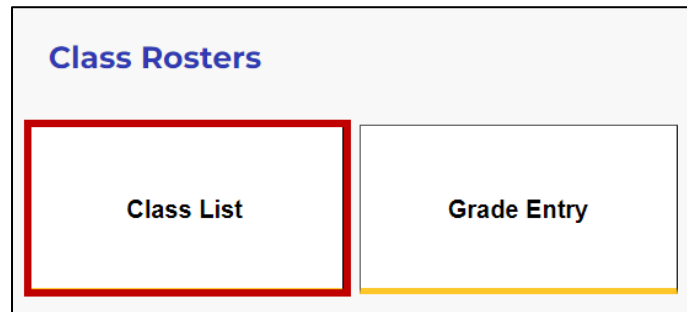


## This guide will show you how to:

- Access and Navigate the Class Roster
- How to Export the Class Roster
- How to find a class if you are Admin and Faculty

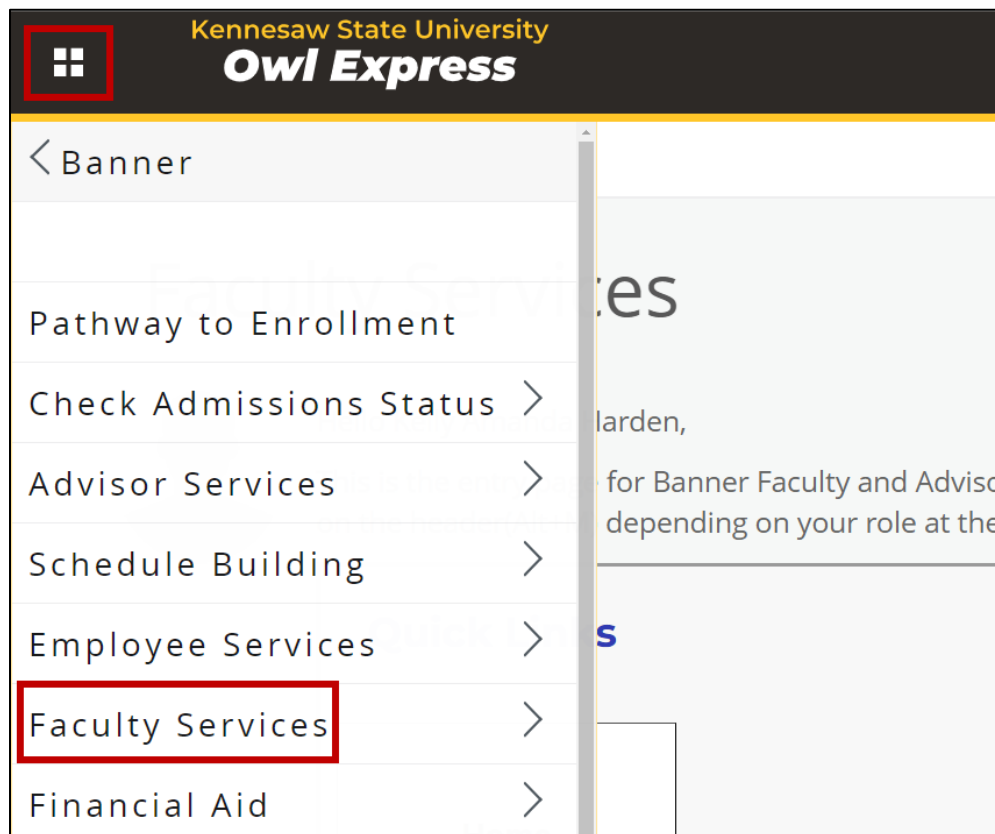
