

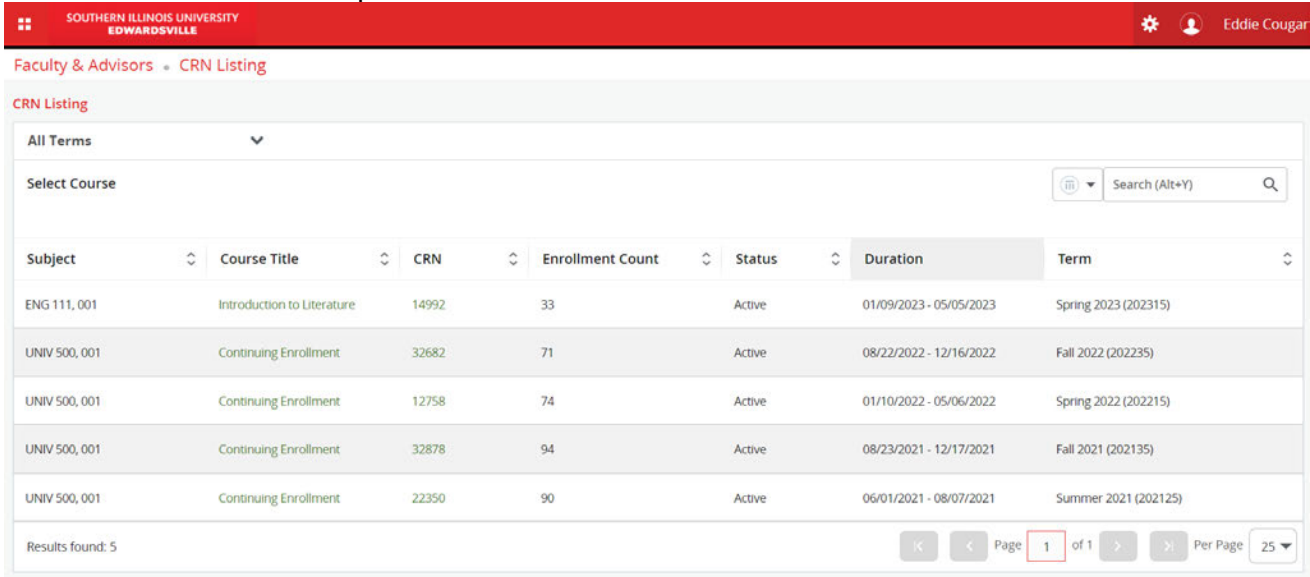
SSB9 – Class List

Registrar Operations – Office of Registrar

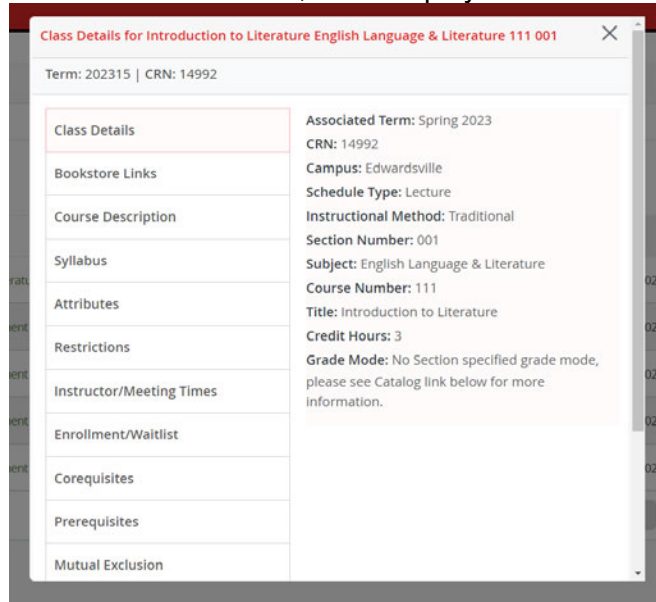
Class List – The following a faculty view. In CougarNet, you must be approved as a faculty role and assigned to at least one course to view the course’s class list.

After clicking on Class List:

- Default view is for All Terms. You may want to select a specific term from the All Terms dropdown to limit the courses to that specific term.



- If you click the hyperlink Course Title or CRN, it will display the class details for that specific course.



- Click the 'X' to close that popup display.
- To view the class list, click on the record or row other than the hyperlinks.

