- 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.

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## How to Find a Class if you are Admin and Faculty

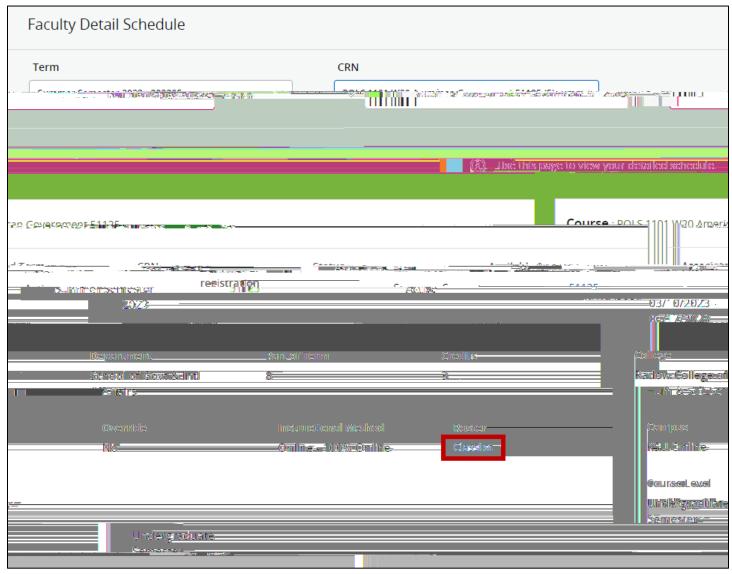
1. On the Faculty Services Dashboard, click Faculty Detail Schedule.

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