VIEW CLASS LIST / ROSTER

1. Login to Self Service via my.AState

2. Go to "**Class Lists / Rosters**" on the Self Service home page

3. A listing of classes where you're an instructor will be displayed

Faculty & Advisors • CRN Listing

CRN Listing

All Terms ⌄

Select Course   [▦ ⌄] [Search (Alt+Y) 🔍]

Subject ⌃	Course Title ⌃	CRN ⌃	Enrollment Count ⌃	Status ⌃	Duration	Term ⌃
ENG 1003, 003	COMPOSITION I	14687	20	Active	01/10/2023 - 05/03/2023	2023 Spring (202310)

     a. Select the arrow next to "All Terms" to filter by term and narrow down the classes listed
     b. Select a **course title** to display the course details pop-up (general course information)
     c. Select a **CRN** to display the class details pop-up (class section specific information)

4. Select anywhere on the white part of the course row to view the class list for that course

5. The class list "**Summary View**" will display

Faculty & Advisors • CRN Listing • Class List

Class List   ⤷ Export   🖶 Print

2023 Spring - 202310   ENG 1003 | 14687   ⌄

> **Course Information**

Class List   **Wait List**   Summary View ⌄

Summary Class List   [✉] [▦ ⌄] [Search (Alt+Y) 🔍]

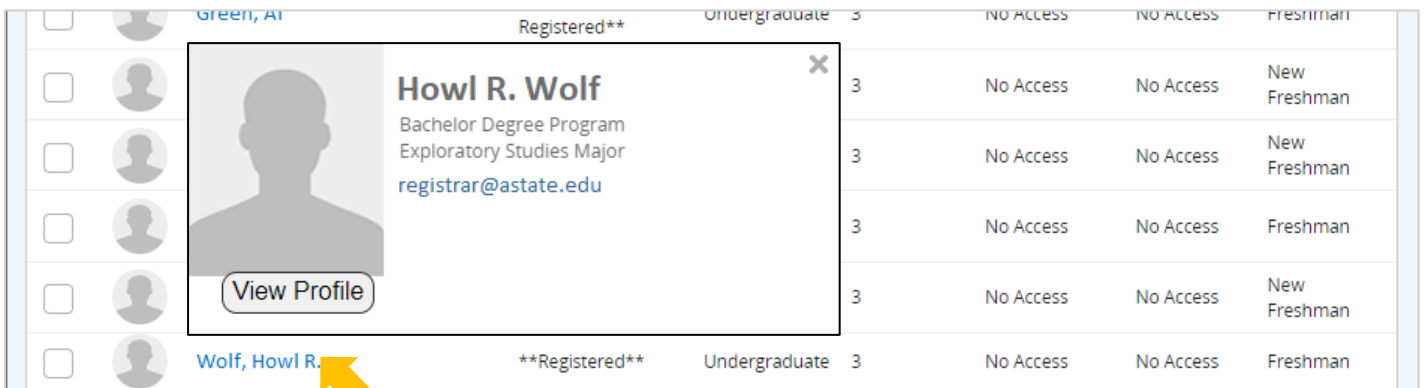| ☐		Student Name ⌃	ID ⌃	Registration Status ⌃	Level ⌃	Credit Hours ⌃	Midterm ⌃	Final ⌃	Class ⌃
☐	👤	Cash, Johnny		**Web Registered**	Undergraduate	3	No Access	No Access	Freshman
☐	👤	Green, Al		**Web Registered**	Undergraduate	3	No Access	No Access	Freshman
☐	👤	Jordan, Louis T.		**Registered**	Undergraduate	3	No Access	No Access	New Freshman
☐	👤	Reeves, Bass		**Registered**	Undergraduate	3	No Access	No Access	New

a. Use the "**Export**" button to save the class list as an Excel file
b. Select the "**Print**" button to open a printer friendly class list that you can print or save as a .pdf

Class List	Export	Print
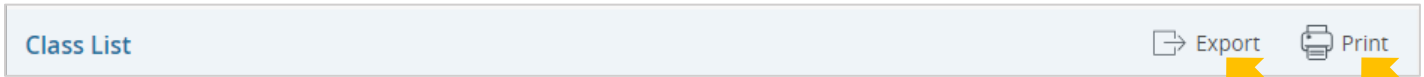
c. Use the checkboxes to select students, or check the top box to select all
d. Select the envelope button to email all selected students

Summary Class List

Search (Alt+Y)

		Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
✓									
✓		Cash, Johnny		**Web Registered**	Undergraduate	3	No Access	No Access	Freshman
✓		Green, Al		**Web	Undergraduate	3	No Access	No Access	Freshman
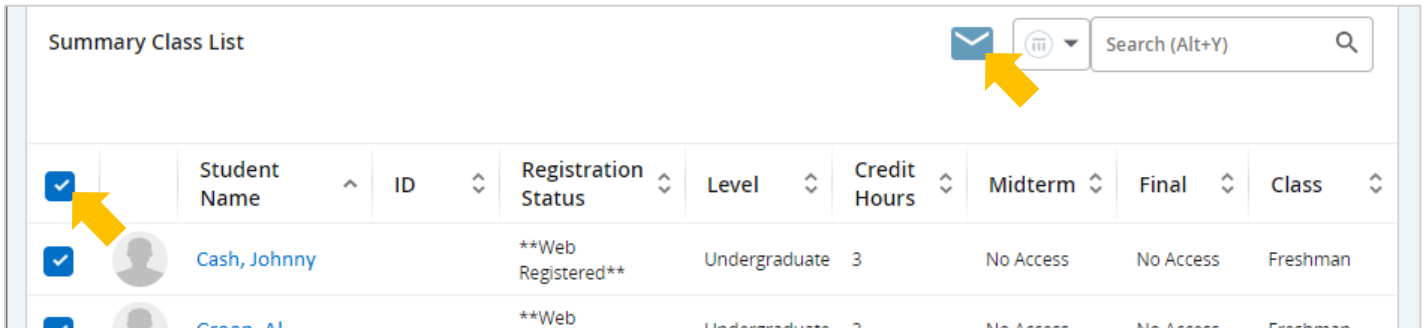
e. Select a student's name to view their student profile, including advisor information
f. Hover over a student's name to view a quick summary, including their email address

		Green, Al		Registered**	Undergraduate	3	No Access	No Access	Freshman
☐						3	No Access	No Access	New Freshman
☐						3	No Access	No Access	New Freshman
☐						3	No Access	No Access	Freshman
☐						3	No Access	No Access	New Freshman
☐		Wolf, Howl R.		**Registered**	Undergraduate	3	No Access	No Access	Freshman

Howl R. Wolf
Bachelor Degree Program
Exploratory Studies Major
registrar@astate.edu

View Profile

g. Select anywhere on the white part of the student row to expand that student's degree information
   i. Switch to "**Detail View**" to expand degree information for every student on the class list

✓		Wolf, Howl R.		**Registered**	Undergraduate	3	No Access	No Access	New Freshman

Degree: Bachelor's Degree

Study Path	
Level	Undergraduate
Program	Bachelor Degree
Catalog Term	2022 Fall
Admit Term	2022 Fall
College	University College
Campus	Jonesboro
Major	**Exploratory Studies**
Department	University College