


# INSTRUCTIONS FOR VIEWING CLASS ROSTERS

The Class Roster displays the students currently enrolled in the course, and their contact information. This information is considered confidential please do not share or distribute. Class rosters will not be submitted to Admissions and Records.

## STEP 1 Click on "Class Roster" (located in the Faculty Information menu)

FACULTY - WEBADVISOR FOR FACULTY MENU Welcome John!

<b>Staff User Account</b> New Staff User What's my User ID? Reset my password Update your email/telephone number/address	<b>Faculty Resources</b> Attendance Accounting Manual Attendance Accounting Schedule Bookstore Text Book Link Class Schedule Register to Vote - California Voter Registration
<b>Personal Profile</b> Position Summary Leave Plan Summary My Stipends Open Enrollment - 2008	<b>Work Orders</b> Maintenance Work Requests
<b>Faculty Information</b> Attendance Roster Census Roster Class Roster  Drop Roster Grade Rosters Incomplete Grade Form Report Instructor Record Change Form Search for Classes Waitlist / Add Code Roster	<b>Online Learning</b> Blackboard
	<b>Roster Tutorials</b> Class Roster Tutorial Attendance Roster Tutorial Waitlist / Add Code Roster Tutorial Drop Roster Tutorial Census Roster Tutorial Procedures for Faculty Grading


## STEP 2 Select the term; click SUBMIT

Southwestern College WebAdvisor Enroll Today  
900 Otay Lakes Road • Chula Vista, CA 91910-7299

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome John!

### Class Roster

Select a Term  

Summer 2008  
Fall 2008

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WebAdvisor 3.0

**STEP 3** Click on the box of the section that you wish to view, if you would like for the class roster to be emailed to you, check on the box located at the end of your list, and select **SUBMIT**.

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FACULTY Welcome John!

### Class Roster

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	ES/T-110-01 Thry/App'l Cond: Basketball III	08/SU	1500	1500	01:00PM - 04:05PM	MTWTH
<input checked="" type="checkbox"/>	ES/T-109-01 Thry/App'l Cond: Basketball II	08/SU	1500	1500	01:00PM - 04:05PM	MTWTH
<input type="checkbox"/>	ES/T-108-01 Thry/App'l Cond: Basketball I	08/SU	1500	1500	01:00PM - 04:05PM	MTWTH
<input type="checkbox"/>	ES/A-162ABCD-62 Basketball	08/SU	1500	1500	06:00PM - 09:15PM	TTH
<input type="checkbox"/>	ES/A-162ABCD-01 Basketball	08/SU	1500	1500	10:00AM - 12:20PM	MTWTH

Do you want this class list emailed?

**SUBMIT**

**STEP 4** The class roster should be displayed when you select to view the class.

FACULTY Welcome John!

### Class Roster

**Course Name and Title**  
ES/T-207AB-01 Analysis of Def. Basketball

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**Instructors**  
John D. Cosentino

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Student	ID	E-mail Address	Status	Credits	Phone No.
1.					
2.	Doe, John	000-000	doe_john@swccd.edu		421-6700
3.					

**OK**

**STEP 5** After viewing click **OK** to go back to the main Faculty menu.