

## How to View Class Roster

Path: Gateway → Faculty Center → Class Roster

1. On the **My Schedule** page, verify you are viewing the correct term.

- If necessary, select Change Term to change between quarters and years.

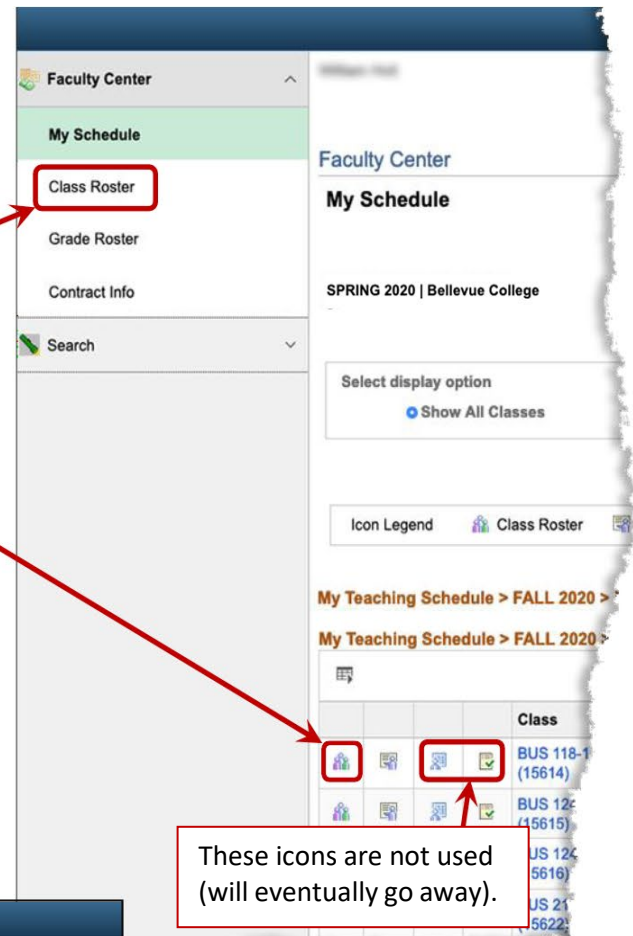
2. There are two ways to view a Class Roster:

- Click on Class Roster in the left navigation section to go to the most recent class roster you have viewed.
- To view the Class Roster for an individual class, click on a **Class Roster** icon in the first column of the class you wish to see. This will take you to the Class Roster for the selected class.

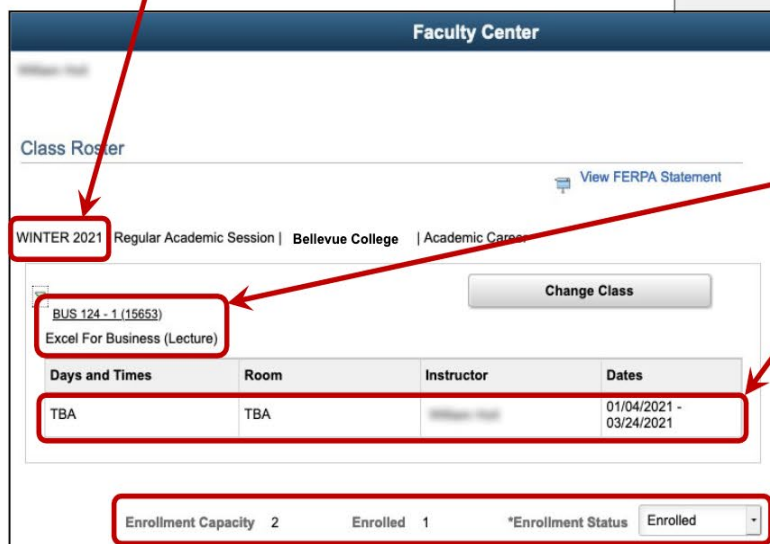
*Note: The Grade Roster icons shown here in the second column will not appear in until the grade rosters are released by Registration.*

3. When you are taken to the **Class Roster** page, the upper section of the page will have information specific to the course such as:

- The quarter and year



These icons are not used (will eventually go away).



- The course number, course code, and course title
- The days and times of the course, the assigned room, the instructor, and the course dates.
- Along the bottom of this section is the class capacity with the number of students “Enrolled”, “Dropped”, or “Waiting” depending on the view chosen in the **Enrollment Status** button

*Note: Due to web page differences, some items may appear at slightly different locations.*

4. The **Enrollment Status** button allows for various views of students, either “Enrolled”, “Dropped”, “Waiting”, or “All” as shown here.

Enrollment Capacity 24   Enrolled 24   Dropped 2   Waitlisted 3

\*Enrollment Status

- All
- Dropped
- Enrolled
- Waiting

*Note: The Enrollment Status also determines which students will be listed in the lower half of the page.*

5. The lower half of the **Class Roster** includes a list of all the students associated with the course. This includes students enrolled in the course, students who have been dropped, and students who are waitlisted. *Note: The list is limited to 20 students per page. More than 20 will appear on the next page.*

The title describes the view that you currently have.

If you click on the student’s name, it will bring up your mail program with an email pre-addressed to the student.

The current status of the student, whether Enrolled, Dropped, or Waiting is displayed in this column.

This indicates the number of student’s currently displayed in the list.

All Students

See Items 6 & 7 below.

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	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Status	
1	<input type="checkbox"/>				Graded	5.00	Professional Technical - Arch Engineering Drafting AAS	Freshman	Enrolled	
2	<input type="checkbox"/>						Academic - Academic Transfer AS DTA	Freshman	Waiting	Pos # 1
3	<input type="checkbox"/>						Transitional Studies - English as a Second Language	Freshman	Dropped	
4	<input type="checkbox"/>						Baccalaureate - Accounting BAS	Freshman	Dropped	was Waitlisted

Select All

Clear All

Notify Selected Students

Notify All Students

Although you can send notifications to students via ctcLink, the preferred method for communicating with **enrolled** students will be through either **Starfish** or **Canvas**.

This column gives additional information regarding the student’s status including the student’s current position if they are in the waitlist.

*Important! The only system available to faculty capable of viewing waitlists is ctcLink.*

6. The grid symbol in the upper left corner allows for a few options regarding the student list:

- **Personalize:** Here you have options regarding which columns are visible, the order of the columns, and how the list is sorted.
- **Zoom All Students:** Just what it says, it will enlarge the list.
- **Download ... to Excel:** This will extract the student list and download the data to an Excel file that can be printed or copied to an Excel grade sheet. *Note: The extracted file will NOT include information about the class itself such as course number and title.*

All Students

See Items 6 & 7 below.

Personalize

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Zoom All Students

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Download All Students Table to Excel

7. The search symbol in the upper left corner has very

limited search capability within the student list.