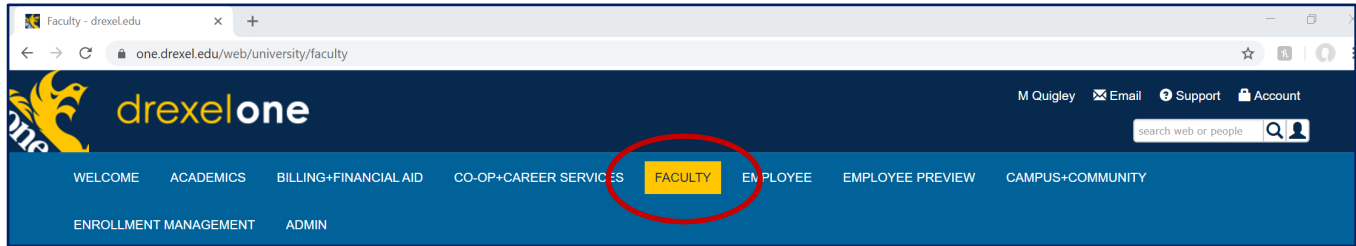
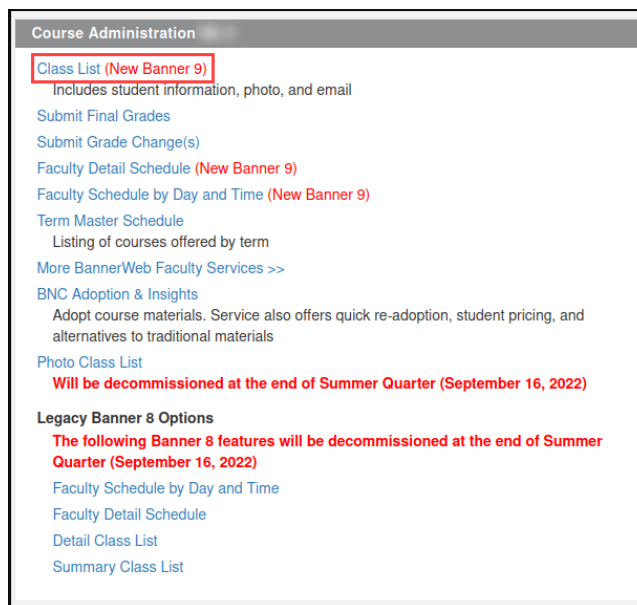


Instructions for using Class List:

1. Log into [DrexelOne](#).
2. Select the Faculty tab.

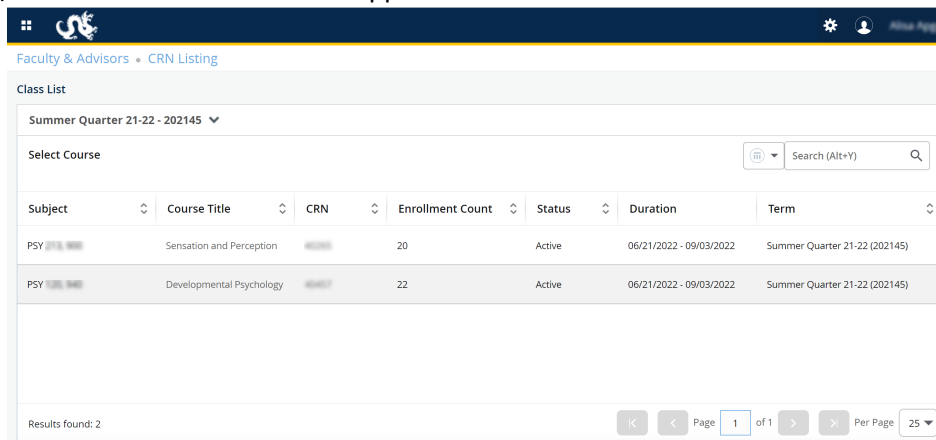


3. Select the Class List link in the Course Administration channel.



Class List Menu:

