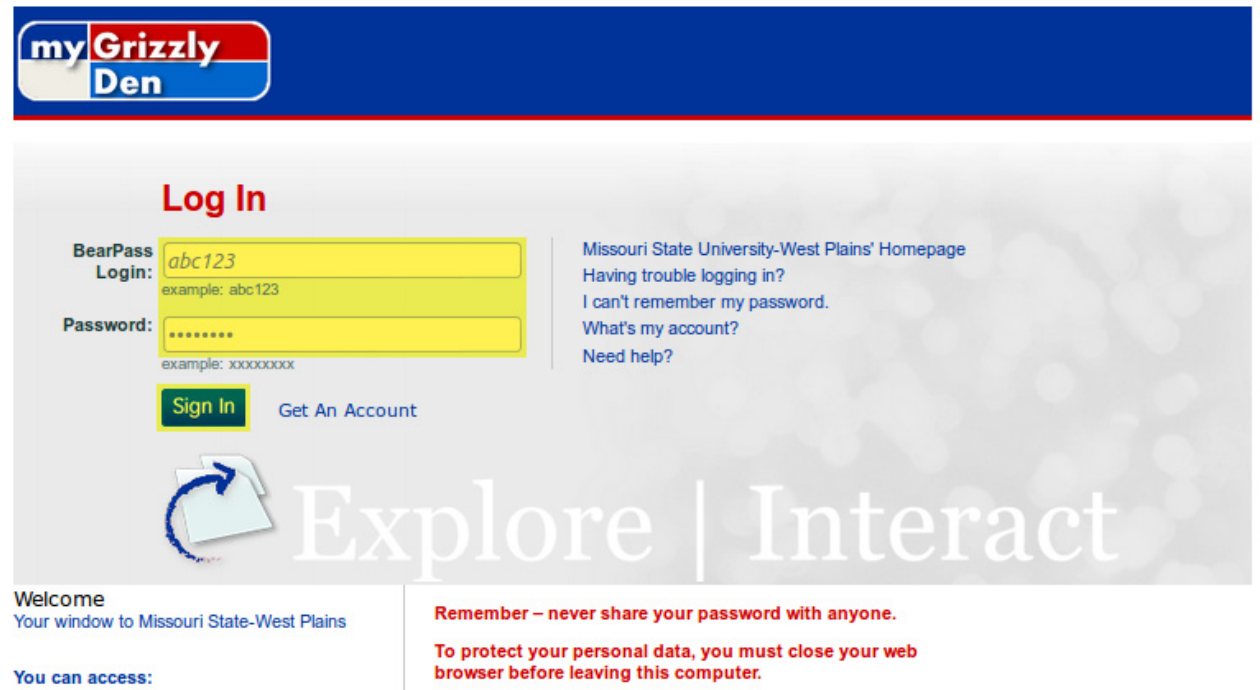


# Print a Class List

## 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.



The screenshot shows the 'myGrizzlyDen' login interface. At the top is a blue header with the 'myGrizzlyDen' logo. Below the header, the page is titled 'Log In' in red. There are two input fields: 'BearPass Login:' with the example 'abc123' and 'Password:' with a masked password '\*\*\*\*\*' and the example 'xxxxxxxx'. A green 'Sign In' button and a blue 'Get An Account' link are positioned below the fields. To the right, there are links for 'Missouri State University-West Plains' Homepage', 'Having trouble logging in?', 'I can't remember my password.', 'What's my account?', and 'Need help?'. At the bottom left, it says 'Welcome Your window to Missouri State-West Plains' and 'You can access:'. At the bottom right, there is a red warning: 'Remember – never share your password with anyone. To protect your personal data, you must close your web browser before leaving this computer.' The background features a large graphic with the text 'Explore | Interact' and a circular arrow icon.

## Step 2

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

The screenshot displays the myGrizzlyDen website interface. At the top left is the logo for myGrizzlyDen. Below the logo, there is a navigation bar with tabs: Home, My Tab, My Teaching/Advising (highlighted in yellow), My Work Resources, and Tab for Testing Channels. The date 2013 June 14 is shown in the top right corner. The main content area is divided into several sections:

- Personal Announcements:** There are no announcements.
- Campus Announcements:** VISA is now an accepted form of payment online.
- Campus Information:** Campus notices will be posted below as necessary. A mailing address is provided: Missouri State University-West Plains, 128 Garfield, West Plains, MO 65775. Phone: (417) 255-7955. Toll free: (888) 466-7897.
- News Headlines:** A list of news items including the 18th annual Grizzly Golf Classic, Operation 50K, and a basketball staff addition.
- Upcoming Events:** Friday, June 14, 2013: All Day Old-Time Music, Ozark Heritage Festival.
- Quick Links:** A vertical list of buttons for Student Email, Blackboard, CashCourse, Chalk & Wire, Class Schedule and Course Descriptions, and GrizTXT Options.

