

- 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: CRN:

Use this page to view your detailed schedule.

Department: School of Government & Public Administration Course: POLS 1101 W20 American Government

CRN: 54435

Registration: Summer Semester 2023

03/07/2023 - 05/07/2023

Department	Rank of Term	Credits	College
School of Government & Public Administration	8	3	Radiata College of Arts & Sciences

Override	Instructional Method	Roster
NO	Online - 100% Online	Classlist

Course Level: Undergraduate

Classlist link