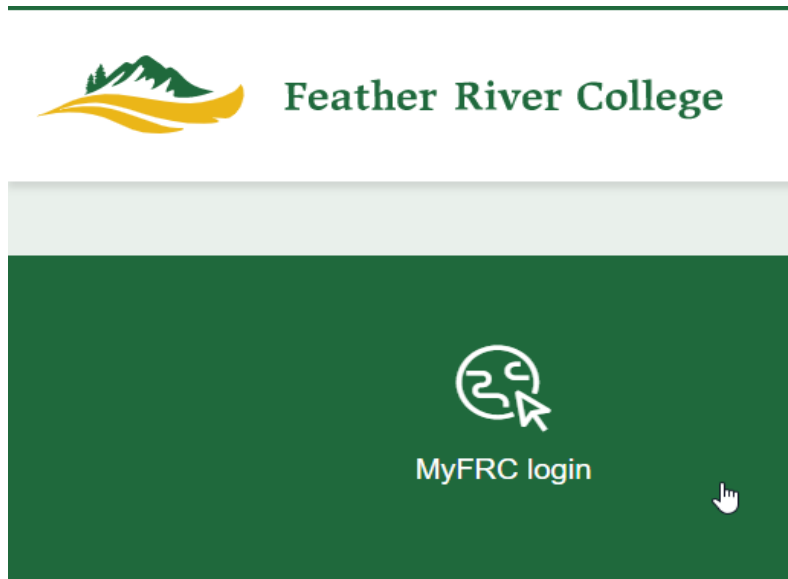


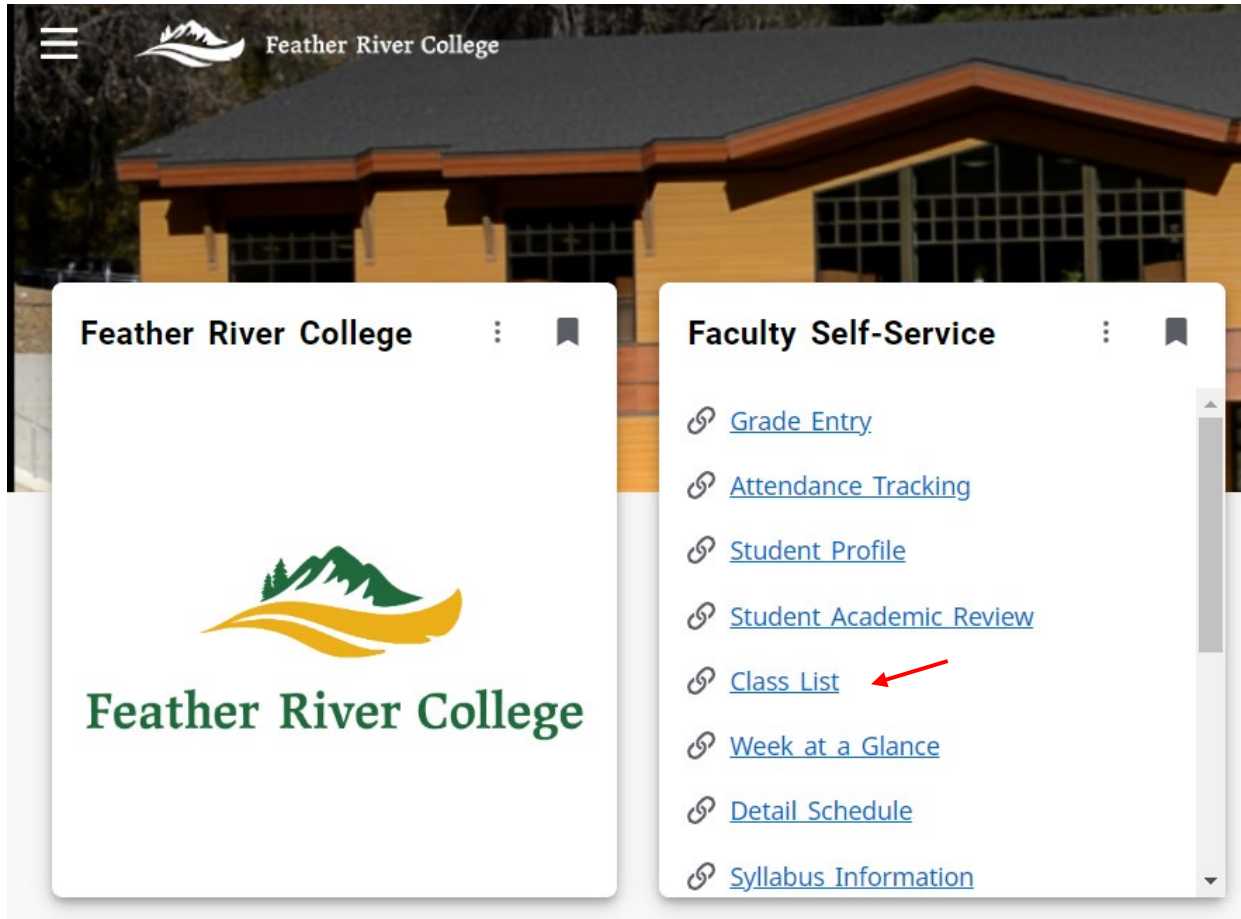
## How to Access Faculty Class List

### To View Class List:

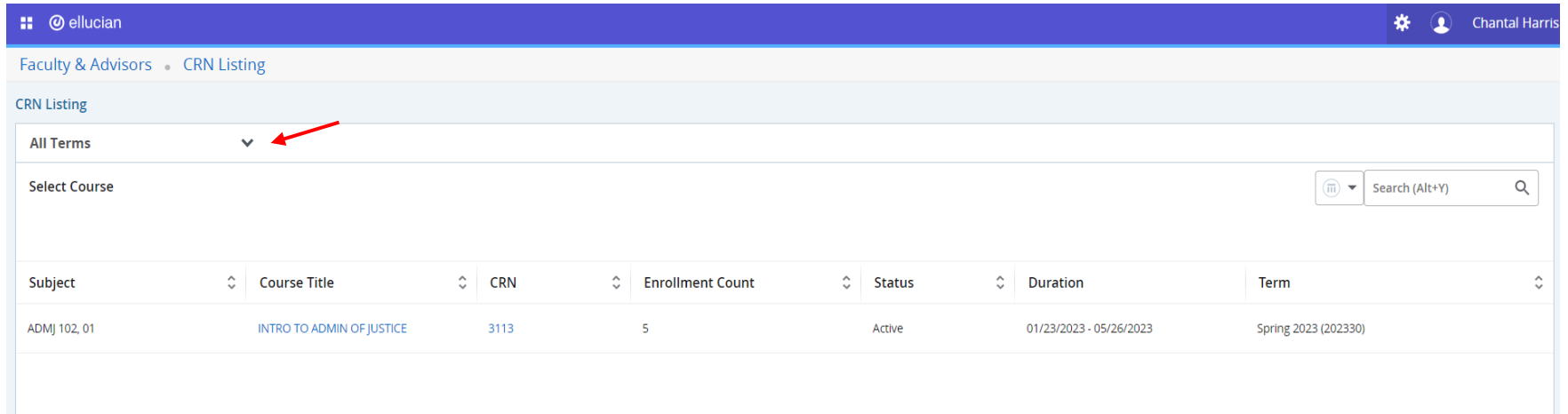
Go to [frc.edu](http://frc.edu) and click on MyFRC login to log into Experience using your FRC username and password.