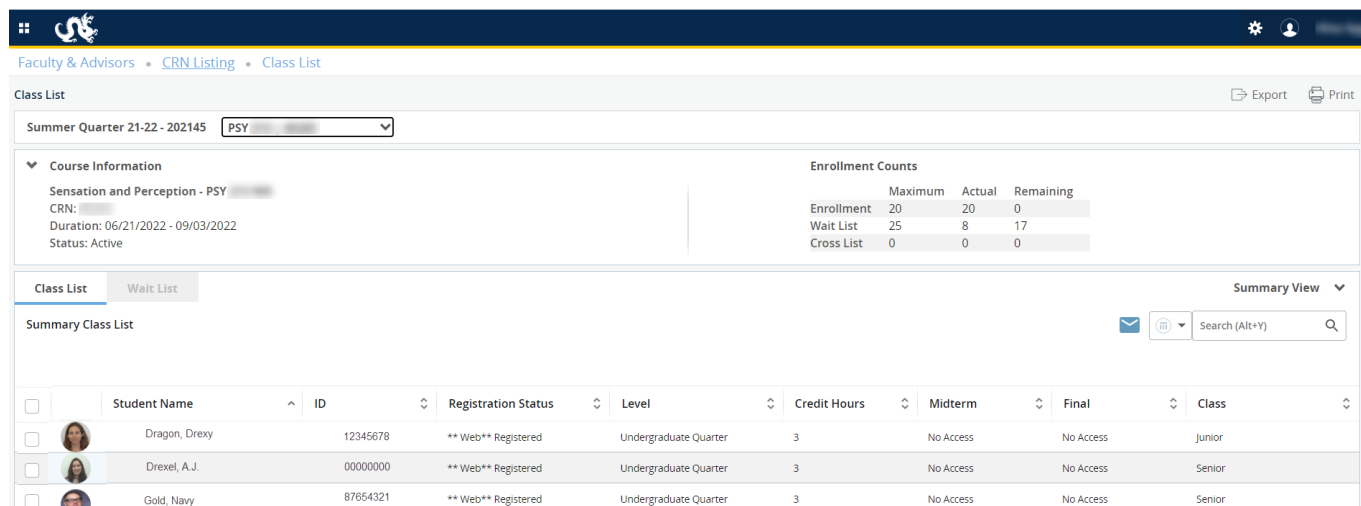
4. Click the arrow next to "All Terms." Select the desired term from the dropdown menu. A list of courses you are/did instruct for the term will appear .



5. Select the desired course from the “Subject” column. Note: If you click directly on the Course Title or CRN, the course details will open, and you will not be directed to the class list.

### Class List – Summary View

6. The summary view of the class list will open. It will display a student’s photo, preferred name, ID number, registration status, level, credit hours, and class.



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Class List Export Print

Summer Quarter 21-22 - 202145 PSY

**Course Information**

Sensation and Perception - PSY

CRN: [REDACTED]

Duration: 06/21/2022 - 09/03/2022

Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	20	20	0
Wait List	25	8	17
Cross List	0	0	0

**Class List** Wait List Summary View

Summary Class List Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Dragon, Drexyl	12345678	** Web** Registered	Undergraduate Quarter	3	No Access	No Access	Junior
<input type="checkbox"/>	Drexel, A.J.	00000000	** Web** Registered	Undergraduate Quarter	3	No Access	No Access	Senior
<input type="checkbox"/>	Gold, Navy	87854321	** Web** Registered	Undergraduate Quarter	3	No Access	No Access	Senior

The text displayed under “Final” may vary depending on the current date’s proximity to the end of the term for the selected course.

If final grade submission is not yet open for the part of term of the course, you will see “No Access.”

If final grade submission is available for the term, you will see “Enter Grade.” Clicking the link will open Final Grade Entry.

If grades have been submitted, you will see a letter grade for the student. Please note: the letter grade will not necessarily correspond with the student’s official grade for the term, as the class list will not display grade changes submitted through the grade change submission form.

### Class List – Detail View

7. To display the Detail View, select the arrow next to Summary View on the right side of screen, and choose Detail View from the menu.

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	23	18	5
Wait List	25	0	0
Cross List	0	0	0

Summary View ^

Summary View

Detail View

Credit Hours 
 Midterm 
 Final 
 Class

a. The Detail View will expand each student row to show additional student information.