### Step 3

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

The screenshot displays the myGrizzlyDen web application interface. At the top, the logo "myGrizzlyDen" is visible. Below the logo, the user is logged in as "Abraham Hammar". The interface includes a navigation bar with tabs for "Home", "My Tab", "My Teaching / Advising", "My Work Resources", and "Tab for Testing Channels". The date "2013 June 14" is shown in the top right corner. The main content area is divided into several panels:

- Faculty QuickLinks:** Contains buttons for "Blackboard" and "MAP-Works Faculty/Staff".
- Faculty Resources:** A list of links including "Incomplete Grades Summary", "Summary Class List" (highlighted in yellow), "My Evaluations", "Discrepancy Report", "AIM Report", "Faculty Ratings by Name", and "Faculty Ratings by Subject".
- Faculty Dashboard:** Displays a message: "There are too many courses to display in the channel. Please use the following link to view the results." and a link for "Active Assignments".
- Faculty Grade Assignment:** A table showing course assignments with status indicators.
- Advisor Resources:** A list of links for advisor-related functions.

Course Name	Course ID	Term	Location	Status
Computers for Learning	CIS 101	Spring 2013	Dalian Campus	Green Triangle
Computers for Learning	CIS 101	Spring 2013	Dalian Campus	Green Triangle
Computers for Learning	CIS 101	Spring 2013	Dalian Campus	Yellow Triangle
Computers for Learning	CIS 101	Spring 2013	Dalian Campus	Green Triangle
Computers for Learning	CIS 101	Spring 2013	Dalian Campus	Green Triangle

At the bottom of the Faculty Grade Assignment panel, there is a dropdown menu set to "Final Grades" and a "Go" button.

## 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.

The screenshot shows the 'myGrizzlyDen' web interface. At the top, there is a blue header with the 'myGrizzlyDen' logo. Below the header, there is a navigation bar with 'Back to My Teaching/Advising Tab' and 'Logout Help' links. The main content area has three tabs: 'Personal Information', 'Faculty Services', and 'GrizMenu'. Below the tabs, there is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The 'Select Term' section features a dropdown menu with the following options: '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', and 'Fall 2010 Dalian Campus'. A yellow 'Submit' button is located to the left of the dropdown menu. The text 'RELEASE: 8.4' is visible below the dropdown menu. The date and time '06/14/2013 02:13 AM' are displayed in the top right corner.

myGrizzlyDen

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

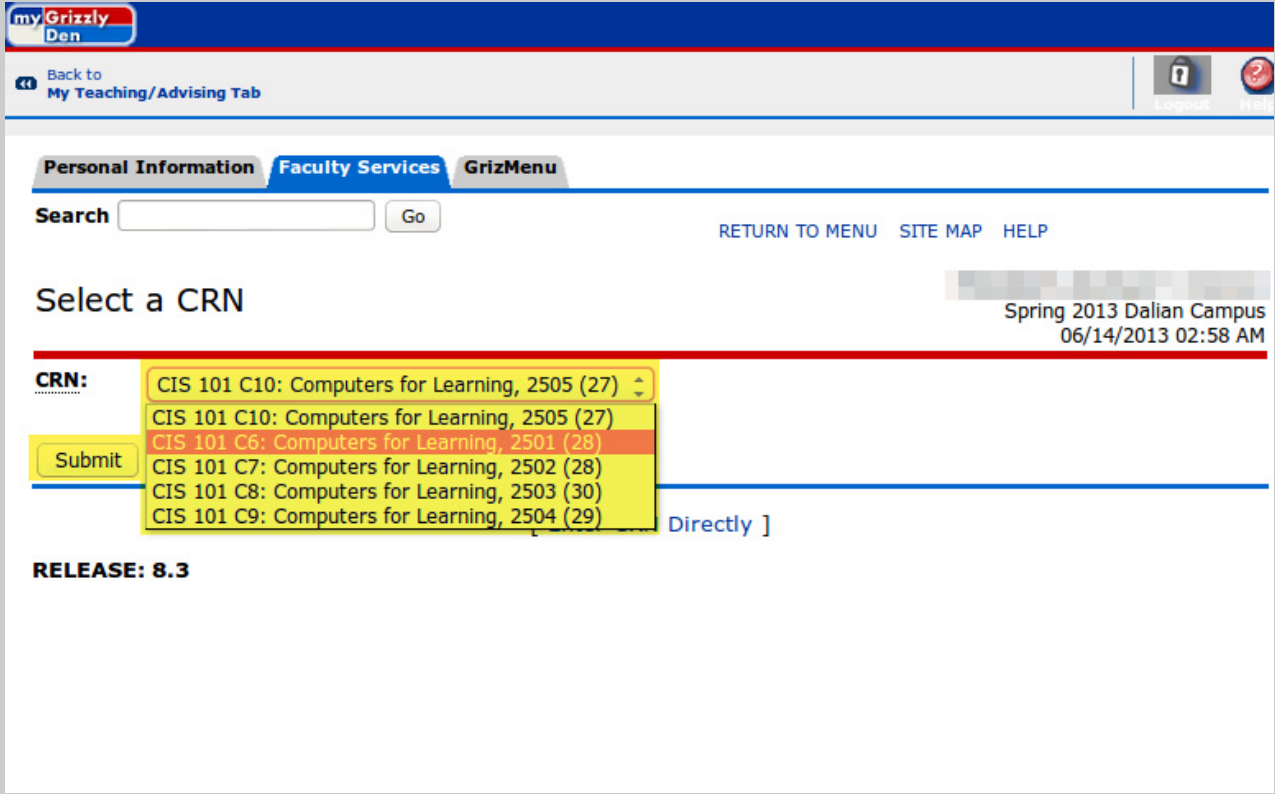
Select a Term: Spring 2013 Dalian Campus  
Fall 2013 Dalian Campus  
Fall 2013  
Summer 2013  
Spring 2013 Dalian Campus  
Spring 2013  
Fall 2012 Dalian Campus  
Fall 2012  
Summer 2012  
Spring 2012  
Fall 2011 Dalian Campus  
Fall 2011  
Summer 2011  
Spring 2011 Dalian Campus  
Spring 2011  
Fall 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."



