Accessing a Class Roster

This guide will cover how staff can access and view a class roster for a specific class section.

Faculty: Faculty can access their class roster from their Catalyst Faculty homepage. To learn more, please refer to the Printing Catalyst Class Roster w/ Student Photos guide.

1) From the Catalyst Staff Homepage, select the Courses and Classes Tile and then open the Schedule of Classes folder listed on the Navigation Collection (left side of the page).

2) Next select Class Roster. On the right side of the screen, enter the search criteria for the class section you want to view.

It is recommended to enter criteria in the following fields to limit the number of results:
- Term
- Subject Area
- Catalog Number
- Class Section
- Course Offering Number
3) Select Search. You will be directed to the course section’s class roster page if your search content directly matches a result item.

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<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Class Nbr</th>
<th>Class Section</th>
<th>Session</th>
<th>Course ID</th>
<th>Course Offering Nbr</th>
<th>Description</th>
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**SEARCH RESULTS:** You may receive a results list if more than one result item matches your search criteria. At that point, you can enter more search criteria to narrow your search or select your desired section from your search results list.

4) The top section of the class roster will display information about the class section. This information includes:

- **Class Meeting Information:** View details about the class meeting days/times, room, instructor and start and end date of the academic session.
- **Enrollment Status:** Use the drop down menu to view students who are currently enrolled, dropped or all students.
- **Class Roster Information:** The class roster will display each student’s name, program and plan, academic level, class status, and grading basis.

**Class Details:** Selecting the hyperlink of the Subject and Catalog title header will provide you detailed information about the course section.