Under the Faculty Self-Service Card click on Class List.

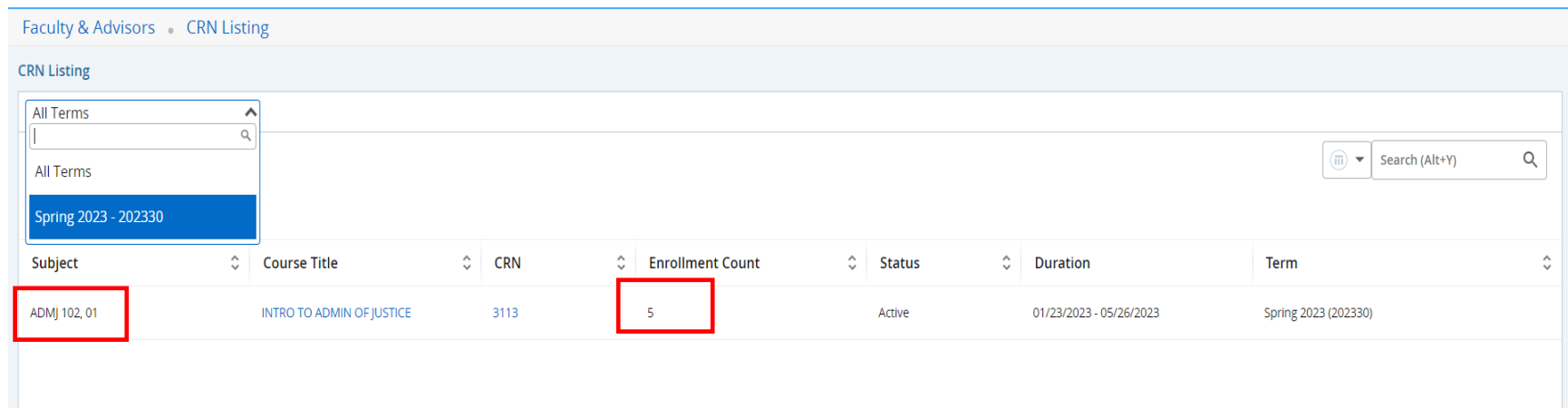


The Faculty and Advisor CRN page defaults to all terms, but you are able to narrow your selection by selecting the term you wish to view your course's classlist by clicking on the down arrow.



