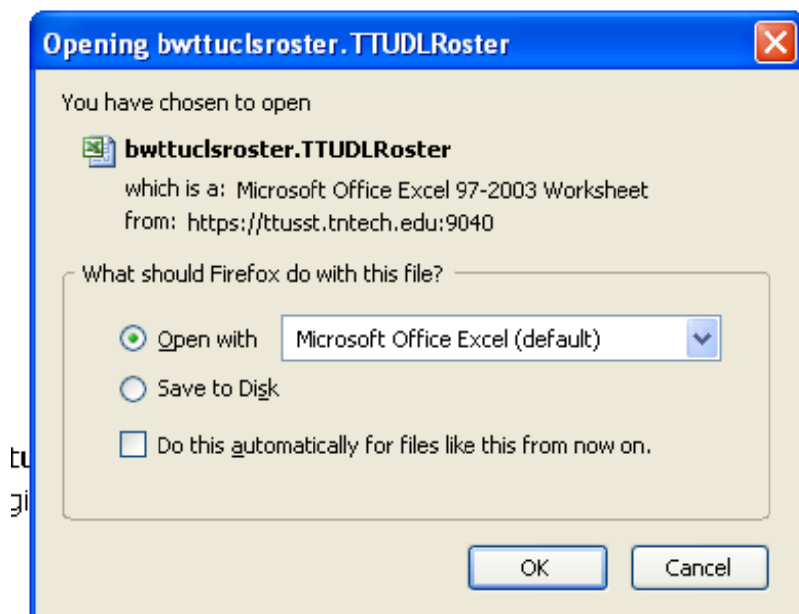1. Click on the Download Data Button. (It may take a few minutes to react)

NOTE: If you use Internet Explorer, you may get the yellow security bar at the top of your screen. Right click on it to allow the file. Then click Download Data again.

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	22	1	21
Cross List:	0	0	0

DOWNLOAD DATA

2. Click on **Open or Save to Disk** (depending upon whether you want to Open it immediately or Save it to your desktop).

Opening bwttuclsroster.TTUDLRoster

You have chosen to open

bwttuclsroster.TTUDLRoster

which is a: Microsoft Office Excel 97-2003 Worksheet
from: https://ttusst.tntech.edu:9040

What should Firefox do with this file?

◉ Open with   Microsoft Office Excel (default)
○ Save to Disk

☐ Do this automatically for files like this from now on.

OK   Cancel

3. Excel will open on your computer. If you do not have Excel, you may **Save** the file and open it with another application that will open Excel documents, such as Google Docs or Open Office.

4. The information on this Spreadsheet contains:
    T #
    Name
    Level/Class
    Major
    Credits/Grade Mode
    Registration Status/Registration Date/Registration Sequence
    Phone/Email

Just delete any info from the spreadsheet that you do not want to customize the information.

To view another class roster, you must go back to the **Faculty Menu** and click **CRN Selection**. Choose another course from the pull down menu. Then click on **View and Download Class Rosters** to download data for this class.