Class List

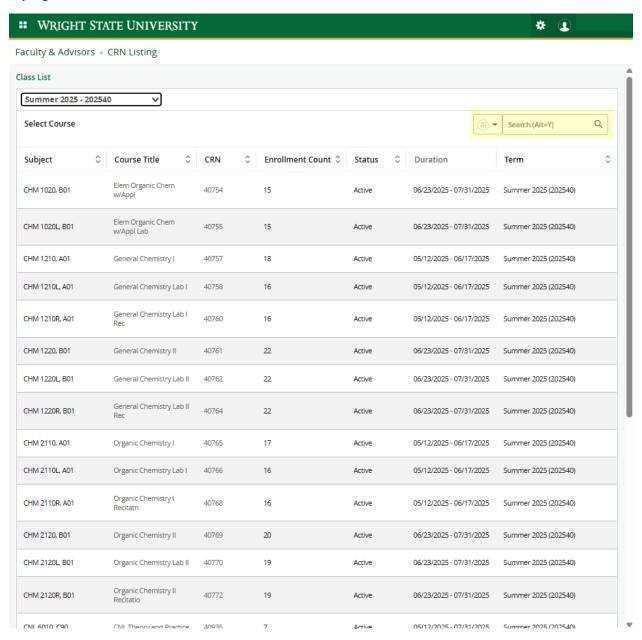
Click Class List from the Shared menu in the WINGS portal.

Select the term.

If you have a Faculty role, a list of courses you are assigned to teach for the selected term will appear.

If you have an *Advisor* role and have access to the Class List function, all courses for the selected term will appear.

You can filter the list of courses by typing the CRN, course number, or title in the search box on the top right.

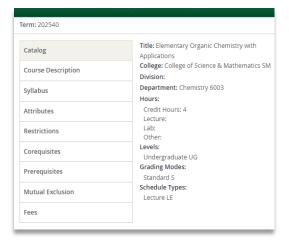


Class List

If the list of courses is still very long after you've entered your search criteria, you can sort the data by clicking on a particular column heading, scroll to the bottom of the page using the scroll bar on the right side of the page, or page forward by using the **Next Page/Last Page** buttons at the bottom right of the screen.



You can view general information about the course in a pop-up window by clicking on the *course title* in any row.



If you want to view the Class List for a course, select the course by clicking anywhere on the row *except* the course title.

In the top pane, you will see course and enrollment information.



Class List

Class List shows the student roster for a course. There is a separate tab for Wait Listed students with the same details.

There is a search window for the Class List as well as an email feature. The information can be exported or printed using the icons at the top right of the view.

