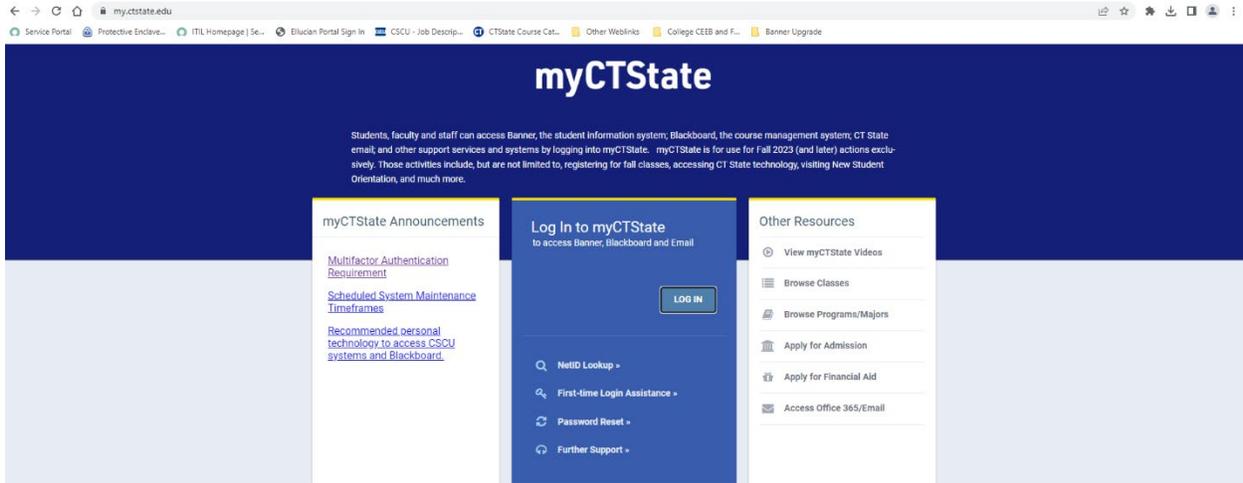


How to Access Class Roster

This job aid will walk you through the steps to access class rosters in the Faculty Self-Service.

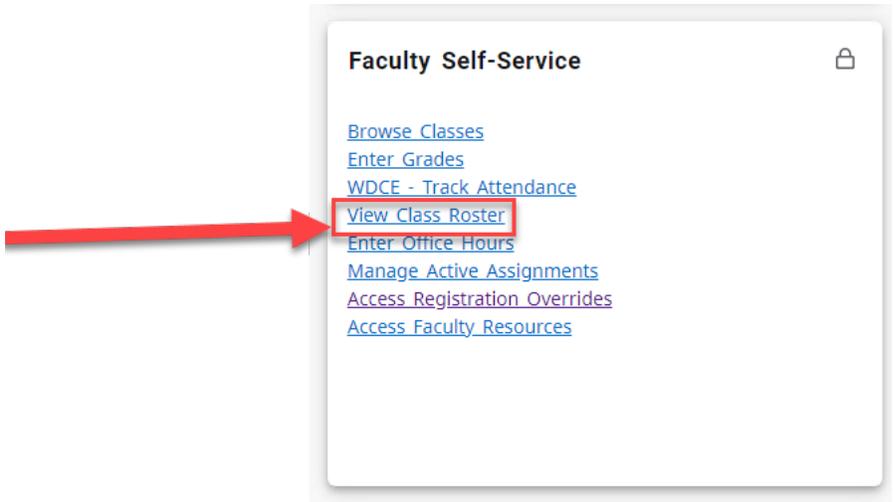
Step 1.

Log into your myctstate.edu portal.



Step 2.

Locate the card titled “Faculty Self-Service,” click on the link titled “View Class Roster.”



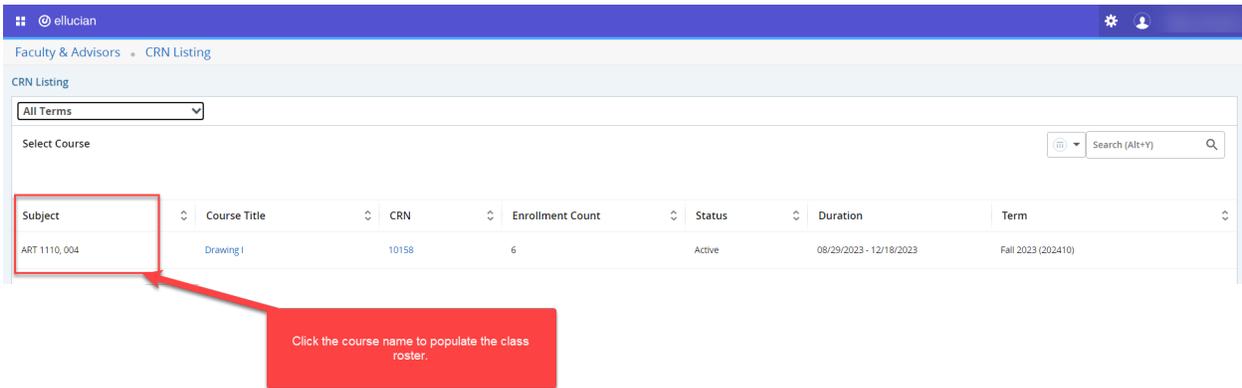
Step 3.

Select the term to populate the course whose class roster you want.



Step 4.

Once you have selected the term in the drop-down menu, displayed on the page will be all courses you were the instructor in the selected term. Click on the course name under the header titled "Subject" to populate the class roster.



Step 5.

What your class roster will look like. To export or print the roster click the export button and follow the directions.