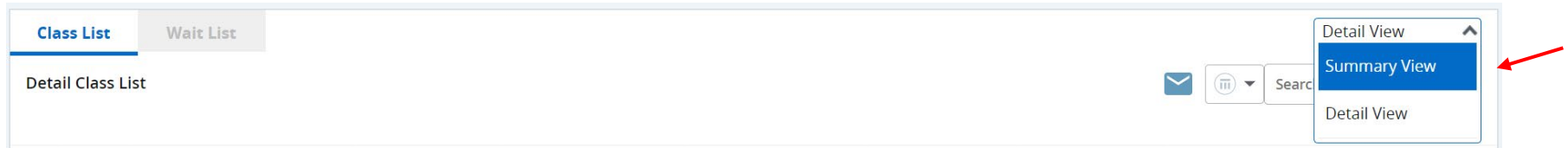
The screenshot shows the top navigation bar with the ellucian logo and the user name Chantal Harris. Below the navigation bar, the breadcrumb trail reads 'Faculty & Advisors > CRN Listing'. The main content area is titled 'CRN Listing' and features a dropdown menu currently set to 'All Terms', with a red arrow pointing to the downward arrow. To the right of the dropdown is a search bar with a magnifying glass icon and the text 'Search (Alt+Y)'. Below these elements is a table with the following columns: Subject, Course Title, CRN, Enrollment Count, Status, Duration, and Term. The table contains one row of data: ADMJ 102, 01, INTRO TO ADMIN OF JUSTICE, 3113, 5, Active, 01/23/2023 - 05/26/2023, and Spring 2023 (202330).

Click on the Subject and Course number in the Subject column or Enrollment Count to enter the class list for the selected course.



This screenshot shows the same 'CRN Listing' page, but with the 'All Terms' dropdown menu open, displaying 'All Terms' and 'Spring 2023 - 202330'. The 'Spring 2023 - 202330' option is highlighted in blue. Additionally, the 'ADMJ 102, 01' cell in the Subject column and the '5' cell in the Enrollment Count column are highlighted with red boxes.



You can select from Summary View or Detail View to view students registered for the selected course.



Summary View provides the students Names, ID, Registration Status, Level, Credit Hours of the course, Midterm Grades, Final Grades and student's class designation.

	Student 1		**Web Registered**	Undergraduate	3	No Access	<a href="#">Enter Grade</a>	Junior
	Student 2		**Web Registered**	Undergraduate	3	No Access	<a href="#">Enter Grade</a>	Freshman
	Student 3		**Web Registered**	Undergraduate	3	No Access	<a href="#">Enter Grade</a>	Freshman

Detail View provides the same information as found in Summary view and also includes the student's Program information.

<input type="checkbox"/>		Student 1		**Web Registered**	Undergraduate	3	No Access	<a href="#">Enter Grade</a>	Junior
<b>Degree: Associate in Arts</b>									
<b>Study Path</b>									
Level	Undergraduate								
Program	Business-FRC GE								
Catalog Term	Fall 2020								
Admit Term	Fall 2020								
College	Feather River College								
Campus	Feather River College								
Major	Business								
Department	Business								

### To Email Students from the Class List:

1. Click on the check box next to the Student Name field to select everyone on the class list to send an email to the whole class, or individually select the student you wish to email by checking the checkbox next to the student's name.
2. Then click on the email icon.



Class List    Wait List    Summary View









Summary Class List

  Search (Alt+Y) 



<input type="checkbox"/>		Student 1	10111111	**Web Registered**	Undergraduate	3	No Access	<a href="#">Enter Grade</a>	Junior
<input type="checkbox"/>		Student 2	10111111	**Web Registered**	Undergraduate	3	No Access	<a href="#">Enter Grade</a>	Freshman
<input type="checkbox"/>		Student 3		**Web Registered**	Undergraduate	3	No Access	<a href="#">Enter Grade</a>	Freshman

After clicking on the email icon your email client will open with the student(s) selected email address(es) to compose an email.


**Format**   Insert   Draw   Options    Discard    Send

**B**   *I*   U      **A**                  Heading 1    Undo    Redo

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From:  

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To: [student1@frc.edu](mailto:student1@frc.edu); [student2@frc.edu](mailto:student2@frc.edu); [student3@frc.edu](mailto:student3@frc.edu);    Cc & Bcc

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TEST Email

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Sent from [Mail](#) for Windows