



Class List

Accessing Your Class List

1. Go to **my.purchase.edu**.
2. Click on **myHeliotrope** and login with your Purchase College ID and password.
3. Click **Faculty Services**.
4. Click **My Courses**.
5. Click **Class List with Pictures**.
6. **Select the term** of the class list you are looking for from the drop down menu, then click on the underlined course.

Hello, Faculty

Pick Term:

Listed below are the courses you are teaching for **Fall 2016 (201640)**
To view the students enrolled in a class, click on the title.

- [Internship](#)
Course Number: **ENV3995** - CRN: **45488**

Using Your Class List

The Class List page shows course information, enrollment counts, and your Class List.

[Go back to your list of courses](#)

[Email your Class: {2016-40-FRS1030-44191}](#)

(You may receive a warning about different formats, Simply click "Yes" to open in Excel)

The following students are enrolled in:

First-Year Seminar - CRN: 44191

Enrolled:16 Max Enrolled:20

Wait List:0 Max Wait List:0

Which meets on:

Days:Wed Time:5:00PM - 6:00PM

Humanities - HUM2030 (Room Capacity:20)

The Course Information section shows you the course title, Course Reference Number (CRN), and the duration and status of the course. A breakdown of the enrollment max (Max Enrolled) for the course, the number of students currently registered for the course (Enrolled), and how many students are on the waitlist (Wait List) will show above your Class List. It also shows the maximum number of students



Class List

who can be on the Wait List, the number of students currently on the wait list, and how many spots on the Wait List remain.

The Class List will include the students' pictures, name, phone number(s), and the degree and major they're pursuing. You can export the class roster to an Excel document and then print the roster. The class pictures will not show on the exported Excel document. You can also email your class through the link at the top, "Email your Class".

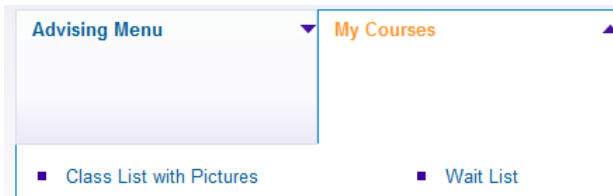
View this list without pictures

#	MORECard	Name	Email	Phone	Level	Degree / Major	Grade
1		 <small>Banner Name</small>	@purchase.edu	Home: Cell:	UG	BA: Undeclared	

From this section, you can enter a final grade by clicking Enter under the Final column, or email individual students or the entire class list.

To email an individual student, click the email link to the right of the student's name. To email the entire class, click on Email class at the top of the roster.

You can view which students are on the Wait List by clicking Wait List in My Courses. You would then indicate which class you would like to see the Wait List for.



It will then display the students on the waitlist for the selected class. The email icon to the far right will allow you to email a student on the waitlist.

Summary Wait List

Student Name	ID	Req. Status	Level	Credits
		Waitlist	Undergraduate	0.000

