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.)*

   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.**