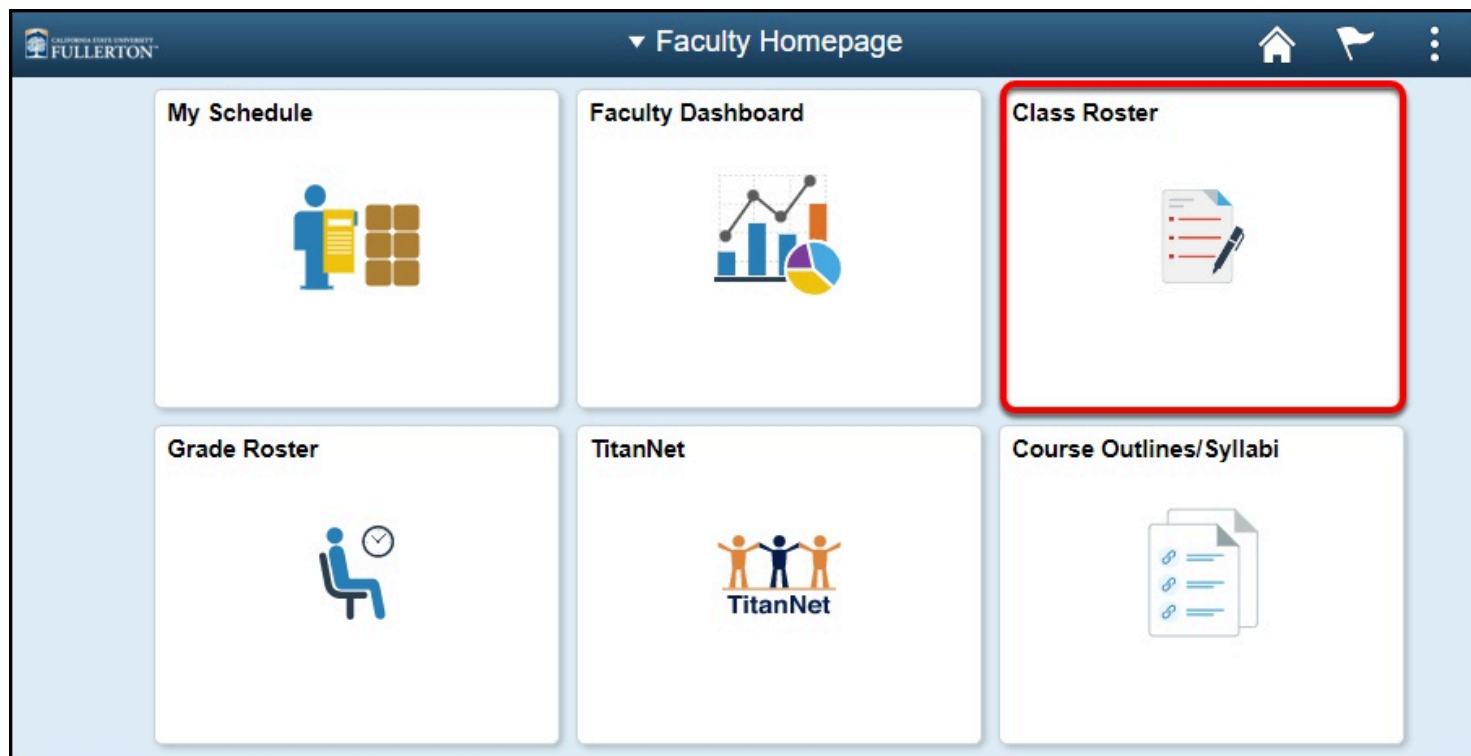# Accessing Your Class Roster

This article covers how faculty can access, print, and download their class roster for the classes they teach.

1. Log in to your Faculty Homepage.

[View instructions on accessing the faculty homepage.](#)

2. Click on the Class Roster tile.

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Page 1

3. The class you are viewing appears at the top. Click Change Class to view the class roster for a different class.

A. The class you are viewing appears at the top.
B. Click **Change Class** to view the class roster for a different class.

