Viewing the Class Roster

1. Click the **Curriculum Management** link.

2. Click the **Class Roster** link.

3. In the **Academic Institution** field, enter or look up the code for the appropriate academic institution (*required*).

4. In the **Term** field, enter or look up the code for the appropriate term (*required*).

5. You may use any of the other search criteria to narrow the search and speed up the process. In the **Subject Area** field, enter or look up the code for the appropriate subject area (*optional*).

6. In the **Class Nbr** field, enter the appropriate class number (*optional*).

7. In the **Class Section** field, enter the appropriate class section (*optional*).

8. After entering all desired criteria for your search, click the **Search** button. The search results will display all sections for that class. Choose the appropriate section.

9. The default Class Roster view lists enrolled students. The **Class Roster Details** section shows the **Total Students** (total number) enrolled in the class. You can view each enrolled student's **MaineStreet ID**, **Name**, the **Grade Basis** for the class, the **Units Taken** for the class, and each student's **Primary Academic Program**. *(Note: For Terms previous to 0910, the Grade Basis field will read "Conversion.")*

   You may download the Class Roster to Excel by clicking on the Excel icon. *(Note: You might need to hold down the Ctrl key for this feature to work.)*

   **Note:** To view each student's phone number and email address, click on the **Contact Information** tab.

   Click the **Detail** button to view details about the class.

10. Click the **Close** button to return to the **Class Roster** page.

11. **End of Procedure.**