

## Viewing Your Class List

You can display a list of the students who have enrolled in one of your classes.

1. Select the **Classes** tab.
2. Select the **Enrollment** menu item.
3. Select the **Class List** option.
4. Choose **Select Course**.
5. From the list of years, terms, and sessions, select the course.

The screenshot shows the PowerCAMPUS SELF-SERVICE interface. At the top, there is a navigation bar with tabs: Home, Register, Advising, **Classes**, Finances, Grades, Search, and My Profile. Below this is a secondary navigation bar with items: Schedule, Permission Requests, **Enrollment**, Setup, Grading, Manage Assistants, and Approve Grad. The main content area is titled "Enrollment - Class List". On the left, there is a sidebar with "Class List" options: Waitlist, Permission Requests, and Recent Courses. The "Recent Courses" list shows three entries for 2009/FALL/Main Session. The main area has a "Select Course" dropdown and a section titled "Or... browse the courses below:". This section has a "Year" dropdown set to 2009, and two term buttons: "SPRING" and "SUMMER". Under "SPRING", there are three course sections: "Main Session" with sub-sections "CT 112/ON LINE/OL", "CT 230/ON LINE/OL", and "HR 128/LabActivity/BA". Under "SUMMER", there are two course sections: "Main Session" with sub-sections "CT 181/Lecture/ba" and "CT 093/ON LINE/OL". A red arrow points to the "CT 112/ON LINE/OL" section.

## Downloading Class List Information

You can download information about the students, who are attending one of your course sections, to a file.

1. If you have not already done so, follow the instructions for *Viewing Your Class List* to display the class list information you want to download.

2. Make sure that you **Select Status** to display the desired list of students.

Select Status

Add  GO

3. Select the **Download** option.

4. On the *Class List Download* window, select the **Download Format**:

*Select To Download the Data in this Format*

**HTML** In an HTML file. For example:

**Microsoft Word** In a Microsoft Word (.doc) file. For example:

**Microsoft Excel** In a Microsoft Excel (.xls) file. For example: