

- 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

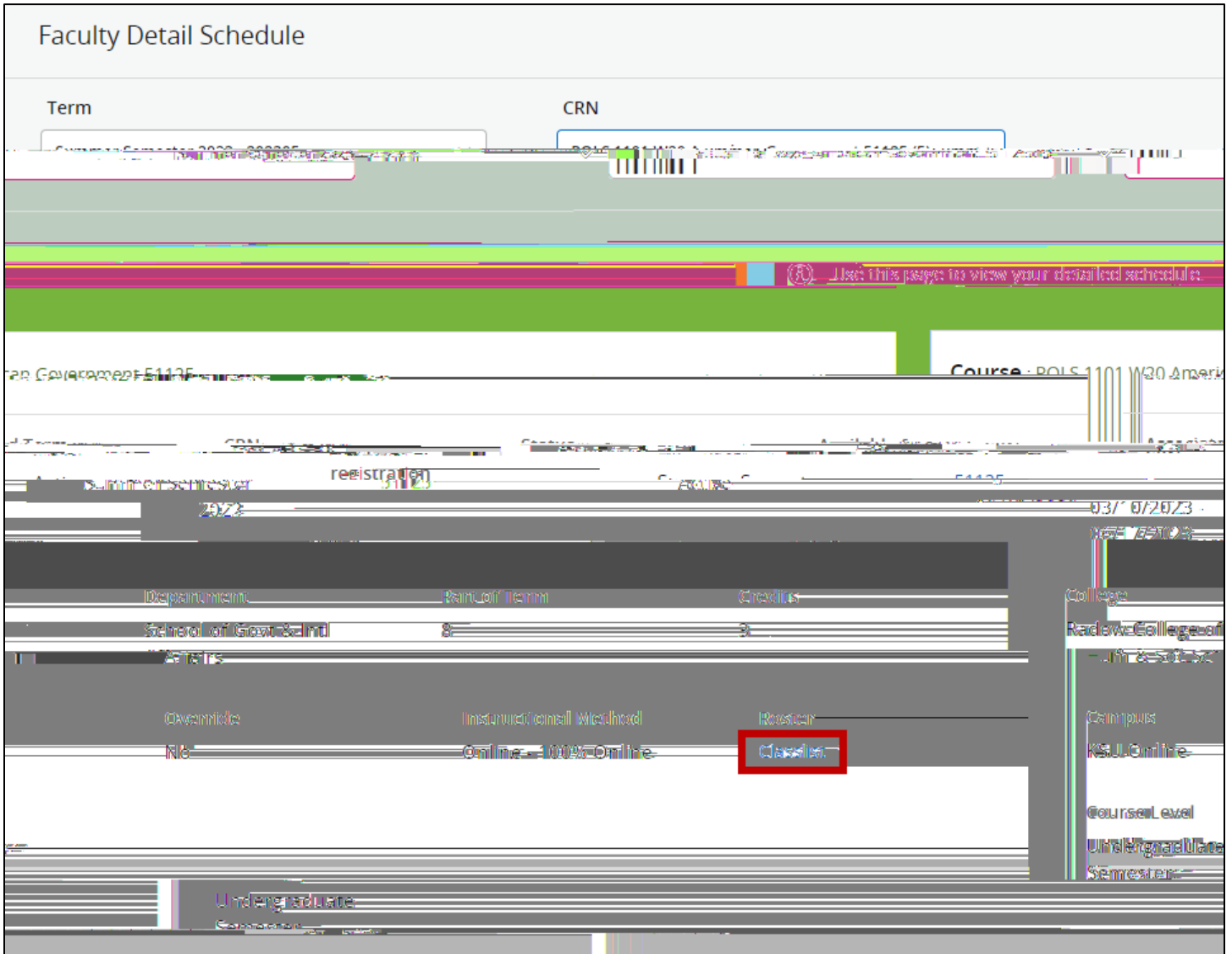
How to Find a Class if you are Admin and Faculty

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.



The screenshot displays the 'Faculty Detail Schedule' interface. At the top, there are input fields for 'Term' and 'CRN'. Below these, a course entry is visible for 'POLS 1101 W20 American Government'. A red box highlights the 'Classlist' link in the 'Roster' column of the course details table. The table also shows 'Department: School of Government & Intl Studies', 'Credits: 3', 'Override: N/A', and 'Instructional Method: Online - 100% Online'. A sidebar on the right contains filters for 'College: Kennesaw College of Arts & Sciences', 'Campus: KSU Online', and 'Course Level: Undergraduate'.

Department	Plan of Term	Credits	College
School of Government & Intl Studies	S	3	Kennesaw College of Arts & Sciences

Override	Instructional Method	Roster	Campus
N/A	Online - 100% Online	Classlist	KSU Online

Course Level	Semester
Undergraduate	

Classlist link