




## Tutorial Downloading Class Roster

*Audience: Instructors/Faculty*

1. Sign on to **MyFIU** or **Campus Solutions** using your FIU PantherID and Password.
2. Navigate to your **Faculty Center** and click on the **Class Roster** tab:

The screenshot shows the MyFIU Faculty Center interface. The navigation menu includes Faculty, Employee, and Campus Resources. The breadcrumb trail is Favorites > Main Menu > Campus Solutions Self Service > Faculty Center. The Faculty Center section has three tabs: Faculty Center (my schedule), Advisor Center (class roster), and Search (grade roster). The class roster tab is highlighted with a red box. Below the tabs, there is a 'Faculty Center My Schedule' section with a 'Message' dropdown. A message from the Registration Office dated 07/31/2014 is visible. There are buttons for 'delete selected messages', 'change term', and 'My Exam Schedule'. The 'Select display option:' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for Class Roster, Grade Roster, and Learning Management. At the bottom, the 'My Teaching Schedule' table is displayed for Fall Term 2014.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">BSC 3915-U05 (83220)</a>	Student Research Lab (Directed Individual Study)	0	TBA	TBA	Aug 25, 2014- Dec 6, 2014
<a href="#">BSC 4914-U05</a>	Student Research Lab	0	TBA	TBA	Aug 25, 2014-

- Click on the spreadsheet icon  on the header of the 'Enrolled Students' grid to initiate the download of the content within the grid.

**MY FIU** PSEPTS

Faculty Employee Campus Resources

Favorites Main Menu > Campus Solutions Self Service > Faculty Center

Faculty Center Advisor Center Search  
my schedule class roster grade roster

### Class Roster

Fall Term 2014 | Regular Academic Session | Florida International Univ | Graduate

▼ **GLY 6061 - U01 (90641)** [change class](#)

Geoscience Systems (Cis Lectur)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	Graham Center 283B		08/25/2014 - 12/06/2014

\*Enrollment Status

Enrollment Capacity 19      Enrolled 12

Select display option:  Link to Photos     Include photos in list

Enrolled Students										Find	First	1-12 of 12	Last
	Notify	Photo	ID	Email	Name	Grade Basis	Units	Program and Plan	Level				
1	<input type="checkbox"/>					Graded	3.00	Arts and Sciences - Earth Systems Science - PhD	Beg Grad S				
2	<input type="checkbox"/>					Graded	3.00	Arts and Sciences - Earth Systems Science - PhD	Beg Grad S				
3	<input type="checkbox"/>					Graded	3.00	Arts and Sciences - Earth Systems Science - PhD	Beg Grad S				
4	<input type="checkbox"/>					Graded	3.00	Arts and Sciences - Earth Systems Science - PhD	Beg Grad S				
5	<input type="checkbox"/>					Graded	3.00	Arts and Sciences - Earth Systems Science - PhD	Adv Grad S				
6	<input type="checkbox"/>					Graded	3.00	Arts and Sciences - Geosciences - MS	Beg Grad S				