Class List Wait List

Detail Class List

<input type="checkbox"/>	Student Name	ID
<input type="checkbox"/>	[Blurred]	[Blurred]

**Degree: Bachelor of Science**

Study Path

Level Undergraduate Quarter

Program Bachelor of Science AS

Catalog Term Fall Quarter 21-22

Admit Term Fall Quarter 21-22

College Arts and Sciences

Campus University City

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Major **Psychology**

Department Psychological & Brain Sciences

Concentration 4 YR UG Co-op Concentration

To return to Summary View, select the arrow next to Detail View and change the selection to Summary View.

Results Per Page

8. To adjust the results per page, scroll to the bottom of the page, and select the dropdown menu next to "Per Page." Select the desired amount.

No Access	Junior
No Access	Junior
No Access	Junior
No Access	Senior
No Access	Junior

Page  of 4
 

 Per Page

5

10

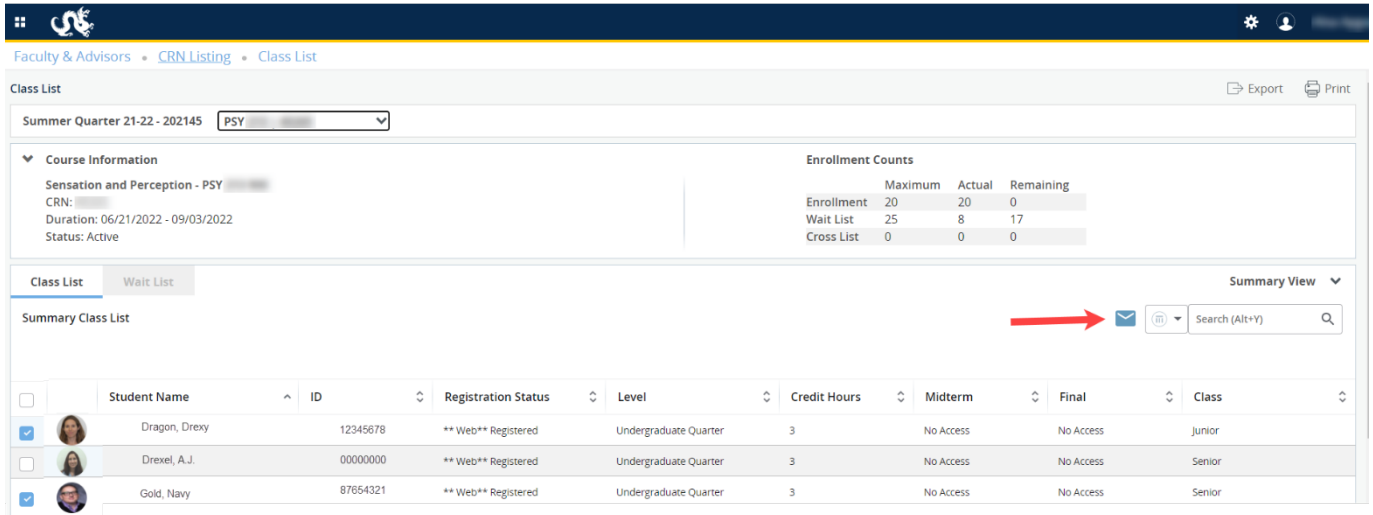
25

50

100

Email

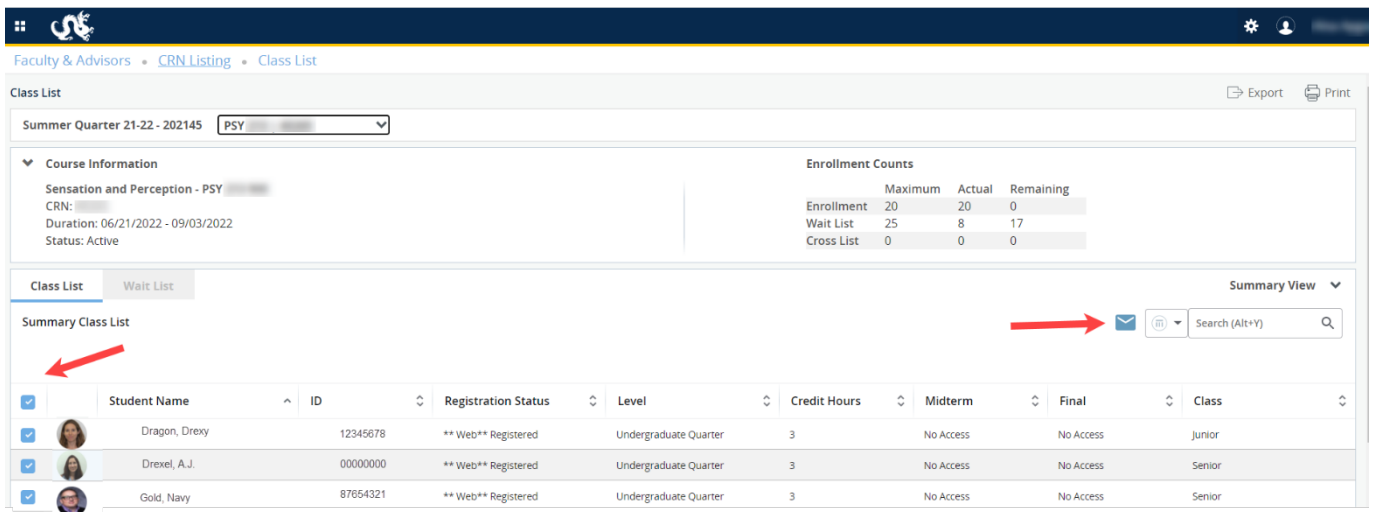
9. To email one or a select group of students, check the box next to their names. Click the mail icon. This will open a new blank email in Outlook with all students in the "To:" line.



