

How do I print a Class List with email addresses from the Instructional Tab?

From the *Instructional* tab, choose your course, in the *Go Directly To* column, click the drop-down menu and choose *Class List*.

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

Home | **Applications** | **My Account Info** | **Student** | **Registration** | **Course Search** | **Instructional** | **Advising** | **Academics** | **Staff** | **My Pages**

You are here: Instructional > Default Page

Instructional Printer Friendly

Faculty Course Control

Course List for Lois M Ragland

[View Details](#) [View My Faculty Schedule](#)

Course	Title	Go Directly To
EDU 2040 AA01	Foundations Of Educ	Select Area ...
EDU 2040 AA03	Foundations Of Educ	Select Area ...
EDU 2600 AA03	Portfolio Evaluation	Select Area ...
EDU 2600 AA04	Portfolio Evaluation	Select Area ...
ENG 1340 AA05	English Comp II	Select Area ...

Announcements

Fall 2010 Schedule available March 29
(from Linda D Huffman)

[Show All Announcements](#)

Handouts

Instructor Information

[Setting Up GoogleTalk at Home \(.pdf, 2752K\)](#)

[Class Lists/Rosters \(.docx, 11K\)](#)

[JICS Faculty Handbook \(.pdf, 4369K\)](#)

[Office 2008 PDF Add-on \(.exe, 933K\)](#)
Attached is the program that will allow you to save Word documents as PDF files.

[Adding Rich Content to Class Pages \(.pdf, 2751K\)](#)

[Accessing Future Courses \(.pdf, 381K\)](#)

[Using the File Cabinet \(.pdf, 61K\)](#)

Important Dates and Schedules

[Grading Calendar for Summer 2010 \(.doc, 29K\)](#)

Click *Export to Excel*.

Instructional Printer Friend

Faculty Course Control - Class List

Set Options

Faculty Course Control > Class List

Course: no photos

Course Details Fall 2010 - Semester Long Courses | Undergraduate | EDU 2040 AA01 | Foundations Of Educ

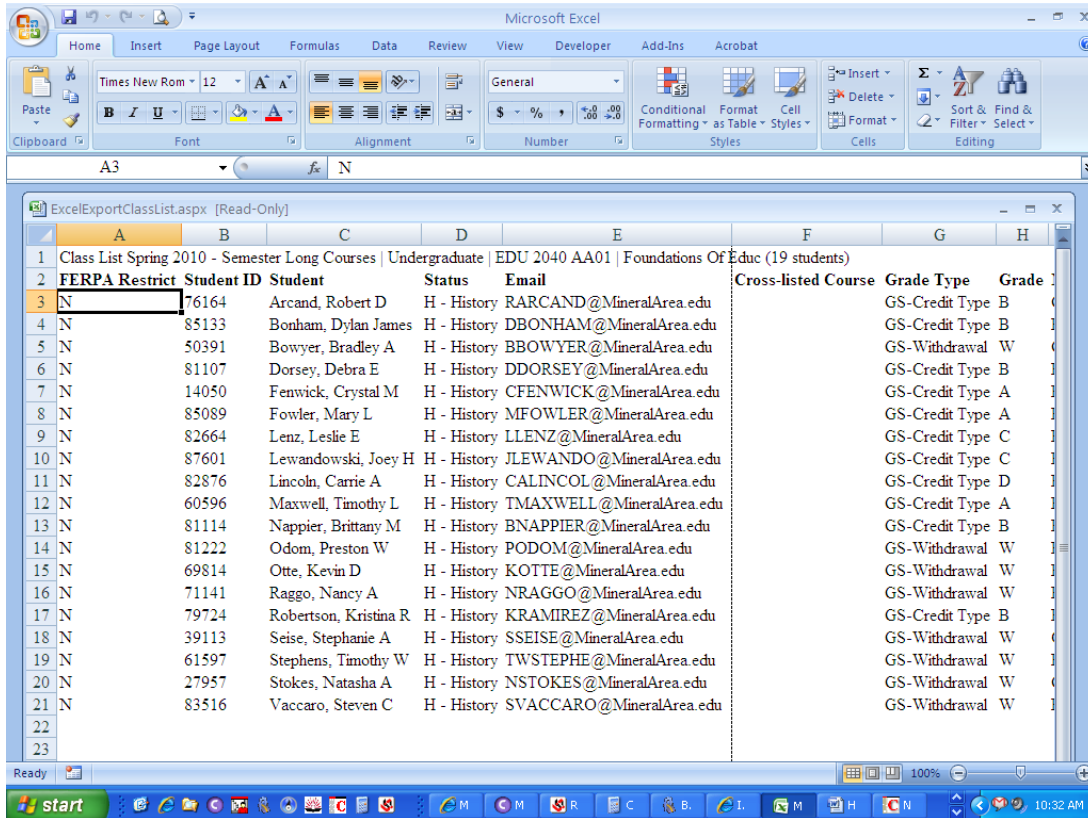
Faculty	Meets	Dates	Rooms
Ragland, Lois M MAC Educ Program Coordinator, Instructor	MWF 11:00 AM-11:50 AM	8/16/2010 -12/11/2010	MAIN/ AS/ 208

[Export to Excel](#)

Class List Fall 2010 - Semester Long Courses | Undergraduate | EDU 2040 AA01 | Foundations Of Educ (15 students)

FERPA Restrict	Student	Student ID	Status	<input checked="" type="checkbox"/> Email	Advisors	Cross-listed Course	Grade Type	Grade	Credits	Major	Grad?	Class	Division
	Bess, Kayla R	85940	C - Current	<input checked="" type="checkbox"/>	Shawn M Young		GS-Credit Type		3.00	Ed Elementary, 1-6 (AAT)	N		UG
	Cissell, Donald C	81452	C - Current	<input checked="" type="checkbox"/>	Diana I Stuart		GS-Credit Type		3.00	Ed Elementary, 1-6 (AAT)	N	01	UG
	Coolley, Brianna R	66166	C - Current	<input checked="" type="checkbox"/>	Diana I Stuart		GS-Credit Type		3.00	Ed Secondary Biology (AAT)	N	02	UG

Screen shot of *Class List* after export to Excel.



To print, click on the Office button, click *Print*.