## Access and Navigation

1. In Owl Express under the Faculty Services menu, click Class Roster.



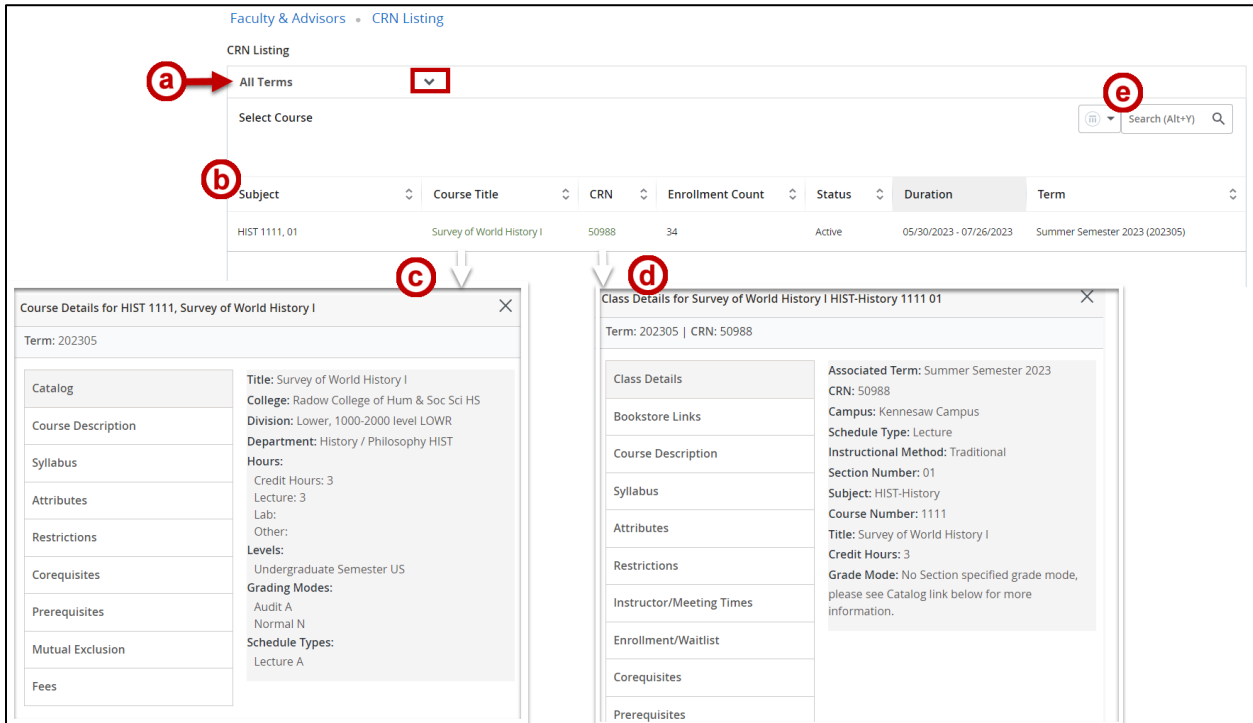
Class Roster tile

Note: Click the Home button to access Faculty Services > Faculty dashboard.



Home button

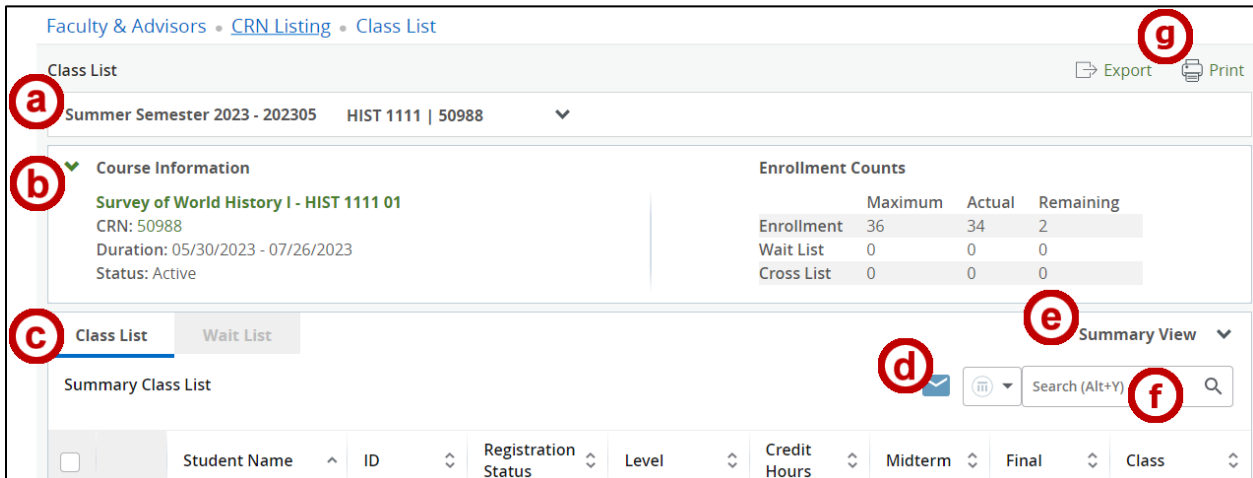
2. Class Roster page overview:



