

Class Lists

- ❖ Click **My Courses** in the **Faculty Tools** category under **My Tools** (see illustration below).



- ❖ The **Faculty Schedule** window will display (see illustration below). This window lists all the courses you are teaching for the semester.

Term: Program:

[View My Faculty Schedule](#)

WI 2010				
Course	Title	Catalog	Program	Go Directly To
CIS150-AA	Microcomputer App:Software Pres.	UG09	Undergraduate	<input type="text" value="Select Area ..."/>
EDU485C-AA	Special Topics	UG09	Undergraduate	<input type="text" value="Select Area ..."/>
EDU485C-AB	Special Topics	UG09	Undergraduate	<input type="text" value="Select Area ..."/>
EDU485C-AC	Special Topics	UG09	Undergraduate	<input type="text" value="Select Area ..."/>
SED421-AA	Edu Technology & Assistive	UG09	Undergraduate	<input type="text" value="Select Area ..."/>
SED521-AA	Edu Technology & Assistive	GR09	Graduate	<input type="text" value="Select Area ..."/>

- ❖ To change the semester for which the courses are listed, click the **Term** list arrow.
- ❖ Select the program from the **Program** list.
- ❖ Click the **Search** button
- ❖ The courses for the specified semester will display.

Class Lists

This option will display a list of the students in the course.

- ❖ Click the list arrow under **Go Directly To** for the course for which the information is to be displayed.
- ❖ Select **Class Lists** from the list.
- ❖ The **Class Lists** window will display (see illustration below).

Faculty Course Control - Class List

Set Options

Faculty Course Control > Class List

Course: no photos

Course Details Winter - 2010 | Undergraduate | CIS150-AA | Microcomputer App:Software Pres.

Catalog	Faculty	Meets	Dates	Room
UG09	House, Wanda Ilene	MW 01:00-01:50PM (01/11/2010 - 03/10/2010)	01/11/2010 -03/10/2010	AD/

[Export to Excel](#)

[Email Selected Students](#)

Class List Winter - 2010 | Undergraduate | CIS150-AA | Microcomputer App:Software Pres. (4 students)

FERPA Restrict	Student	Student ID	Status	<input type="checkbox"/> Email	Advisors	Cross-listed Course	Credits	Major	Class	Program

- ❖ To send a list of the students to Microsoft Excel, click the **Export to Excel** button.
- ❖ To email students in the course:

- Click the check box under **Email** for the student(s) to whom the message is to be sent.
- Click the **Email Selected Students** link.
- The **Email** window will display. For an explanation of this window, see the section on **Emailing Selected Students** earlier in this document.
- ❖ Click the **Faculty Course Control** link (see illustration below). **DO NOT** use the **Back** button on the **Browser** toolbar.

[Faculty Course Control](#) > Course Details

Set Options for Class Lists

- ❖ Click the **Set Options** button in the upper left corner of the window.
- ❖ The **Set Options** window will display (see illustration below).

Faculty Course Control - Class List Options

[Faculty Course Control](#) > [Class List](#) > Class List Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Search Options	Display Options
<input checked="" type="checkbox"/> Include Registered	<input type="checkbox"/> Show If Graduating
<input type="checkbox"/> Include Withdrawn	<input type="checkbox"/> Show Grading Type
<input type="checkbox"/> Include Waitlisted	<input type="checkbox"/> Show Grade (If Permission)
	<input checked="" type="checkbox"/> Show Credit Hours
	<input type="checkbox"/> Show Only Graduating Students
	<input type="checkbox"/> Show Photos

- ❖ Click the check boxes for any of the desired options.
- ❖ Click the **Save** button.

NOTE: Setting these options will affect the Class Lists portlet on all pages of the portal.