

## How to Print a Class List with Contact Information, including Telephone Numbers, using the JICS Course Report Feature

*Course Reports* allow faculty members to obtain various information for students in their class(es). The report will run based on the faculty id of the faculty member who logged in to MyMac.

- Click on the *Instructional* tab.
- Click *Course Reports*.

The screenshot shows the MyMac web interface in a Windows Internet Explorer browser. The user is logged in as Lois M Ragland. The navigation menu includes Home, Student, Registration, Instructional, Advising, Academics, Staff, and My Pages. The 'Instructional' tab is selected. On the left sidebar, under 'Quick Links', the 'Course Reports' link is highlighted with a yellow arrow. The main content area shows 'Handouts', 'Instructor Information', 'Announcements', and 'Calendar' sections. On the right, there is a 'Faculty Course Control' section with a 'Course List for Lois M Ragland' table.

Course	Title	Go Directly To
EDU 2040 A	Foundations Of	Select Area ...
EDU 2040 B	Foundations Of	Select Area ...
EDUH 2040 AA01	Found of Ed-Hr	Select Area ...
EDUH 2040 AA02	Found of Ed-Hr	Select Area ...
ENG 1330 E	English Comp I	Select Area ...
ENG 1340 E	English Comp II	Select Area ...
ENG 1440 C	Public Speaking	Select Area ...

The screenshot shows the MyMac web interface with the 'Course Reports' page selected. The navigation menu now includes 'Course Search'. The 'Course Reports' section is active, displaying instructions and a list of report types. The 'Class List with Contact' link is highlighted with a yellow arrow.

**Course Reports**

**Instructions**

The following reports will allow faculty members to obtain various information for students in their class(es). The report will run based on the faculty id of the faculty member who logged in to MyMac.

Term is always either FA = Fall, SP = Spring, SU = Summer.  
For the course breakdown please follow the example ENG 1330A the department would be ENG, the number would be 1330 and the section would be A

**Faculty Reports**

- Course Labels
- Class List with Contact**
- Placement Test Scores

Term is always:

- FA = Fall
- SP = Spring
- SU = Summer

Enter values for each parameter, then click *Generate Report* (see sample below).

Instructional - Course Reports | My MAC - Windows Internet Explorer

http://my.mineralarea.edu/ics/Faculty\_2008-06-02T07-55-27-337/Course\_Reports.jnz

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Instructional - Course Reports | My MAC

Welcome back **Lois M Ragland** ( [Personal Info](#) | [Logout](#) )

[Home](#) [Student](#) [Registration](#) [Course Search](#) [Instructional](#) [Advising](#) [Academics](#) [Staff](#) [My Pages](#)

You are here: [Instructional](#) > [Course Reports](#)

**Course Reports** [Printer Friendly](#)

**Faculty Reports - Report Parameters**

Faculty Reports > Report Parameters

Enter values for each parameter then click submit. Every parameter is required.

Year

Term (FA, SP, SU)

Course Dept (ENG)

Course Number (1330)

Course\_Section

**My Courses**

- [EDU 2040 A - FOUNDATIONS OF EDUC](#)
- [EDU 2040 B - FOUNDATIONS OF EDUC](#)
- [EDUH 2040 AA01 - Foundations of Education-Honors](#)
- [EDUH 2040 AA02 - Foundations of Education-Honors](#)
- [ENG 1330 E - ENGLISH COMP I](#)
- [ENG 1340 E - ENGLISH COMP II](#)
- [ENG 1440 C - PUBLIC SPEAKING](#)

Current reports available are:

- Course Labels
- Class List with Contact
- Placement Test Scores

Sample of *Class List* report

<b>Class List</b>													
2008 Fall Semester													
Course code:		ENG 1340 E		Course title:				English Comp II		Professor:		Lois M Ragland	
Location	Building	Room	Days	Begin Time	End Time	Begin Date	End Date	Professor	Notes				
MAIN	TC	T101	MWF	01:00 PM	01:50 PM	08/18/2008	12/13/2008	Lois Ragland					
ID Number	Name	Address		Phone/Email									
35414	Aubuchon, Michael J	4114 Cedar Trail Ct Bonne Terre, MO 63628		(573) 431-5512 maubucho@mineralarea.edu									
43379	Beedie, Chase C	3438 Rock Rd Bismarck, MO 63624		(573) 760-7935 cbeedie@mineralarea.edu									
31770	Counts, Nicholas S	407 E Cedar Desloge, MO 63601		(573) 431-9647 ncounts@mineralarea.edu									
31038	Declue, Elizabeth A	10108 Harriets Trail Potosi, MO 63664		(573) 436-0807 edeclue@mineralarea.edu									
57481	Dush, Christin M	703 S Cowling St Desloge, MO 63601		(573) 576-9498 cdush@mineralarea.edu									
27831	Essmyer, Brooke E	13399 St Hwy U Mineral Point, MO 63660		(573) 436-2903 bessmyer@mineralarea.edu									
57813	Francis, Tiffany A	Rr 1 Box 255k Potosi, MO 63660		(573) 269-4224 tfrancis@mineralarea.edu									
									Unkn				

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