Class Roster page overview

- Use the dropdown menu to select a term.
- Click the Course subject, number, and section to access the students on the Class Roster.
- Click the Course Title to view the Course Details.
- Click the CRN to view the Class Details.
- Use the search bar to search for a course (if you are teaching multiple sections a term).

3. After clicking a course, the Class Roster will load.

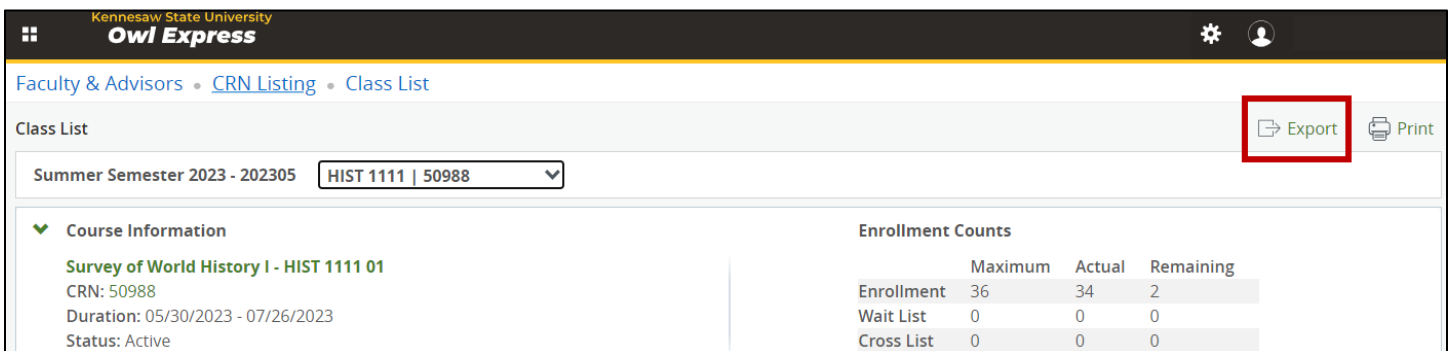


Class Roster for course

- a. Select a different class.
- b. View course information. Click the links to access course and/or class details.
- c. Switch between the Class Roster view and the Wait List view.
- d. Email selected students.
- e. Switch between Summary View or Detailed View. Detailed View displays additional student information.
- f. Search for a student by name or by KSU ID.
- g. Export the Class Roster to Excel or print your Class Roster.

## How to Export the Class Roster

- 1. Navigate to your Class Roster.
- 2. Click Export.