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Page 2

4. To print a copy of the roster, click on Printer Friendly Version.

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Page 3

5. To download the roster into Microsoft Excel, click on the grid action menu icon and then select Download Enrolled Students Table to Excel.
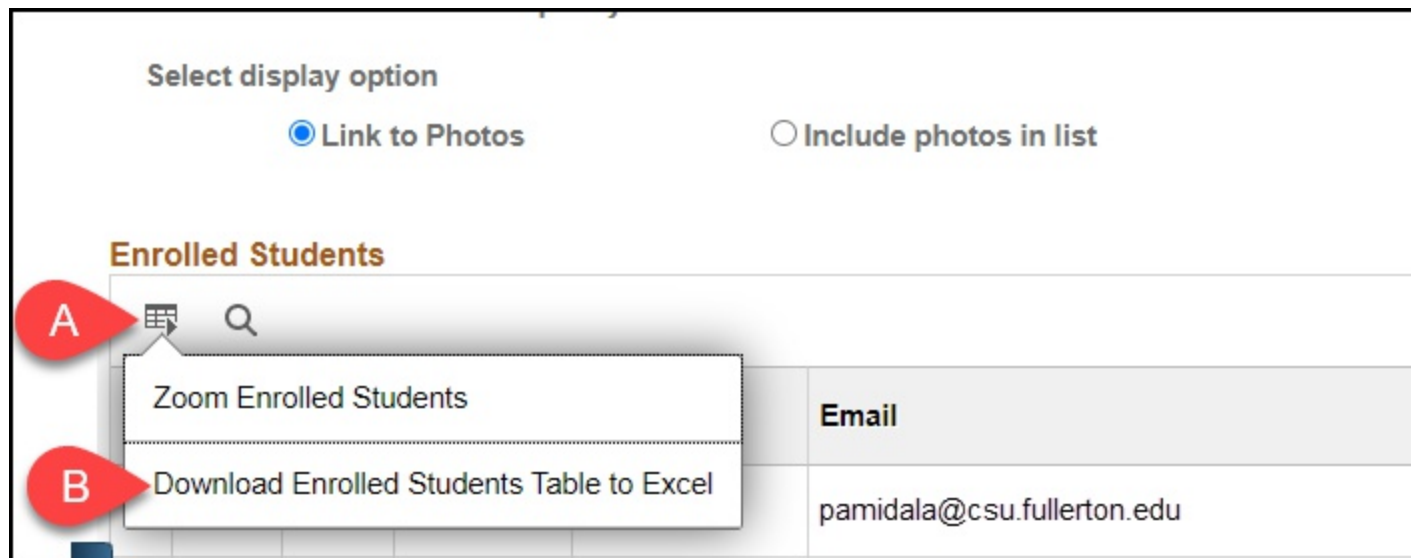
5.1. Depending on your web browser, you may have to choose whether you want to open the file now or save it to your computer. Click OK after making your choice.

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Page 4
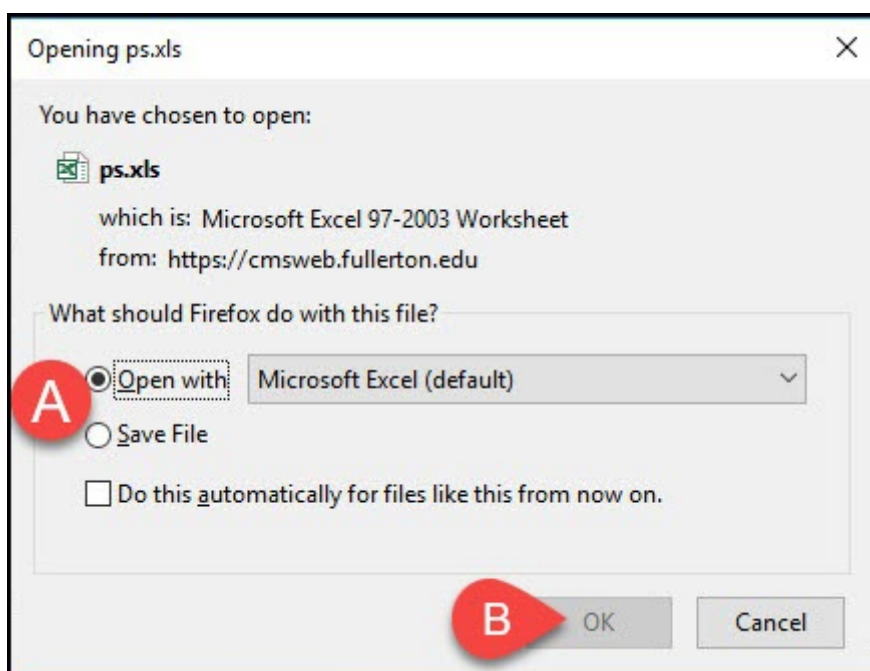
A. Choose **Open with Excel** to open the file now. Or choose **Save file** to save it to your computer.
B. Then click **OK**.

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.

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Page 5