The screenshot shows the 'Class List' interface for 'Summer Quarter 21-22 - 202145'. The course is 'Sensation and Perception - PSY'. Enrollment counts are: Maximum 20, Actual 20, Remaining 0; Wait List 25, 8, 17; Cross List 0, 0, 0. The 'Summary Class List' table has three students: Dragon, Drexly (ID 12345678), Drexel, A.J. (ID 00000000), and Gold, Navy (ID 87654321). A red arrow points to the mail icon in the top right of the table area.

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input checked="" type="checkbox"/> Dragon, Drexly	12345678	** Web** Registered	Undergraduate Quarter	3	No Access	No Access	Junior
<input type="checkbox"/> Drexel, A.J.	00000000	** Web** Registered	Undergraduate Quarter	3	No Access	No Access	Senior
<input checked="" type="checkbox"/> Gold, Navy	87654321	** Web** Registered	Undergraduate Quarter	3	No Access	No Access	Senior

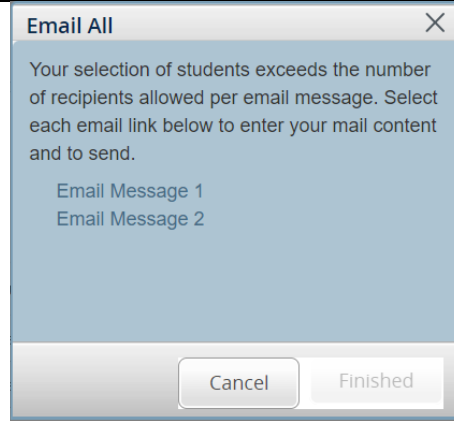
10. To email the entire class, select the checkbox above the first student in the class. This will populate the check boxes for the entire class. Click the mail icon. This will open a new blank email in Outlook with all students in the "To:" line.



The screenshot shows the same 'Class List' interface. A red arrow points to the first checkbox in the 'Summary Class List' table, which is now checked. Another red arrow points to the mail icon in the top right of the table area.

