

# Quick Guide: View/Download/Print Class Roster

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



2. You will get a popup window with more options.
3. Click on **Self Service**
4. Click on **Faculty Center**
5. Click on **My Schedule**
6. The **My Teaching Schedule** displays for the current term in a table format

**Note:** Class rosters become available as soon as a student enrolls in the class.

7. To view the class roster, click the **Class Roster** (👤) icon to the left of the **Class** (course catalog code, section number, and class number).
8. To change the Term or Institution click on the **change term** button

The screenshot shows the CUNYfirst interface. On the left is a navigation menu with 'Self Service' (3), 'Faculty Center' (4), 'My Schedule' (5), and 'Class Roster' (7) highlighted. The main content area shows the 'Faculty Center' and 'My Schedule' sections. A 'change term' button (8) is highlighted in a red box. Below this, there are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. The 'My Teaching Schedule' table is displayed for the 2013 Spring Term at Hunter College.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HONS 2011F-01 (42948)	DEMOGRAPHY (Lecture)	25	Th 1:10PM - 2:25PM	TBA	Jan 28, 2013- May 24, 2013


9. On the **Select Term** page, you can select the radio box to select the semester and institution you want to view

**Note:** If you have multiple institutions listed, each semester will be listed multiple times

Term	Institution
<input checked="" type="radio"/> 2013 Spring Term	The Graduate Center
<input type="radio"/> 2013 Spring Term	Hunter College
<input type="radio"/> 2012 Fall Term	The Graduate Center
<input type="radio"/> 2012 Fall Term	Hunter College

10. On the **Class Roster** page, in the **Enrolled Students** section, the roster displays a list of enrolled students in alphabetical order by last and then first name including their ID, Name, Grade Basis, Units, Program and Plan, and Level.

**Note:** Click on a column header to sort the list by that field

1. To download the roster as an Excel file, click the **Download** icon (  ) on the **Enrolled Students** title bar.

**Note:** Prior to downloading, please set your browser to allow popups.

2013 Spring Term | Regular Academic Session | Hunter College | Undergraduate


▼ **HONS 2011F - 01 (42948)** [change class](#)

DEMOGRAPHY: FERTILITY, MORTALITY, MIGRATION IN A CHANGING WORLD (Lecture)

Days and Times	Room	Instructor	Dates
Th 1:10PM-2:25PM	West Bldg 412	MD Nazmus Nasir, Manfred Kuechler, Michael Nisbett, Steven Giovino	01/28/2013 - 05/24/2013
Mo 1:10PM-2:25PM	West Bldg 412	Staff	01/28/2013 - 05/24/2013

\*Enrollment Status **Enrolled** ▼

Enrollment Capacity 25    Enrolled 25

**Enrolled Students** Find |  First 1-25 of 25 Last

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	11011001	<a href="#">Student, First</a>	Conversion	3.00	Undergraduate - Political Science BA/Special Honors BA	Lower JR
2	<input type="checkbox"/>	10101110	<a href="#">Student, Second</a>	Conversion	3.00	Undergraduate - Chem II BA/Special Honors BA	Lower JR
3	<input type="checkbox"/>	10010010	<a href="#">Student, Third</a>	Conversion	3.00	Undergraduate - English Lit BA/Special Honors BA/Undeclared Major Undergraduate/Human Rights Minor	Upper JR

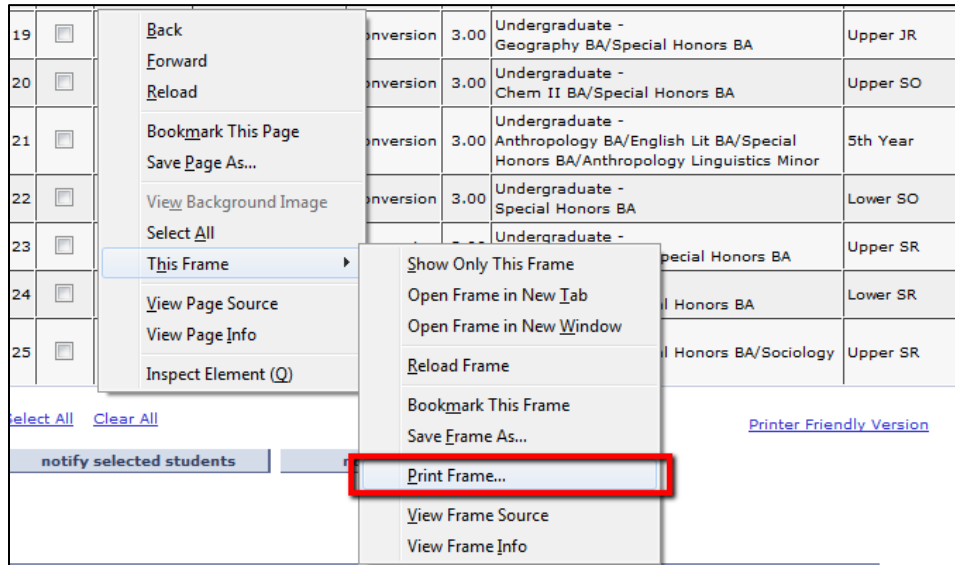
- 1 . Select the **Printer Friendly Version** link to view a printable view of the page. To print, depending on your browser, you can go to **File >> Print** or click **CTRL+P** to print your page

24	<input type="checkbox"/>	10101010	<a href="#">Student, Test</a>	Conversion	3.00	Undergraduate - Psychology BA/Special Honors BA	Lower SR
25	<input type="checkbox"/>	10100010	<a href="#">Student, Practice</a>	Conversion	3.00	Undergraduate - Psychology BA/Special Honors BA/Sociology Minor	Upper SR

[Select All](#)   [Clear All](#)
[Printer Friendly Version](#)

**Note:** In order to print on Firefox, right click anywhere on the frame, select **This Frame** and click on **Print Frame**



- 1 . If needed, click the **Change Class** button to return to **My Teaching Schedule** and select the **Class Roster** icon to view another roster

Class Roster			
2013 Spring Term   Regular Academic Session   Hunter College   Undergraduate			
<input checked="" type="checkbox"/> <b>HONS 2011F - 01 (42948)</b>	<input type="button" value="change class"/>		
DEMOGRAPHY: FERTILITY, MORTALITY, MIGRATION IN A CHANGING WORLD (Lecture)			
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