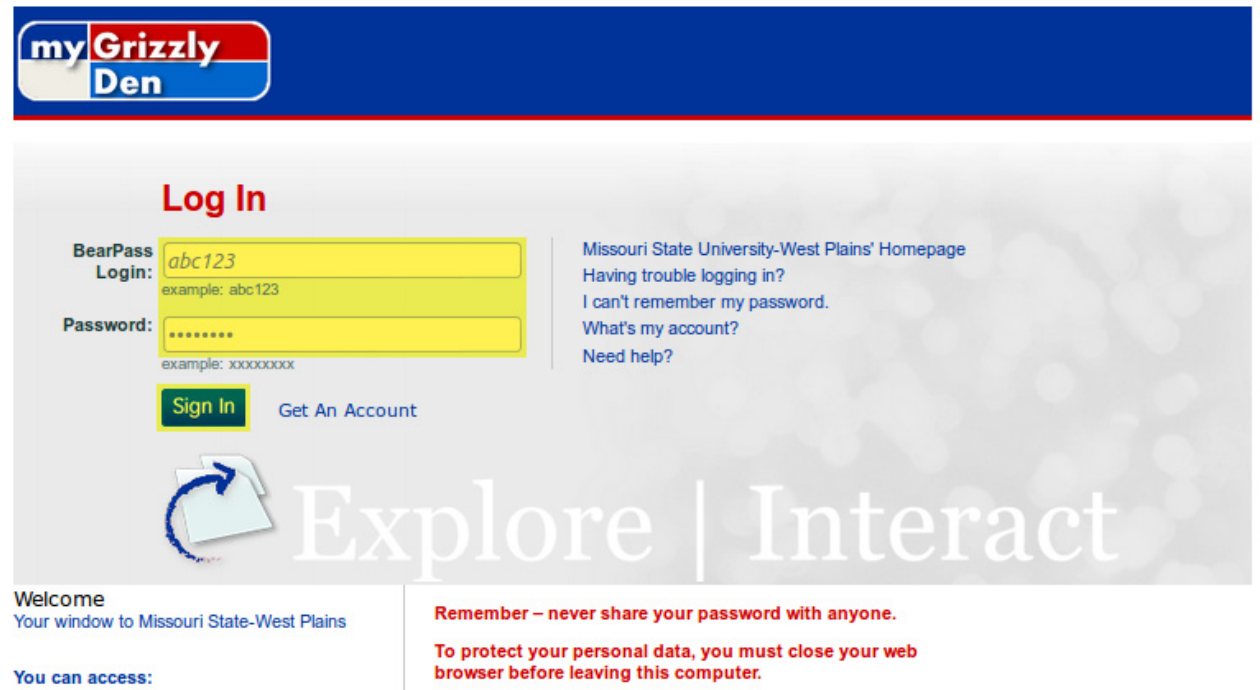# Print a Class List

Step 1	
Before anything else, make sure you are using the Firefox web browser. This will be important later. Enter your login and password. Then click the "Sign In" button.	

Step 2

Click the "My Teaching/Advising" (shown in yellow).

Step 3

Click the "Summary Class List" link (shown in yellow).

Step 4

From the dropdown list, select the current semester. Make sure you choose the one for the "Dalian Campus." Then click the "Submit" button to continue.

Back to
My Teaching/Advising Tab

Logout   Help

Personal Information   **Faculty Services**   **GrizMenu**

Search [   ] [Go]

