







How do I?

View a Class Roster

Version 9.0

1. **Sign in to WINS.**
2. **Click on Self Service.**
3. **Click on Faculty Center.**
4. If you need to view a different term **click** on the  button
5. **Click** on the **Class Roster icon**  in the left column.

Features

- ▶ **Class Details** - available by clicking on the class title at the top of the class roster.
- ▶ **Download Class Roster to Excel** . Recommended: select save instead of open.
- ▶ **Sort the order of your class roster** by selecting any of the headings at the top of each column.
- ▶ **The Class Roster icon**  **will not be available if the section has no enrollment.**