




How do I?

View My Class Roster



Version 9.0

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

Notes

- ▶ You can also access the Class Roster directly after the Faculty Center Link. I believe this defaults to the first class in your My Schedule list (sorted by subject and catalog number). To select a different class click .

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.**