

### **How to View Class Roll:**

1. In PAWS on the main header listed for 'Class Information and Roll Verification' please choose "View Class Roll" from the menu.
2. Select the appropriate Term and the list of all courses for which you are the instructor of record will appear.
3. On that list 'click' on the 'subject, crn, section' field to progress to the details for that course (it is a hyperlink – despite not appearing as such). This will move you to the screen image noted below for the appropriate course section.

The screenshot displays the PAWS interface for viewing a class roll. At the top, the Georgia State University logo is visible. Below it, the breadcrumb navigation shows 'Faculty & Advisors > CRN Listing > Class List'. The main content area is titled 'Class List' and includes a dropdown menu for the term 'Summer Semester 2018 - 201805' and a selected course 'ENGL 1101 | 52129'. There are 'Export' and 'Print' icons in the top right. The course details are split into two columns: 'Course Information' and 'Enrollment Counts'. The 'Course Information' column shows 'ENGLISH COMPOSITION I - ENGL 1101 018', CRN: 52129, Duration: 06/04/2018 - 07/28/2018, and Status: Active. The 'Enrollment Counts' table shows:

	Maximum	Actual	Remaining
Enrollment	25	23	2
Wait List	0	0	0
Cross List	0	0	0

Below the course details, there are tabs for 'Class List' (selected) and 'Wait List'. A 'Summary View' dropdown is also present. The 'Summary Class List' section features a search bar and a list of columns: 'Student Name', 'ID', 'Registration Status', 'Level', 'Credit Hours', and 'Final'. An envelope icon is located above the search bar, indicating an email export option.

4. Once on the screen please note that there are two important icons – which is now a common element in Banner 9 – on the top right of the form view. You can export the full course roster, or print using the two icons listed.
5. To email your class roster – on the Summary class list line in the middle of the image there is an envelope icon. You will need to select either the box at the top of the list to capture the whole roster, or the check boxes next to student names to message a subgroup, then click the envelope. This will launch an email to the selected group. Please note it automatically puts the messages into the BCC section of the email as that is the best practice for sending large notices.
6. If an email application is not setup on the machine you are using the best option may be to do the export and use the email listing from the export to capture emails and send them.