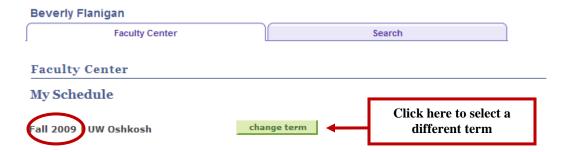
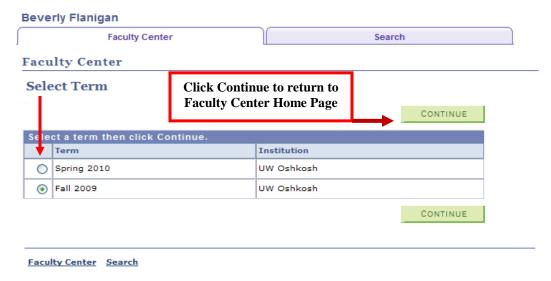
TITAN WEB Student Information System (INSTRUCTORS/ADVISORS) **HELP - How do I...? Access Class Rosters**

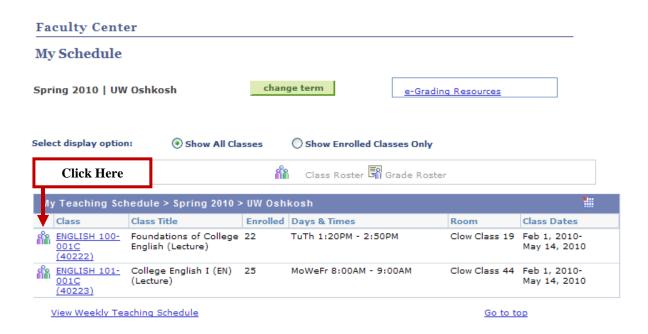
On the Faculty Center page, note the *default* term that appears; click on Change Term to select a different term, if necessary:



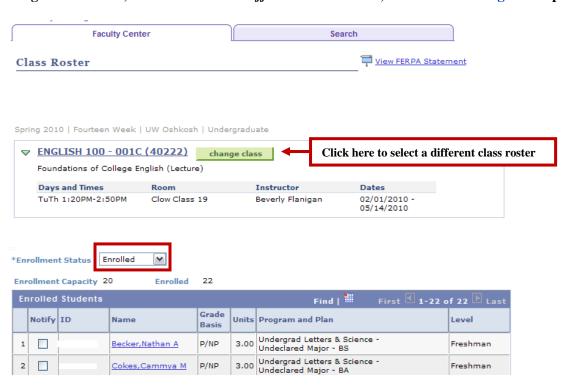
The Select Term page appears. Select the desired term by clicking on the appropriate radio button; then click on the Continue button:



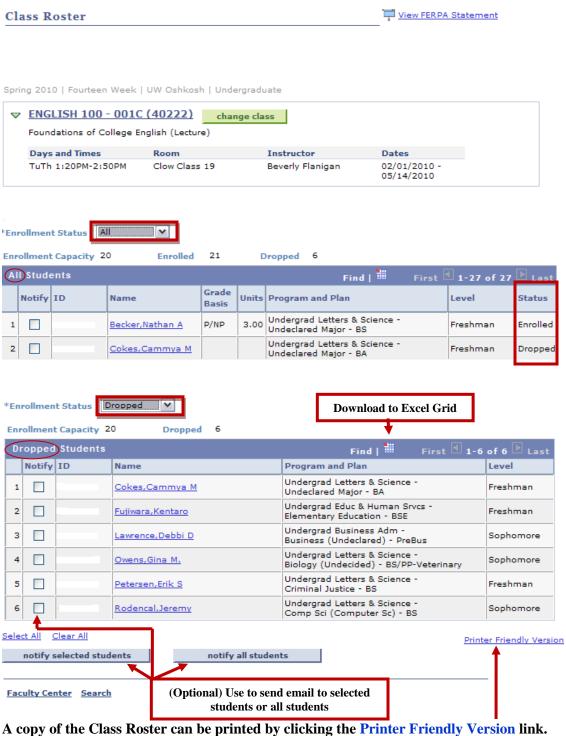
On the Faculty Center page, in the My Teaching Schedule section, click on the Class Roster icon:



The Class Roster appears and includes the following information: Meeting Information, Enrollment Status, Enrollment Capacity, Tally of Students, Student ID, Name, Grade Basis, Units, Program and Plan, Level. To select a *different* Class Roster, click on the Change Class push button.



The Enrollment Status can be changed to show All (students enrolled AND dropped), or Dropped (students dropped from class after the start date of the term). Click on the drop-down arrow in the Enrollment Status box and choose All or Dropped:



The roster can be downloaded to Microsoft Excel by clicking on the download grid []. You may also send an email message (optional) to students from the Class Roster page. Use the Notify box [] to select the students to receive an email and click the [notify selected students] push button, or click on [Select All] and the [notify all students] push button to email <u>all</u> students.