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Course Information

Introduction to Literature - ENG 111 001
CRN: 14992
Duration: 01/09/2023 - 05/05/2023
Status: Active

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	36	33	3
Wait List	5	0	5
Cross List	0	0	0

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
[Redacted]	[Redacted]	Registered via Web	Undergraduate	3	No Access	A	Freshman, 1st Semester
[Redacted]	[Redacted]	Registered via Web	Undergraduate	3	No Access	B	Freshman
[Redacted]	[Redacted]	Registered via Web	Undergraduate	3	No Access	Enter Grade	Sophomore
[Redacted]	[Redacted]	Registered via Web	Undergraduate	3	No Access	Enter Grade	Sophomore
[Redacted]	[Redacted]	Registered via Web	Undergraduate	3	No Access	Enter Grade	Sophomore

Features of the Class List –

Emailing Students

- To Email your students –
 - You can either select the Box left of Student Name to select the entire Class List or you can select the individual boxes next to the student picture to email specific students.
 - After selecting the student(s), click the email icon on the right-hand side below Summary View.

- At this time, your default PC email application will populate and the student(s) email address will be listed in the TO: line.

Exporting your Class List to Excel

- You may also export the Class List into Excel (.xls or .xlsx) file.
 - In the top, right-hand corner click Export.
 - Then select the Export file and click Export.
 - Note – This will not export student(s) emails. It will only export the data you see on the Class List.

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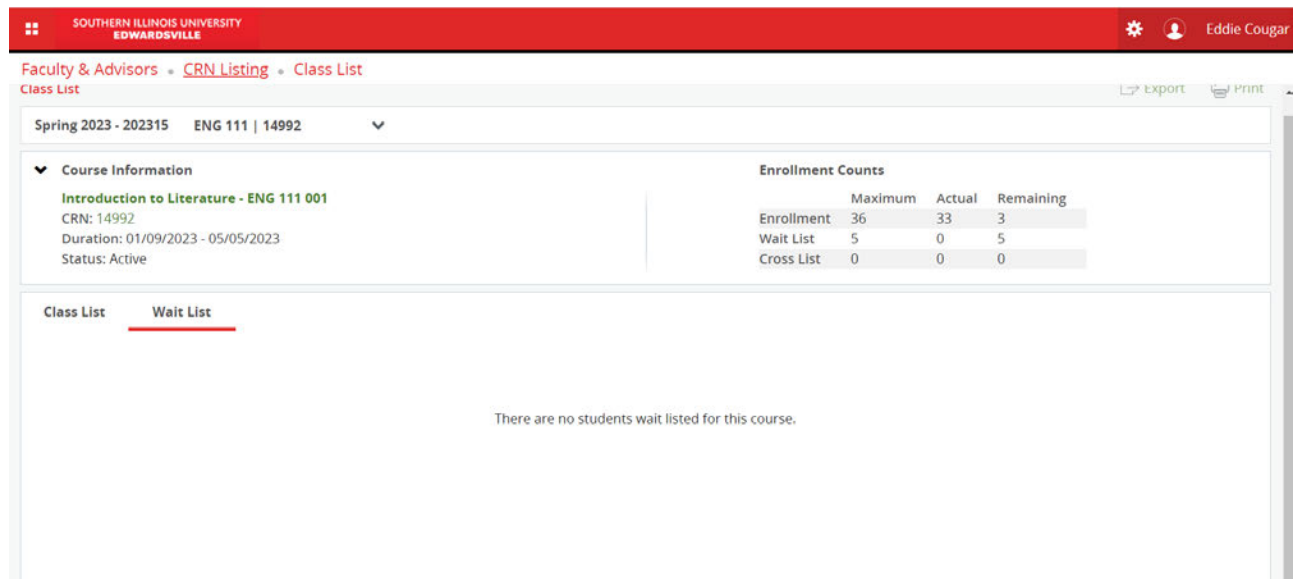
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Accessing Student's Profile

- If you click on a student name or hover over the name, you will be able to see very limited information on the student.
 - Clicking on the student's name, will take you to the student profile.

Viewing Wait List

- Clicking on the Wait List tab will display any students that are currently waitlisted for the course.



The screenshot displays the Southern Illinois University Class List interface. At the top, the university name and logo are visible. The user is logged in as Eddie Cougar. The breadcrumb trail shows: Faculty & Advisors > CRN Listing > Class List. The current view is for Spring 2023 - 202315, ENG 111 | 14992. The course information section shows: Introduction to Literature - ENG 111 001, CRN: 14992, Duration: 01/09/2023 - 05/05/2023, Status: Active. The enrollment counts table is as follows:

	Maximum	Actual	Remaining
Enrollment	36	33	3
Wait List	5	0	5
Cross List	0	0	0

Below the enrollment counts, there are two tabs: Class List and Wait List. The Wait List tab is selected, and the message "There are no students wait listed for this course." is displayed.