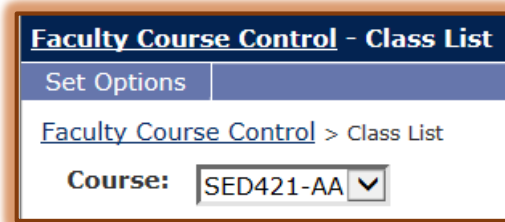


## Faculty Tools-Set Options for Class Lists

- ✚ 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).

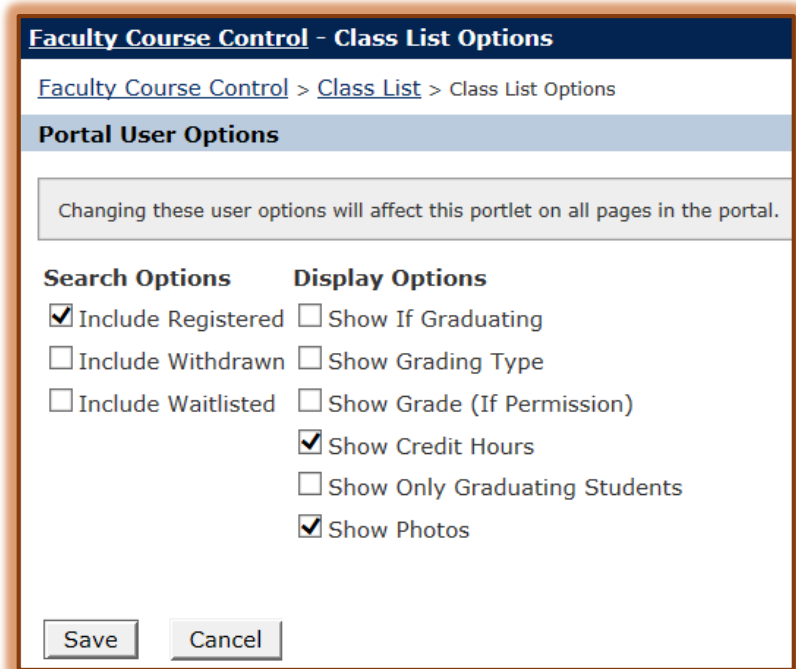


Faculty Course Control - Class List

Set Options

Faculty Course Control > Class List

Course: SED421-AA ▼



Faculty Course Control - Class List Options

Faculty Course Control > Class List > Class List Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Search Options	Display Options
<input checked="" type="checkbox"/> Include Registered	<input type="checkbox"/> Show If Graduating
<input type="checkbox"/> Include Withdrawn	<input type="checkbox"/> Show Grading Type
<input type="checkbox"/> Include Waitlisted	<input type="checkbox"/> Show Grade (If Permission)
	<input checked="" type="checkbox"/> Show Credit Hours
	<input type="checkbox"/> Show Only Graduating Students
	<input checked="" type="checkbox"/> Show Photos

Save Cancel

- ✚ 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.