

- a. Select a different class.
- b. View course information. Click the links to access course and/or class details.
- c. Switch between the Class Roster view and the Wait List view.
- d. Email selected students.
- e. Switch between Summary View or Detailed View. Detailed View displays additional student information.
- f. Search for a student by name or by KSU ID.
- g. Export the Class Roster to Excel or print your Class Roster.

How to Export the Class Roster

How to Find a Class if you are Admin and Faculty

1. On the Faculty Services Dashboard, click Faculty Detail Schedule.

Faculty Detail Schedule button

2. Select a Term and CRN from the dropdown menus.

3. The Course information will load. Click the Classlist link found in the Roster section.

Faculty Detail Schedule

Term: Summer Semester 2023 | CRN: 51123

Course: POLS 1101 W20 American Government

Department: School of Government & Intl Studies | Credits: 3

Instructional Method: Online - 100% Online

Roster: **Classlist**

College: Radwala College of Arts & Sciences

Campus: KSU Online

Course Level: Undergraduate

Semester: Summer

Classlist link