

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



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** (👤) 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

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | verification of attendance rosters | my textbooks

Faculty Center

My Schedule

2013 Spring Term | Hunter College

change term | My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: 👤 Class Roster 📄 Grade Roster 📅 Learning Management

My Teaching Schedule > 2013 Spring Term > Hunter College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HCNS 2011F-01 (42948)	DEMOGRAPHY (Lecture)	25	Th 1:10PM - 2:25PM	TBA	Jan 28, 2013 - May 24, 2013

[View Weekly Teaching Schedule](#) [Go to top](#)

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

Term	Institution
<input checked="" type="radio"/> 2013 Spring Term	The Graduate Center
<input type="radio"/> 2013 Spring Term	Hunter College
<input type="radio"/> 2012 Fall Term	The Graduate Center
<input type="radio"/> 2012 Fall Term	Hunter College

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Note: Refer to the grade roster to see the students who have officially withdrawn from the class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 (📄) 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

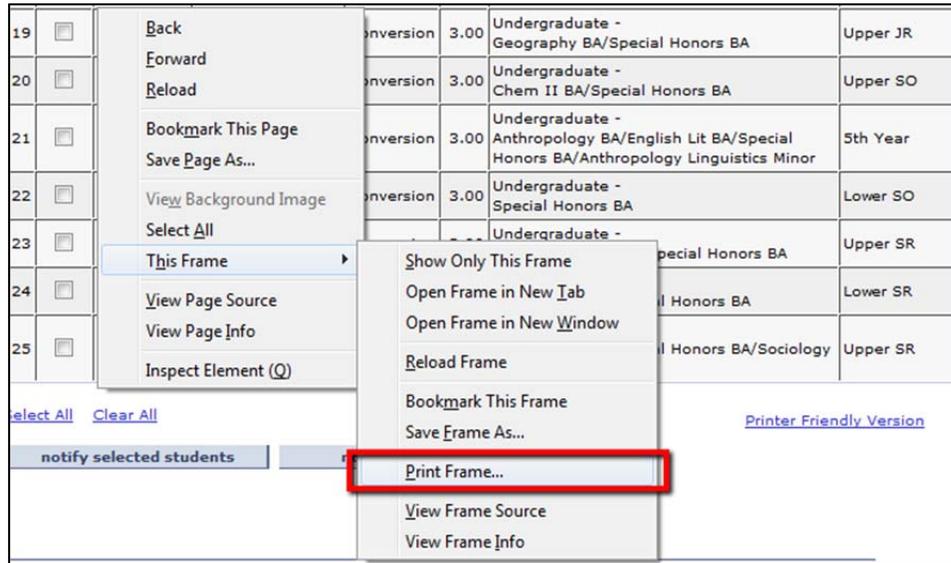
24	<input type="checkbox"/>	10101010	Student, Test	Conversion	3.00	Undergraduate - Psychology BA/Special Honors BA	Lower SR
25	<input type="checkbox"/>	10100010	Student, Practice	Conversion	3.00	Undergraduate - Psychology BA/Special Honors BA/Sociology Minor	Upper SR

Select All Clear All

[Printer Friendly Version](#)

notify selected students notify all students

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



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

2013 Spring Term | Regular Academic Session | Hunter College | Undergraduate

▼ **HONS 2011F - 01 (42948)** **change class**

DEMOGRAPHY: FERTILITY, MORTALITY, MIGRATION IN A CHANGING WORLD (Lecture)

Days and Times	Room	Instructor	Dates
Th 1:10PM-2:25PM	West Bldg 412	MD Nazmus Nasir, Manfred Kuechler, Michael Nisbett, Steven Giovino	01/28/2013 - 05/24/2013
Mo 1:10PM-2:25PM	West Bldg 412	Staff	01/28/2013 - 05/24/2013