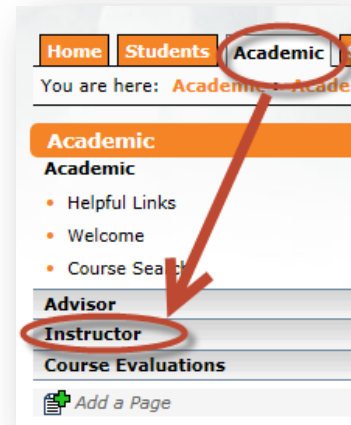


Obtaining a Class List at MyUnion

Once you have successfully logged into [MyUnion](#), you can obtain a list of students for each of the courses you are scheduled to instruct.

Click on the **Academic** tab.

Click on the **Instructor** page link, found on the left-hand side of the web page.



Go to the **Faculty Course Control** portlet. You will see a list of classes that you are teaching this term. To obtain a class list, choose “**Class List**” from the drop down menu directly to the right of the course code and title under the heading “**Go Directly To.**”

Instructor

Faculty Course Control

Course List for Christina G Hendrickson

[View Details](#) [View My Faculty Schedule](#)

2008-2009 Fall

Course	Title	Go Directly To
EDUC 099 G	TRANS TRN	Select Area ... Select Area ... Course Details Class List Grade Entry Textbooks

Course Search

Add/Drop

UNION COLLEGE
Department of Administrative Systems
Obtaining a Class List at MyUnion

Now you should see a listing of all the students currently registered for that particular course.

The screenshot shows the 'Faculty Course Control - Class List' page. At the top, there are links for 'Edit page' and 'Printer Friendly'. Below the page title, there is a 'Set Options' button and a breadcrumb trail: 'Faculty Course Control > Class List'. A dropdown menu shows the selected course as 'EDUC 099 G'. Below this, a 'Course Details' section for the 2008-2009 Fall semester lists the faculty as 'Hendrickson, Christina G', meeting times as 'TR 8:00 AM-9:20 AM', dates as '8/19/2008 -12/17/2008', and rooms as 'MAIN/ CH/ 107'. A blue box highlights the 'Export to Excel' and 'Email All Students' links above a table of students. The table has columns for FERPA Restrict, Student, Student ID, Status, Email, Cross-listed Course, and Major. It lists four students: Trainee02, Trainee03, Trainee04, and Trainee05, all with status 'C - Current'.

FERPA Restrict	Student	Student ID	Status	Email	Cross-listed Course	Major
	Trainee02, Web Registration	84687	C - Current			
	Trainee03, Web Registration	84688	C - Current			
	Trainee04, Web Registration	84689	C - Current			
	Trainee05, Web Registration	84690	C - Current			

- **Save List:** If you wish to save this list to your computer, simply click on the “**Export to Excel**” link just above the list. A new window will pop up asking whether you wish to save or open the list. To save it, select “**Save.**” Once you have made this selection, a new window will come up where you can choose where you wish to save it on your computer, and what name you wish to give it.
- **Email to all students:** You may also use this screen to email all of your students by using the “**Email All Students**” link above the list. Please note, however, that the student will not receive an email if there is not an email address showing up in the list.
- **Student Information:** To obtain more information about your students, you may click the blue icon to the right of their name in the list. This will bring up their information from the student directory.

If you have technical issues with this process, please submit a ticket to the [Help Desk](#) or call the Technology Support Desk at (606) 546-1626.