Wharton County Junior College

Class List with Grid

A link to this page is displayed on the Faculty Services menu.

This page displays an alphabetical listing of students in the selected class.

1. If the user has not selected a term during the current Web session, the Select Term page is displayed first; if a term has been selected, that term is used.

2. If the user has not selected a CRN during the current Web session, the Select a CRN page is displayed; if a CRN has been selected, that CRN is used.

3. The following fields are displayed in the Detail Class List section.

   - Record Number System-generated record number assigned to the student.

   - Student Name Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page.

   - ID Student's Banner ID.

   - Registration status.

4. Click "**EXIT**" to properly exit the secure area. Then you may close the browser by clicking on the "X" in the upper right corner of your screen.

Copy to Excel

To send to Excel, highlight the Class List, then right-click your mouse, select "**copy**"; go to Excel, right-click your mouse and click "**paste**". In Excel 2010, you will be given formatting options. Hold your mouse over each option for a preview of how the data will appear.

Click the Paste format of your choic…

The following icon will put the class grid into the Excel Worksheet in the proper format…

Attendance

1. Please keep an accurate record of **attendance** throughout the semester.

2. Access the registrar's email at registrar@wcjc.edu to let us know if **all** your students **are attending**. If all students are attending, the email should contain: the **CRN** and "All Attending."

3. If some are **not attending**, print from the copy of your class roster with grid and put "Never Attended" by the name of any student has not attended the class.

4. Allow only those students who are on your class roster to remain in your class. Send anyone else to the Registrar's Office.

5. At the end of the semester, you should submit grades online. For any student who received an "F", enter the last date the student attended you class.