RETURN TO MENU   SITE MAP   HELP

Select Term

06/14/2013 02:13 AM
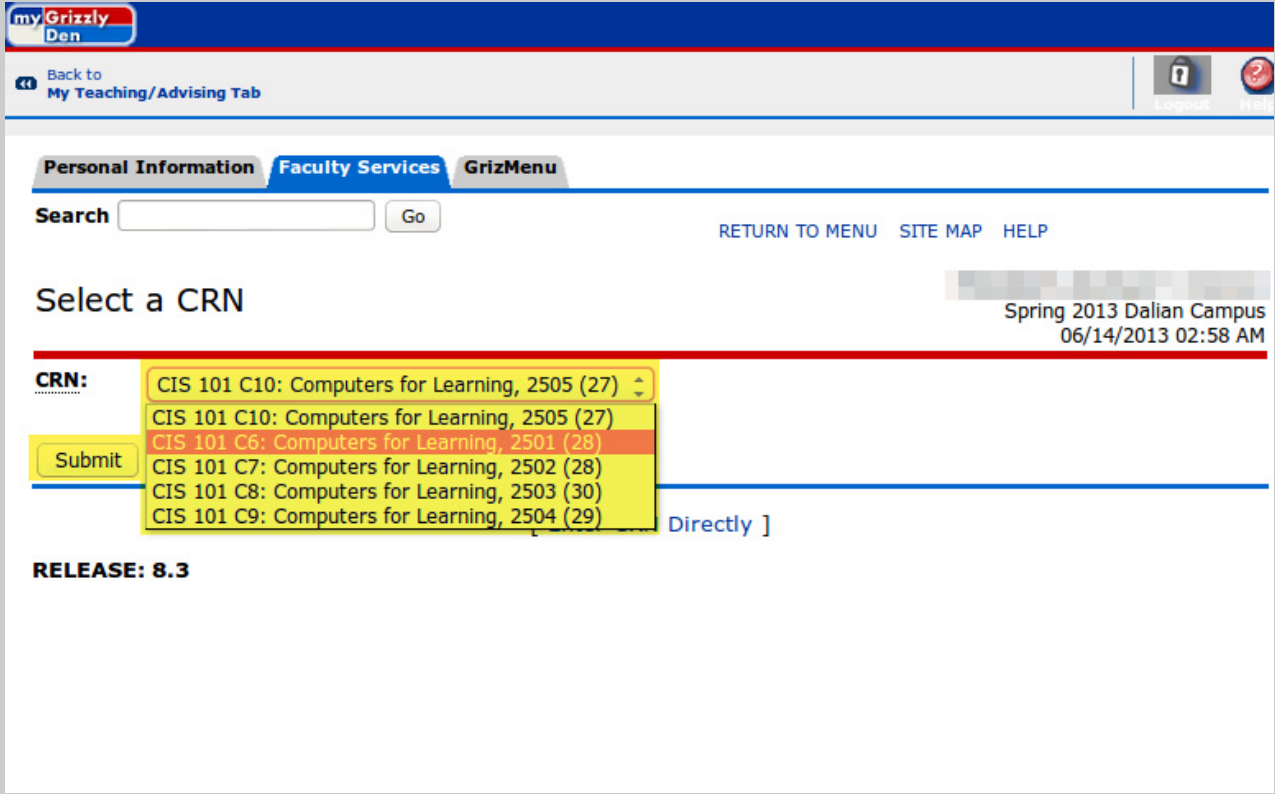
Select a Term: [Spring 2013 Dalian Campus ▲▼]

Fall 2013 Dalian Campus
Fall 2013
Summer 2013
Spring 2013 Dalian Campus
Spring 2013
Fall 2012 Dalian Campus
Fall 2012
Summer 2012
Spring 2012
Fall 2011 Dalian Campus
Fall 2011
Summer 2011
Spring 2011 Dalian Campus
Spring 2011
Fall 2010 Dalian Campus

[Submit]

RELEASE: 8.4

Step 5

From the dropdown list, select the sections whose class list you would like to print. Each section is designated by [course code C#] where # is the section number. Then click the "Submit" button to continue."

Step 6

If you see a screen resembling the image below, then you are ready to print. Please note that you are able to see the status of students who are or were registered in this section. Continue to the next page for printing instructions."

my Grizzly Den

Back to
My Teaching/Advising Tab

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	26	28	-2
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1		M000	**Registered**	Undergraduate	3.000	Enter	
2		M000	Drop (D46/23-70/35)	Undergraduate	3.000	Enter	
3		M000	**Web Registered**	Undergraduate	3.000	Enter	
4		M000	**Web Registered**	Undergraduate	3.000	Enter	
5		M000	**Web Registered**	Undergraduate	3.000	Enter	
6		M000	**Web Registered**	Undergraduate	3.000	Enter	
7		M000	**Web Registered**	Undergraduate	3.000	Enter	
8		M000	**Web Registered**	Undergraduate	3.000	Enter	
9		M000	**Web Registered**	Undergraduate	3.000	Enter	

Step 7

This step can only be completed in Firefox because the regular print option in your browser will drop a portion of your class list.

Put your mouse over any part of the class list (shown in yellow) and right-click. Then hover over "This Frame" and select "Print Frame" from the menu that pops out. Confirm the print job to print your complete class list. Bear in mind that this list could change after you've printed it. Be sure to check back again later if necessary.