The City College of New York

Quick Guide: View/Download/Print Class Roster

Last update: 1 October 2015 by JAE (96% of this was written by Manfred Kuechler, though he gets none of the blame)

1. After you have logged into your CUNYfirst account, select **Faculty Center** on the left side Enterprise Menu

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- 2. Click on **My Schedule**
- 3. The My Teaching Schedule displays for the current term in a table format

Note: Class rosters become available as soon as a student enrolls in the class.

- 4. To view the class roster, click the **Class Roster** (and i) icon to the left of the **Class** (course catalog code, section number, and class number).
- 5. To change the Term or Institution click on the **change term** button

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6. On the **Select Term** page, you can select the radio box to select the semester and institution you want to view

Note: If you have multiple institutions listed, each semester will be listed multiple times

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7. On the **Class Roster** page, in the **Enrolled Students** section, the roster displays a list of enrolled students in alphabetical order by last and then first name including their ID, Name, Grade Basis, Units, Program and Plan, and Level.

Note: Click on a column header to sort the list by that field

- 8. To view the Students that are not enrolled, click the **Enrollment Status** dropdown box and select the status you wish to view.
 - For example, if students have dropped a class, then select **Dropped** from the dropdown box. **Note**: Refer to the grade roster to see the students who have officially withdrawn from the class
- 9. To download the roster as an Excel file, click the **Download** icon (¹¹) on the **Enrolled Students** title bar.

Note: Prior to downloading, please set your browser to allow popups.

10. Select the **Printer Friendly Version** link to view a printable view of the page. To print, depending on your browser, you can go to **File >> Print** or click **CTRL+P** to print your page

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Note: In order to print on Firefox, right click anywhere on the frame, select **This Frame** and click on **Print Frame**

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11. If needed, click the **Change Class** button to return to **My Teaching Schedule** and select the **Class Roster** icon to view another roster

Class Roster			
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Mo 1:10PM-2:25PM	West Bldg 412	Staff	01/28/2013 -