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.

を持っているfaculty Click My Courses in the Faculty Tools category under My Tools (see illustration below).

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

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.