

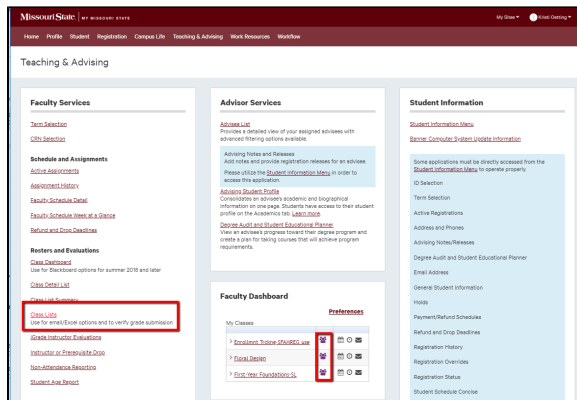
How to Access your Faculty Class Lists

Class lists can be downloaded into HTML, Excel, or CSV files from the My Missouri State website. This page also includes a web form to email all of the students in your class.

- [Faculty Services portlet](#)
 - [Faculty Dashboard](#)
1. Sign in to [My Missouri State](#), and then click the **Teaching and Advising** tab.
 2. You will see two portlets where you can see your Class Lists.
 - a. The Class Lists under **Faculty Services** gives options to email individual students or the entire class. You can also download your class list from this link for several purposes, like to print attendance rosters, grading rosters, or to view album of student photos.
 - b. The Class List in the **Faculty Dashboard** will also give you option to email individual students or the entire class. From this link, you can also get detailed information on the students, such as phone number, address, admit term, current program, college, and major.

Related articles:

- [How to Use the Class Dashboard to Request Blackboard Courses](#)
- [How to Choose a Blackboard Template](#)
- [My Missouri State Portal](#)
- [How to Open Argos Web Links](#)
- [iGrade Instructor Evaluations](#)



Faculty Services portlet

1. Click the **Class Lists** link in the **Faculty Services** portlet.

Faculty Services

[Term Selection](#)

[CRN Selection](#)

Schedule and Assignments

[Active Assignments](#)

[Assignment History](#)

[Faculty Schedule Detail](#)

[Faculty Schedule Week at a Glance](#)

[Refund and Drop Deadlines](#)

Rosters and Evaluations

[Class Dashboard](#)
Use for Blackboard options for summer 2018 and later

[Class Detail List](#)

[Class List Summary](#)

[Class Lists](#)
Use for email/Excel options and to verify grade submission

[iGrade Instructor Evaluations](#)

[Instructor or Prerequisite Drop](#)

[Non-Attendance Reporting](#)

[Student Age Report](#)

Grades

[Grade Change Authorization](#)

[Incomplete Grade Extension](#)

2. Select your term, then click **Submit**.



Missouri State
UNIVERSITY

Class List

Term:

- View my classes
- View specific CRN
- View specific Subject / Number / Section
- View all sections for a course
- View classes for another instructor

- Click on the course name.

Missouri State UNIVERSITY

My Classes

Fall 2018 Instructor: Kristi A. Oetting (M00063020) As of: 6/26/2018 2:57:34 PM

CRN	Course Section	Title	Days	Start Time	End Time	Building /Room	Current Enrolled	Dept	Current Wait	Max Wait
41216	ASST 200-216	Floral Design					0	15	0	0
43014	GEP 101-114	First-Year Foundations-SL	TR	11:00 AM	11:50 AM	UNWH 0201	29	31	0	0

[Use Different Search Criteria](#)

- From this page, you can see a list of students, a link to email each student individually, or to email all students on the list. You can also see the grades that have been assigned to each student.

Missouri State UNIVERSITY

Class List

View the Academic Calendar for the "No Penalty Drop Deadline" for Full, 1st Block or 2nd Block classes. Contact the Office of the Registrar for deadline dates for other terms.

FALL 2018 GEP 101-114 First-Year Foundations-SL Part of Term: 1 CRN: 43014

[Email all the students in this section](#)

Primary Instructor: Kristi A. Oetting (M00063020) As of: 6/26/2018 12:00:23 PM

Seq	Return to SIB	BearPass#	Name	Sex	Class	Major	Midterm Grade	Grade	Status Date
1				F	FR	Biology-BA		None	05/25/2018
2				F	FR	Biology/Wildlife Biology-BS			05/25/2018
3				F	FR	Psychology-BA-Preadmission			05/25/2018

- The bottom of the page provides multiple options for viewing and saving the class list in Excel, HTML, or CSV versions, including a photo roster you can view or print.

Attendance Form and Class List Data

[View Attendance Form in HTML](#) Select to print attendance form from browser.

[View Attendance Form in Excel](#) Select to print attendance form in Excel.

[Download Data in CSV format](#) Select to import class list data into Excel.

[Download Roster for Mid-term Grading](#) Select to download class list for import into Faculty Grade Entry.

[Download Roster for Final Grading](#) Select to download class list for import into Faculty Grade Entry.

[View Album of Student Photos](#) Select to view student pictures in a printable format.

Include BearPass numbers

[See Explanation](#) for additional information.

Faculty Dashboard

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
 417-836-5891