

Printing Your Class Rosters

You can view your Class Roster, as soon as students enroll in the class section. From the Class Roster, you can email students, produce a friendly version for printing, or download your roster to Excel. The steps below will guide you through printing your class roster.

1.	From the Faculty Center, click the next to the desired class section.
	My Teaching Schedule > Fall_2010 > Cal State Univ_Bakerefield
2.	Your class roster opens.
3.	Click the link to print your roster.
4.	Depending on your web browser, the printer friendly version will open in a new browser window or tab. You can use your web browser button to print the roster.