The screenshot shows the myGrizzlyDen web application interface. At the top, there is a blue header with the logo "myGrizzlyDen". Below the header, there is a navigation bar with "Back to My Teaching/Advising Tab" and "Logout Help" links. The main content area has three tabs: "Personal Information", "Faculty Services", and "GrizMenu". Below the tabs, there is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", and "HELP". The main heading is "Select a CRN". On the right side, there is a date and time stamp: "Spring 2013 Dalian Campus 06/14/2013 02:58 AM". Below the heading, there is a dropdown menu labeled "CRN:" with a "Submit" button to its left. The dropdown menu is open, showing a list of course sections:

- CIS 101 C10: Computers for Learning, 2505 (27)
- CIS 101 C10: Computers for Learning, 2505 (27)
- CIS 101 C6: Computers for Learning, 2501 (28)
- CIS 101 C7: Computers for Learning, 2502 (28)
- CIS 101 C8: Computers for Learning, 2503 (30)
- CIS 101 C9: Computers for Learning, 2504 (29)

To the right of the dropdown menu, there is a link labeled "Directly ]". Below the dropdown menu, there is a "RELEASE: 8.3" label.

## 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."

The screenshot displays the 'myGrizzlyDen' interface. At the top, there is a navigation bar with 'Back to My Teaching/Advising Tab' and 'Logout Help' options. Below this, the 'Enrollment Counts' section shows a table with columns for 'Maximum', 'Actual', and 'Remaining'. The 'Enrollment' row shows values 26, 28, and -2, while the 'Cross List' row shows 0, 0, and 0. The 'Summary Class List' section features a table with columns for Record Number, Student Name, ID, Reg Status, Level, Credits, Final, and Grade Detail. The 'Reg Status' column for the first record is highlighted in yellow and contains the text '\*\*Registered\*\*'. Other records show statuses like 'Drop (D46/23-70/35)' and '\*\*Web Registered\*\*'. Each row in the class list has a small envelope icon to its right.

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.

The screenshot shows the 'myGrizzlyDen' website interface. At the top, there is a navigation bar with 'Back to My Teaching/Advising Tab' and 'Logout Help' links. Below this is a yellow section titled 'Enrollment Counts' with a table showing 'Maximum Actual Remaining' for 'Enrollment' (26, 28, -2) and 'Cross List' (0, 0, 0). The main content is a 'Summary Class List' table with columns for Record Number, Student Name, ID, Credits, Final Grade, and Detail. The table contains 9 rows of data, with the last three rows (7, 8, 9) having a status of '\*\*Web Registered\*\*'. A context menu is open over the table, with 'This Frame' selected, and a sub-menu is open showing 'Print Frame...' as the highlighted option. Other options in the sub-menu include 'View Frame Source' and 'View Frame Info'. The 'Print Frame...' option is highlighted in green.

Record Number	Student Name	ID	Credits	Final Grade	Detail
1		M000			
2		M000			
3		M000			
4		M000			
5		M000			
6		M000			
7		M000	**Web Registered**	Underg	
8		M000	**Web Registered**	Underg	
9		M000	**Web Registered**	Undergraduate	3.000 Enter