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

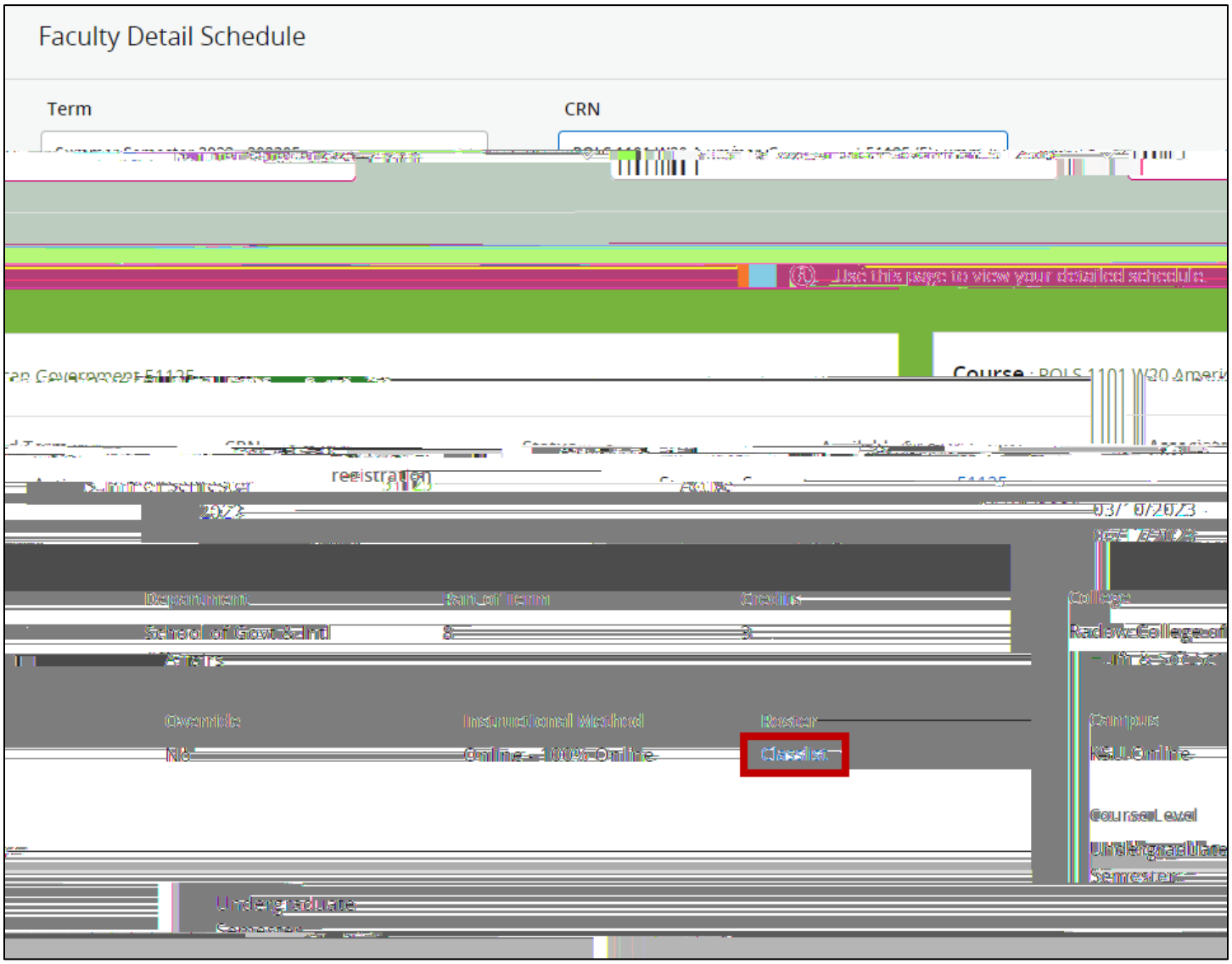
How to Find a Class if you are Admin and Faculty

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.



Classlist link