

## Faculty Tools-My Courses-Class Lists

This option will display a list of the students in the course.

In the My Courses area faculty can view a list of courses they are teaching, view the details of the courses, submit their grades, and view a list of the students in the course.

✚ Click **My Courses** in the **Faculty Tools** category under **My Tools** (see illustration below).



✚ The **Course Lists** window will display (see illustration below).

A screenshot of the "Faculty Course Control" window. The title bar says "Faculty Course Control". Below the title bar is a header "Course List for Wanda Ilene House". There are search options for "Term:" (set to "FA 2015"), "Course Program:" (set to "All"), and "Course Code:". A "View Courses" button is below the search options. A link "View My Faculty Schedule" is in the top right. Below the search options is a table of courses for "Fall - 2015".

Course	Title	Catalog	Course Program	Go Directly To
SED421-AA	Edu Technology & Assistive Technology for Students with Disabilities	UG15	Undergraduate	Select Area ...
SED521-AA	Edu Technology & Assistive Technology for Students w/ Disabilities	GR15	Graduate	Select Area ...

✚ To change the semester for which the courses are listed, click the **Term** list arrow.

✚ Select the program from the **Program** list. The options are **All**, **Graduate**, or **Undergraduate**.

✚ Click the **View Courses** button.

✚ The courses for the specified semester will display.

✚ Click the list arrow under **Go Directly To** for the course for which the information is to be displayed.

✚ Select **Class Lists** from the list.

✚ The **Class Lists** window will display (see illustration on next page).

✚ To send a list of the students to **Microsoft Excel**, click the **Export to Excel** button.

✚ To email students in the course select one of the options.

★ **E-Mail Selected Students** - Use this option to email only specified students in the course. Click the check box next to the student's name before clicking the option.

★ **E-mail All Students** - This option can be used to send an email message to all the students in the course. The message can be private or public.

✚ Click the **Faculty Course Control** link to return to the **Faculty Course Control** window. **DO NOT** use the **Back** button on the **Browser** toolbar.

### Set Options for Class Lists

- ✚ Click the **Set Options** button in the upper left corner of the window (see illustration below left).
- ✚ The **Portal User Options** window will display (see illustration below right).

- ✚ Click the check boxes for any of the desired options.
- ✚ Click the **Save** button.

**NOTE:** Setting these options will affect the Class Lists portlet on all pages of the portal.