

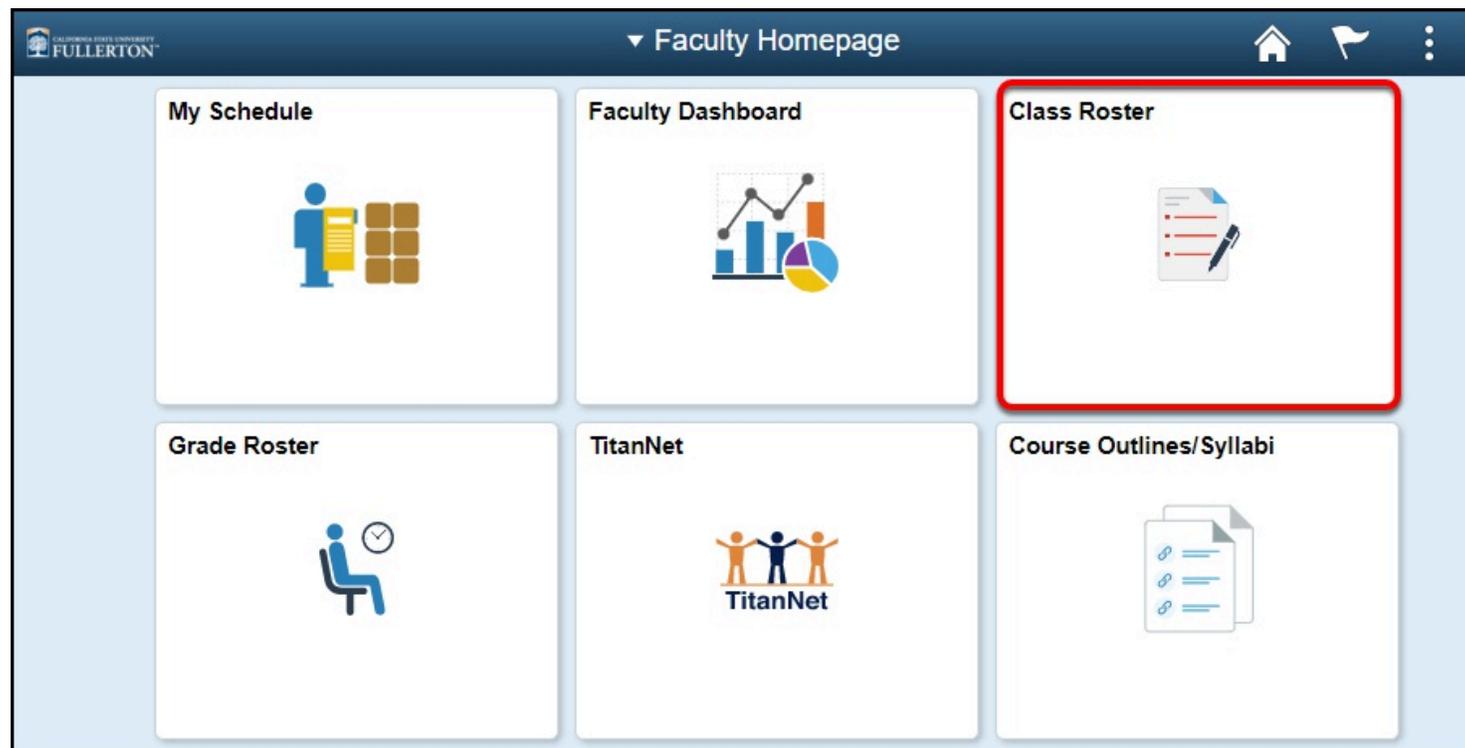
Accessing Your Class Roster

This article covers how faculty can access, print, and download their class roster for the classes they teach.

1. Log in to your Faculty Homepage.

[View instructions on accessing the faculty homepage.](#)

2. Click on the Class Roster tile.



3. The class you are viewing appears at the top. Click **Change Class** to view the class roster for a different class.

Faculty Homepage Class Roster

Professor Tuffy

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Class Roster [View FERPA Statement](#)

Fall 2021 | Regular Academic Session | CSU Fullerton | Postbaccalaureate

A ACCT 576 - 02 (22183) **B** [Change Class](#)

Seminar in State and Local Taxation (Seminar)

Days and Times	Room	Instructor	Dates
Th 7:00PM-9:30PM	LH 315 - Lecture Room	Professor Tuffy	08/21/2021 - 12/10/2021

- A. The class you are viewing appears at the top.
- B. Click **Change Class** to view the class roster for a different class.

4. To print a copy of the roster, click on Printer Friendly Version.

*Enrollment Status Enrolled ▾

Enrollment Capacity 35 Enrolled 6

Select display option Class Permissions

Link to Photos Include photos in list

Enrolled Students

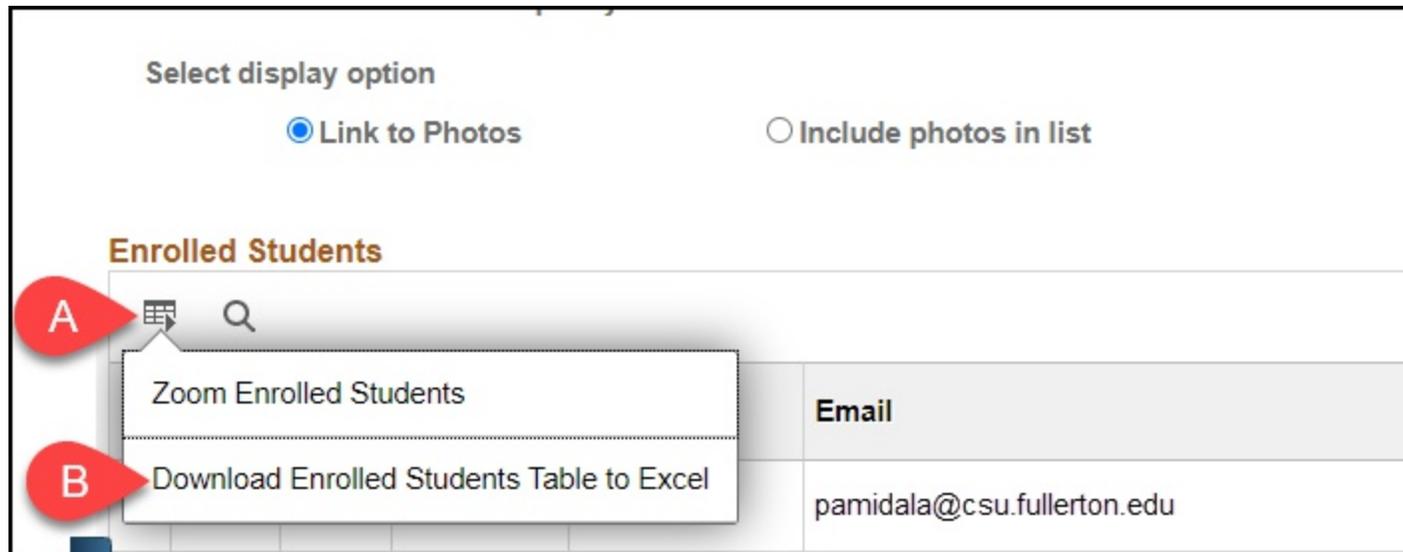
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	Notify	Photo	ID	Name	Email	Pronouns	Units	Program and Plan	Academic Level
1	<input type="checkbox"/>		800000000	Amidala, Padme	pamidala@csu.fullerton.edu		3.00	Graduate Program - Taxation MS	Graduate
2	<input type="checkbox"/>		800000000	Dameron, Poe	pdameron@csu.fullerton.edu		3.00	Graduate Program - Taxation MS	Graduate
3	<input type="checkbox"/>		800000000	Organa, Leia	lorgana@csu.fullerton.edu		0.00	Graduate Program - Taxation MS	Graduate
4	<input type="checkbox"/>		800000000	Skywalker, Luke	lskywalker@csu.fullerton.edu		3.00	Graduate Program - Taxation MS	Graduate
5	<input type="checkbox"/>		800000000	Solo, Han	hsolo@csu.fullerton.edu		3.00	Graduate Program - Taxation MS	Graduate
6	<input type="checkbox"/>		800000000	Tano, Ahsoka	atano@csu.fullerton.edu		3.00	Extension Credit - Ex Ed Undegraduate Generic ND	Not Set

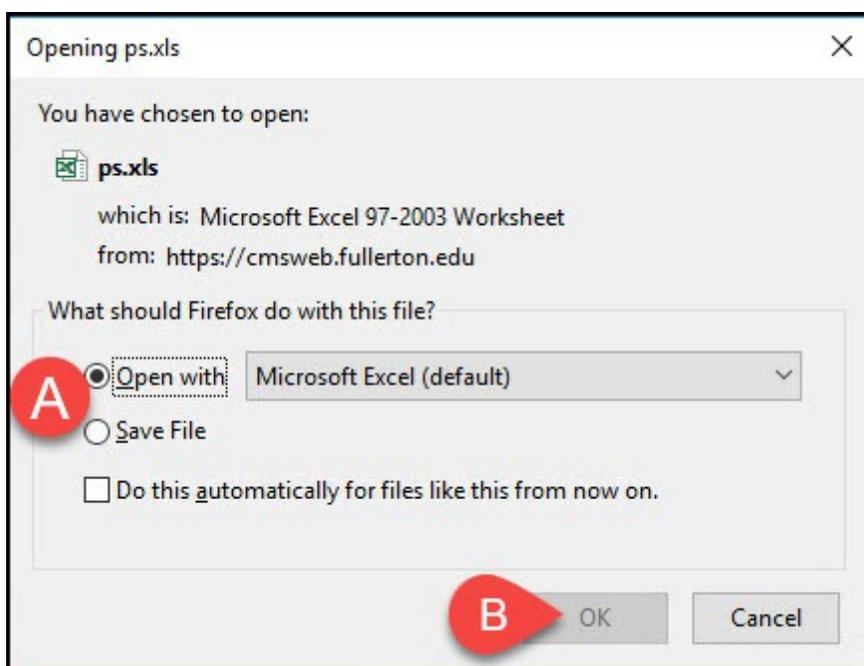
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[Printer Friendly Version](#)

5. To download the roster into Microsoft Excel, click on the grid action menu icon and then select Download Enrolled Students Table to Excel.



5.1. Depending on your web browser, you may have to choose whether you want to open the file now or save it to your computer. Click OK after making your choice.



- A. Choose **Open with Excel** to open the file now. Or choose **Save file** to save it to your computer.
- B. Then click **OK**.

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.