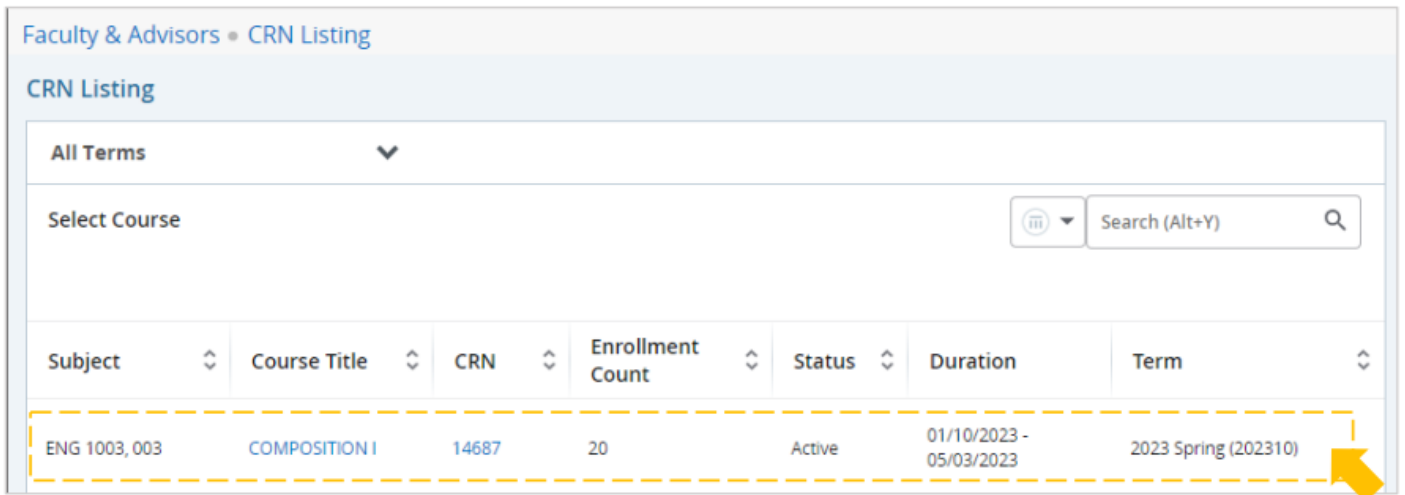


VIEW CLASS LIST / ROSTER

1. Login to Self Service via [Pack Portal](#)
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

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Class List Export Print

2023 Spring - 202310 ENG 1003 | 14687

> Course Information

Class List Wait List Summary View

Summary Class List ✉ ⌵

☐	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, Rase		**Registered**	Undergraduate	3	No Access	No Access	New

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

Class List Export Print

- Use the checkboxes to select students, or check the top box to select all
- Select the envelope button to email all selected students

Summary Class List ✉ ⌵

☐	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

- Select a student’s name to view their student profile, including advisor information
- Hover over a student’s name to view a quick summary, including their email address

