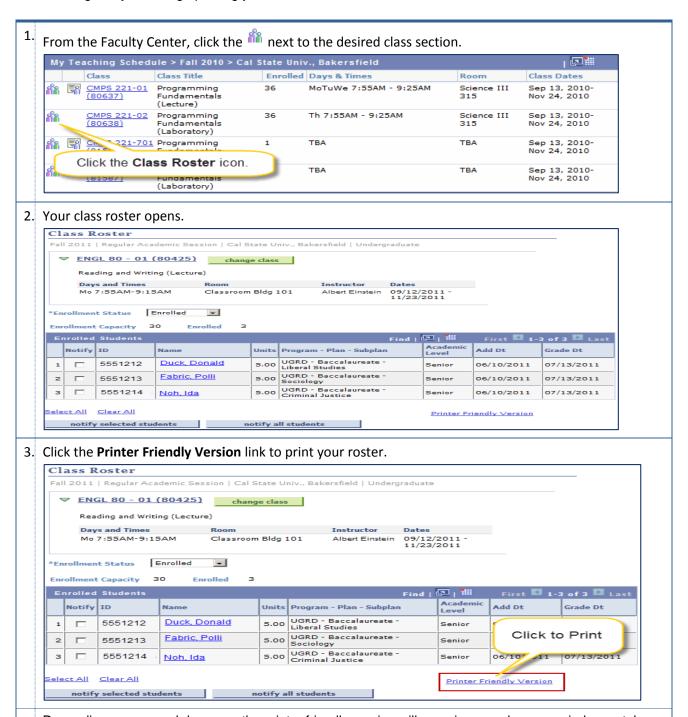# Printing Your Class Rosters

You can view your Class Roster, as soon as students enroll in the class section. From the Class Roster, you can email students, produce a friendly version for printing, or download your roster to Excel. The steps below will guide you through printing your class roster.

1. From the Faculty Center, click the 👥 next to the desired class section.

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👥	📧	CMPS 221-01 (80637)	Programming Fundamentals (Lecture)	36	MoTuWe 7:55AM - 9:25AM	Science III 315	Sep 13, 2010- Nov 24, 2010
👥		CMPS 221-02 (80638)	Programming Fundamentals (Laboratory)	36	Th 7:55AM - 9:25AM	Science III 315	Sep 13, 2010- Nov 24, 2010
👥	📧	CMPS 221-701 (815...)	Programming Fundamentals	1	TBA	TBA	Sep 13, 2010- Nov 24, 2010
👥		(81587)	Fundamentals (Laboratory)		TBA	TBA	Sep 13, 2010- Nov 24, 2010

   My Teaching Schedule > Fall 2010 > Cal State Univ., Bakersfield

   Click the Class Roster icon.

2. Your class roster opens.

   Class Roster

   Fall 2011 | Regular Academic Session | Cal State Univ., Bakersfield | Undergraduate

   ▽ **ENGL 80 – 01 (80425)**   change class

   Reading and Writing (Lecture)

Days and Times	Room	Instructor	Dates
Mo 7:55AM-9:15AM	Classroom Bldg 101	Albert Einstein	09/12/2011 - 11/23/2011

   *Enrollment Status Enrolled

   Enrollment Capacity   30   Enrolled   3

   Enrolled Students — Find — First ◀ 1-3 of 3 ▶ Last

	Notify	ID	Name	Units	Program – Plan – Subplan	Academic Level	Add Dt	Grade Dt
1	☐	5551212	Duck, Donald	5.00	UGRD - Baccalaureate - Liberal Studies	Senior	06/10/2011	07/13/2011
2	☐	5551213	Fabric, Polli	5.00	UGRD - Baccalaureate - Sociology	Senior	06/10/2011	07/13/2011
3	☐	5551214	Noh, Ida	5.00	UGRD - Baccalaureate - Criminal Justice	Senior	06/10/2011	07/13/2011

   Select All   Clear All   Printer Friendly Version

   notify selected students   notify all students

3. Click the **Printer Friendly Version** link to print your roster.

   Class Roster

   Fall 2011 | Regular Academic Session | Cal State Univ., Bakersfield | Undergraduate

   ▽ **ENGL 80 – 01 (80425)**   change class

   Reading and Writing (Lecture)

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   Select All   Clear All   Printer Friendly Version

   notify selected students   notify all students

   Click to Print

4. Depending on your web browser, the printer friendly version will open in a new browser window or tab. You can use your web browser button to print the roster.