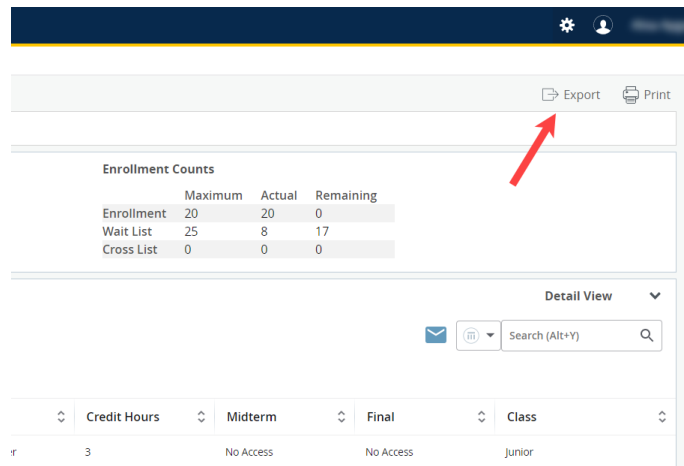
Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input checked="" type="checkbox"/> Dragon, Drexly	12345678	** Web** Registered	Undergraduate Quarter	3	No Access	No Access	Junior
<input checked="" type="checkbox"/> Drexel, A.J.	00000000	** Web** Registered	Undergraduate Quarter	3	No Access	No Access	Senior
<input checked="" type="checkbox"/> Gold, Navy	87654321	** Web** Registered	Undergraduate Quarter	3	No Access	No Access	Senior

- a. For larger class sizes, the system will split a mass email into separate messages. A window will open that will contain links to each email message. Click on each "Email Message #" link to open the new emails with students in the "To:" line.



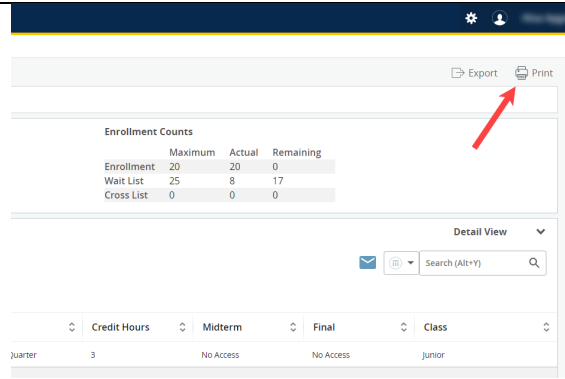
Exporting Class List

11. To export a list of students into an excel spreadsheet, select “Export.” A window will open that invites you to choose the format. Select a format and click “Export.” The file will download to your machine.



Print

12. To print the class list, select “Print.” A window will open with options to print or save as a PDF.



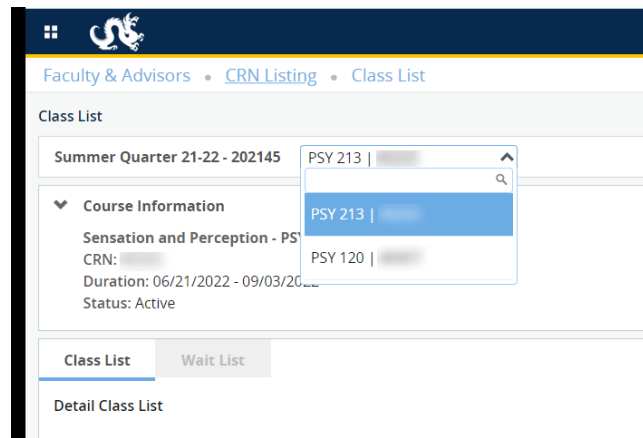
Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	20	20	0
Wait List	25	8	17
Cross List	0	0	0

Quarter	Credit Hours	Midterm	Final	Class
Summer	3	No Access	No Access	Junior

Navigation

- To navigate to another course within the term, select the dropdown menu next to the term and select the desired course.



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Class List

Summer Quarter 21-22 - 202145

Course Information  
 Sensation and Perception - PSY  
 CRN: [redacted]  
 Duration: 06/21/2022 - 09/03/2022  
 Status: Active

Class List | Wait List

Detail Class List

Please contact Academic Information & Systems at [ais\\_student@drexel.edu](mailto:ais_student@drexel.edu) for any system related issues or training. You can contact OUR at [UC-Academic-Records@drexel.edu](mailto:UC-Academic-Records@drexel.edu), if you have any issues regarding the information being presented in your class list.