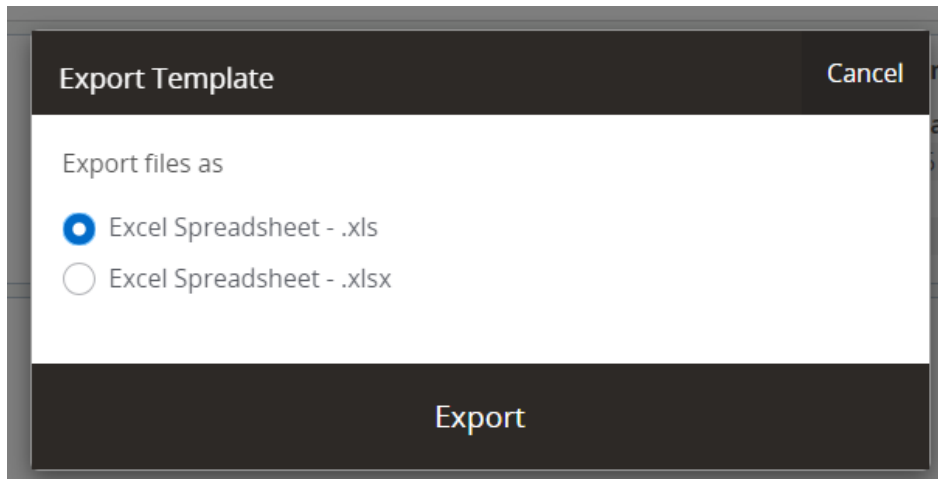


The screenshot shows the Owl Express interface. At the top, it says "Kennesaw State University Owl Express". Below that, there are navigation links: "Faculty & Advisors", "CRN Listing", and "Class List". The main content area is titled "Class List" and shows a dropdown menu for "Summer Semester 2023 - 202305" and "HIST 1111 | 50988". To the right of the dropdown menu, there are two buttons: "Export" (highlighted with a red box) and "Print". Below the dropdown menu, there is a section for "Course Information" and "Enrollment Counts".

	Maximum	Actual	Remaining
Enrollment	36	34	2
Wait List	0	0	0
Cross List	0	0	0

Export button

- 3. The Export Template window will open. Select the file type and click Export. The Excel file will be downloaded to your PC.

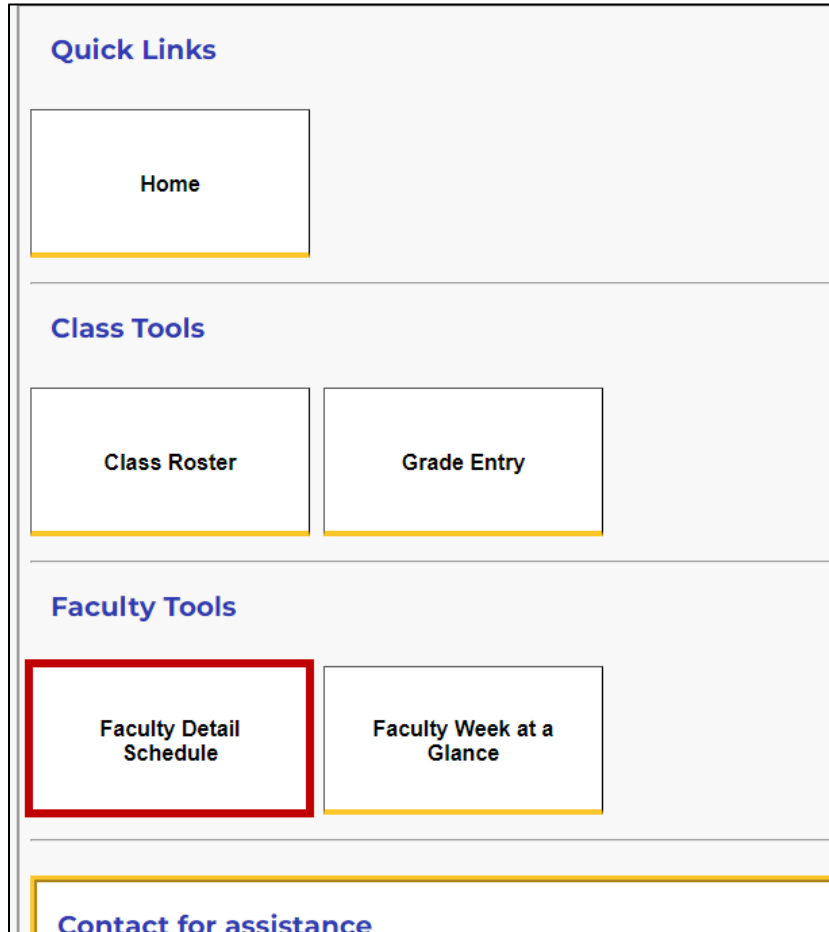


The screenshot shows the "Export Template" dialog box. It has a title bar with "Export Template" and a "Cancel" button. Below the title bar, there is a section labeled "Export files as" with two radio button options: "Excel Spreadsheet - .xls" (selected) and "Excel Spreadsheet - .xlsx". At the bottom of the dialog box, there is an "Export" button.

