


Class List


1 Change the class selected.


2 Control how many students appear on each page.

3 Click on the arrow ▼ to load the class list in detailed view. This view will display more information for each student on the list.

4 Click on the course name to see description, attributes, restrictions, etc. Click on the CRN to see section level details.

5 Click the export  icon to export your class list into Excel.

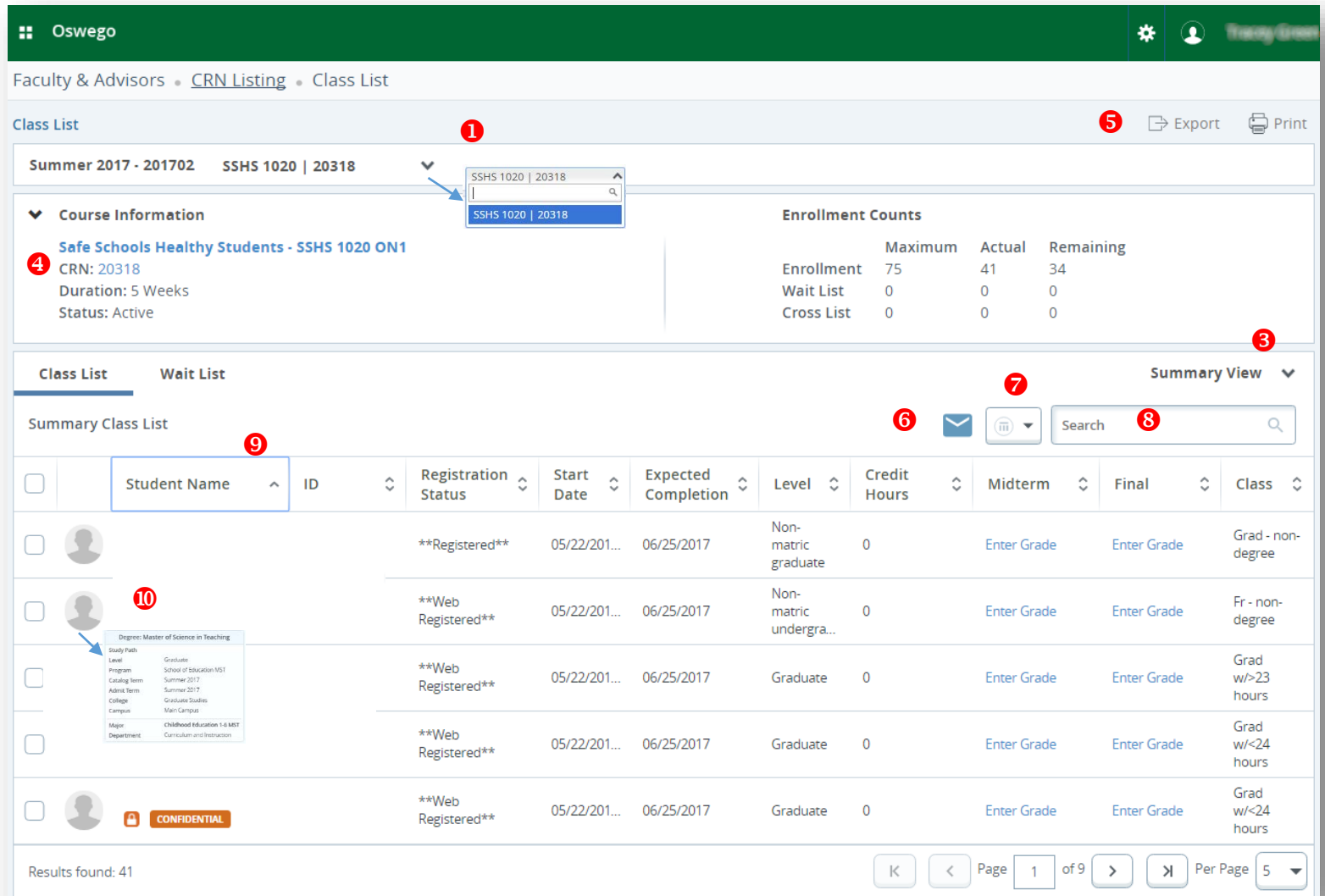
6 Click on the envelope  icon to email selected students.

7 Click on the arrow next to the field list  icon to control what data appears in the class list (i.e. hide level).

8 Use this box to search for a student on the class list by name or ID#.


9 To sort the list by name, click on that column heading (watch the arrows ▲▼ for ascending or descending). Other column headers may be used to sort the list. Additionally, you may drag & drop columns to change the order in which they appear.

10 Click on the student's picture for additional student information to appear.



The screenshot shows the 'Class List' page for 'Summer 2017 - 201702' and 'SSHS 1020 | 20318'. The interface includes a navigation bar, a breadcrumb trail, and a main content area with several sections:

- Class List Header:** Shows the current selection 'SSHS 1020 | 20318' with a dropdown arrow (1).
- Course Information:** Displays 'Safe Schools Healthy Students - SSHS 1020 ON1' with CRN 20318 and status 'Active' (4).
- Enrollment Counts:** A table showing Maximum, Actual, and Remaining counts for Enrollment, Wait List, and Cross List (3).
- Class List Summary:** A table with columns for Student Name, ID, Registration Status, Start Date, Expected Completion, Level, Credit Hours, Midterm, Final, and Class (9).
- Search and Action:** A search box (8) and an email icon (6) are located above the table.
- Student Profile:** A tooltip for a student shows details like 'Degree: Master of Science in Teaching', 'Level: Graduate', and 'Program: School of Education MST' (10).
- Page Controls:** At the bottom, it shows 'Results found: 41', navigation buttons, 'Page 1 of 9', and 'Per Page 5' (2).

 CONFIDENTIAL

NOTE: The confidential icon indicates that the student requested their information remain confidential. This means that even directory (i.e. address, enrollment, etc.) information **may not** be disclosed. Further FERPA information may be found at: <https://www.oswego.edu/registrar/ferpa-information>