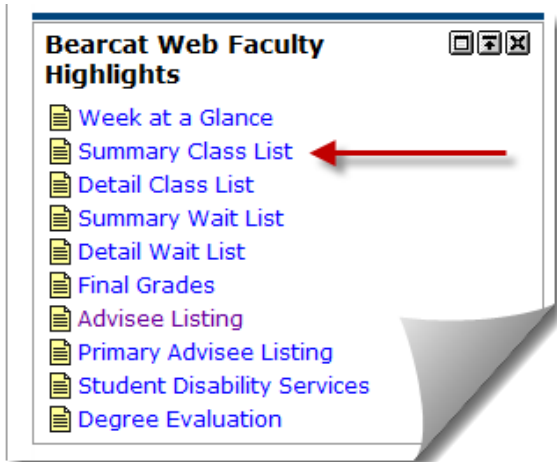


## Running a Summary Class List



### Select Term

Select a Term:

1. Log into the **MyLander** campus portal.

2. In the **Bearcat Web Faculty Highlights** box, click on the **Detail Class List** link.

The Bearcat Web Faculty Highlights can be found on both the **Home** tab and the **Teach/Advise** tab in the MyLander portal.)

3. Select the desired **Term** and press **Submit**.

4. Select the class that you want from the **Select CRN** drop-down list and press the **Submit** button.

## Summary Class List

An asterisk will appear next to the appropriate field if any of the following conditions are met: \* in his/her primary residence, \* The student is currently enrolled in a course from that institution, \* If the word Confidential appears next to the student's name.

**Download your class list to an Excel spreadsheet**

**View student photos for your class list**

**Course Information**

**Markets, Inst., & Banking - FINA 309 02**

**CRN:** 11557

**Duration:** Sep 01, 2010 - Dec 10, 2010

**Status:** Active

**Enrollment summary for your class**

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b>	25	5	20
<b>Cross List:</b>	0	0	0

## Running a Summary Class List (Continued)


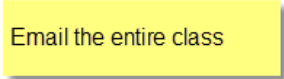
The bottom portion of the **Summary Class List** page displays enrolled student names, ID numbers, Registration Status, Level, number of credits each student is receiving for the class, and grade information when available.

Using the E-mail icon to the right of the student's record, you can send an e-mail to an individual student. If you want to send an e-mail to the entire class, use the E-mail Class link at the bottom of the page.\*

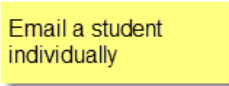

**\*Please note that the E-mail links will automatically pull up a message using Microsoft Outlook. If you are not connecting to the Lander network, your message will not be sent until you re-connect.**

### Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Grade Detail	Notification Expires
1	0	Andrews, Keith M.	L00 [REDACTED]	**Web Registered**	Undergraduate	3.000		
2	0	Kelly, Corey B.	L00 [REDACTED]	**Web Registered**	Undergraduate	3.000		
3	0	Manrique, Juan P.	L00 [REDACTED]	**Web Registered**	Undergraduate	3.000		
4	0	Metts, William C.	L00 [REDACTED]	**Web Registered**	Undergraduate	3.000		
5	0	Snelling, Ryan B.	L00 [REDACTED]	**Web Registered**	Undergraduate	3.000		

[Email class](#)  

[Return to Previous](#)

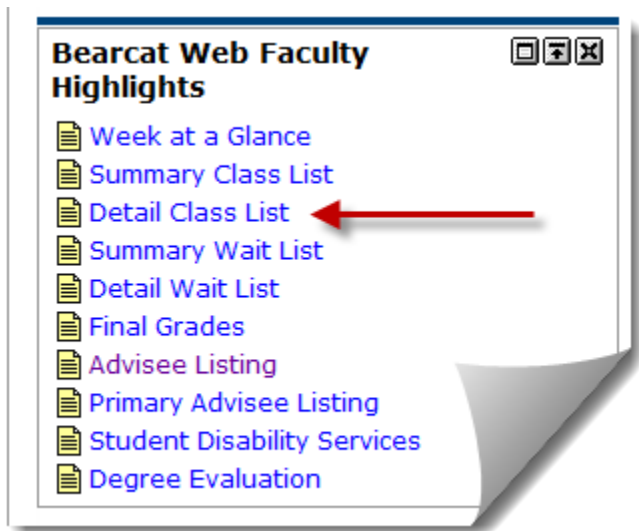
 

To print a copy of the **Summary Class List**, use the print function of your web browser (press the printer icon on your browser toolbar, or go to the **File** menu and select **Print**).

To select another **Class Summary List**, click on the **Return to Previous** link at the bottom and select the next desired class.

To return to the **Teach/Advise** tab, click the **Back to Teach/Advise tab** link in the upper right-hand corner.

## Running a Detail Class List



1. Log into the **MyLander** campus portal.

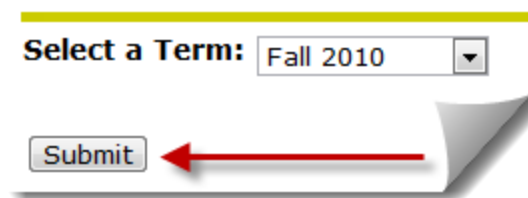
2. In the **Bearcat Web Faculty Highlights** box, click on the **Detail Class List** link.

The Bearcat Web Faculty Highlights can be found on both the **Home** tab and the **Teach/Advise** tab in the MyLander portal.)

3. Select the desired **Term** and press **Submit**.

4. Select the class that you want from the **Select CRN** drop-down list and press the **Submit** button.

### Select Term



The top portion of the **Detail Class List** provides a summary class summary. You can download your class list in an Excel file or view a Photo Roster using the buttons at the top.

Basic course information is displayed with the CRN number, the duration of the class, and the status. Enrollment counts are displayed as well.

*Note: Once you have selected a Term, Course or Student/Advisee, all the information displayed during your session will pertain to the Term, Course, or Student/Advisee you selected until you change those selections. To change your current selection, return to Faculty & Adviser Services in the Bearcat Web menu and choose the Term Selection or Course Search option to make a new selection.*

## Running a Detail Class List (Continued)

Below the summary information, you will see detailed information for each student. In addition to student names, ID numbers and Registration status, you can also view detailed information for each student's program.

### Detail Class List

Record Number	Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
1	<a href="#">Andrews, Keith M.</a>	L00[REDACTED]	**Web Registered**	0		5

**Current Program**  
 Bachelor of Science

**Level:** Undergraduate  
**Program:** Business Adm, BS-Mgmt & Mkt  
**Admit Term:** Fall 2007  
**Admit Type:** Standard  
**Catalog Term:** Fall 2007  
**College:** Business and Public Affairs  
**Campus:** Main  
**Major and Department:** Business Administration, Business Administration  
**Major Concentration:** Management/Marketing Emphasis

**Class:** Senior  
**Credits:** 3.000

**\*Please note that the E-mail links will automatically pull up a message using Microsoft Outlook. If you are not connecting to the Lander network, your message will not be sent until you re-connect.**

To print a copy of the Detail Class List, use the print function of your web browser (press the printer icon on your browser toolbar, or go to the File menu and select Print).

To select another Detail Class List, click on the Return to Previous link at the bottom and select the next desired class.

To return to the Teach/Advise tab, click the Back to Teach/Advise tab link in the upper right-hand corner.