Export Template

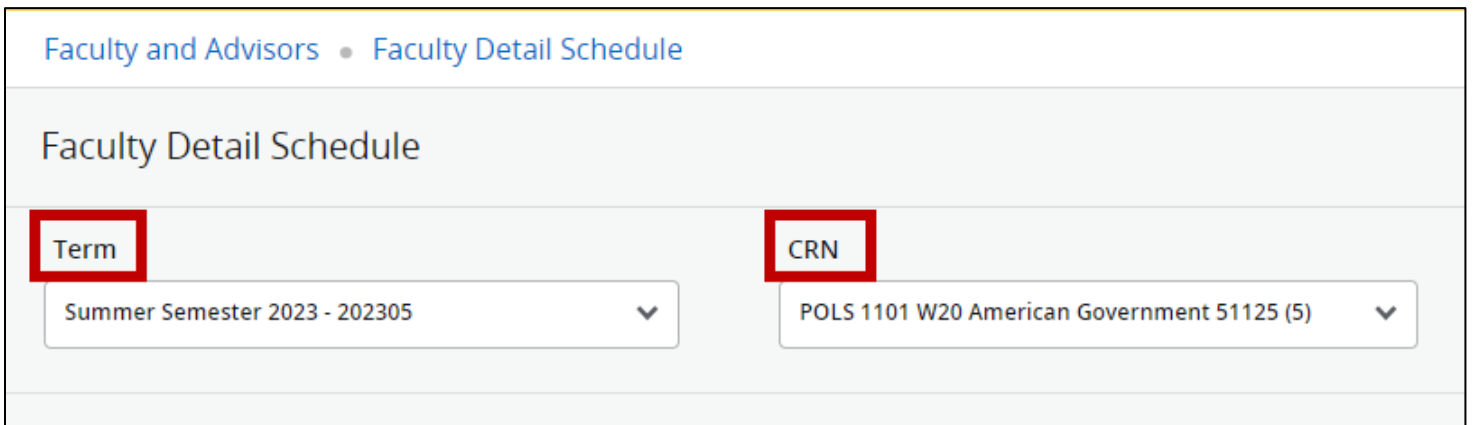
## How to Find a Class if you are Admin and Faculty

1. On the Faculty Services Dashboard, click Faculty Detail Schedule.



Faculty Detail Schedule button

2. Select a Term and CRN from the dropdown menus.



The screenshot shows the 'Faculty Detail Schedule' page. At the top, there is a breadcrumb trail: 'Faculty and Advisors > Faculty Detail Schedule'. Below this, the page title 'Faculty Detail Schedule' is displayed. There are two dropdown menus: 'Term' and 'CRN'. The 'Term' dropdown is set to 'Summer Semester 2023 - 202305' and the 'CRN' dropdown is set to 'POLS 1101 W20 American Government 51125 (5)'. Both dropdown menus are highlighted with red boxes.

Select Term and CRN

3. The Course information will load. Click the Classlist link found in the Roster section.

### Faculty Detail Schedule

Term

Summer Semester 2023 - 202305 ▼

CRN

POLS 1101 W20 American Government 51125 (5) ▼

i Use this page to view your detailed schedule.

**Course** : POLS 1101 W20 American Government 51125

Associated Term	CRN	Status	Available for registration
Summer Semester 2023	51125	Active	03/10/2023 - 06/17/2023
College	Department	Part of Term	Credits
Radow College of Hum & Soc Sci	School of Govt & Intl Affairs	8	3
Campus	Override	Instructional Method	Roster
KSU Online	No	Online - 100% Online	<a href="#">Classlist</a>
Course Level			
Undergraduate Semester, Undergraduate Semester			

**Classlist link**