



New MyKU

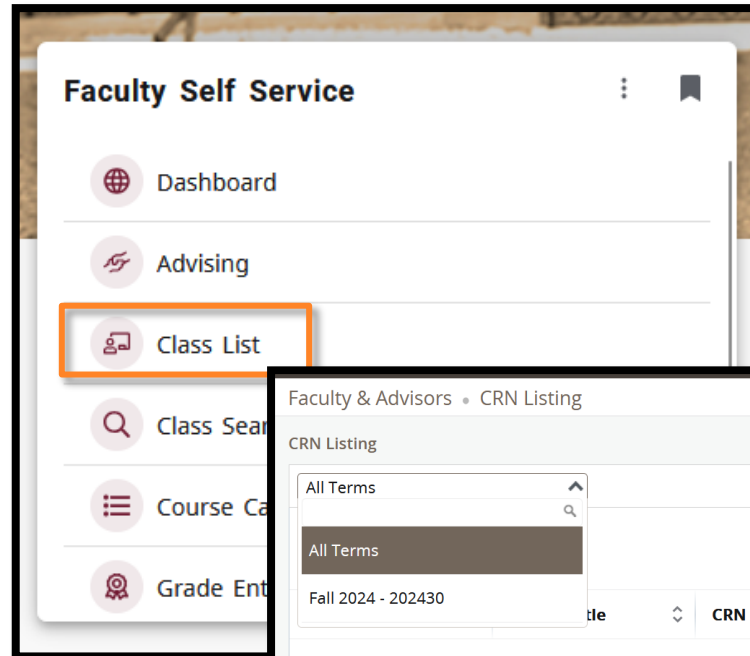
Emailing Class Lists (Faculty)

Class List (1/2)

Under **Faculty Self Service**, select **Class List**.

On the next screen, you will see a list of courses for current and upcoming terms.

Use the **dropdown menu** to select a specific term or use the **search box** to find a specific course.

A screenshot of the 'CRN Listing' page. A dropdown menu is open over the 'All Terms' header, showing 'All Terms' and 'Fall 2024 - 202430'. The table below lists courses with columns for CRN, Enrollment Count, Status, Duration, and Term. A search box is visible in the top right, and pagination controls are at the bottom.

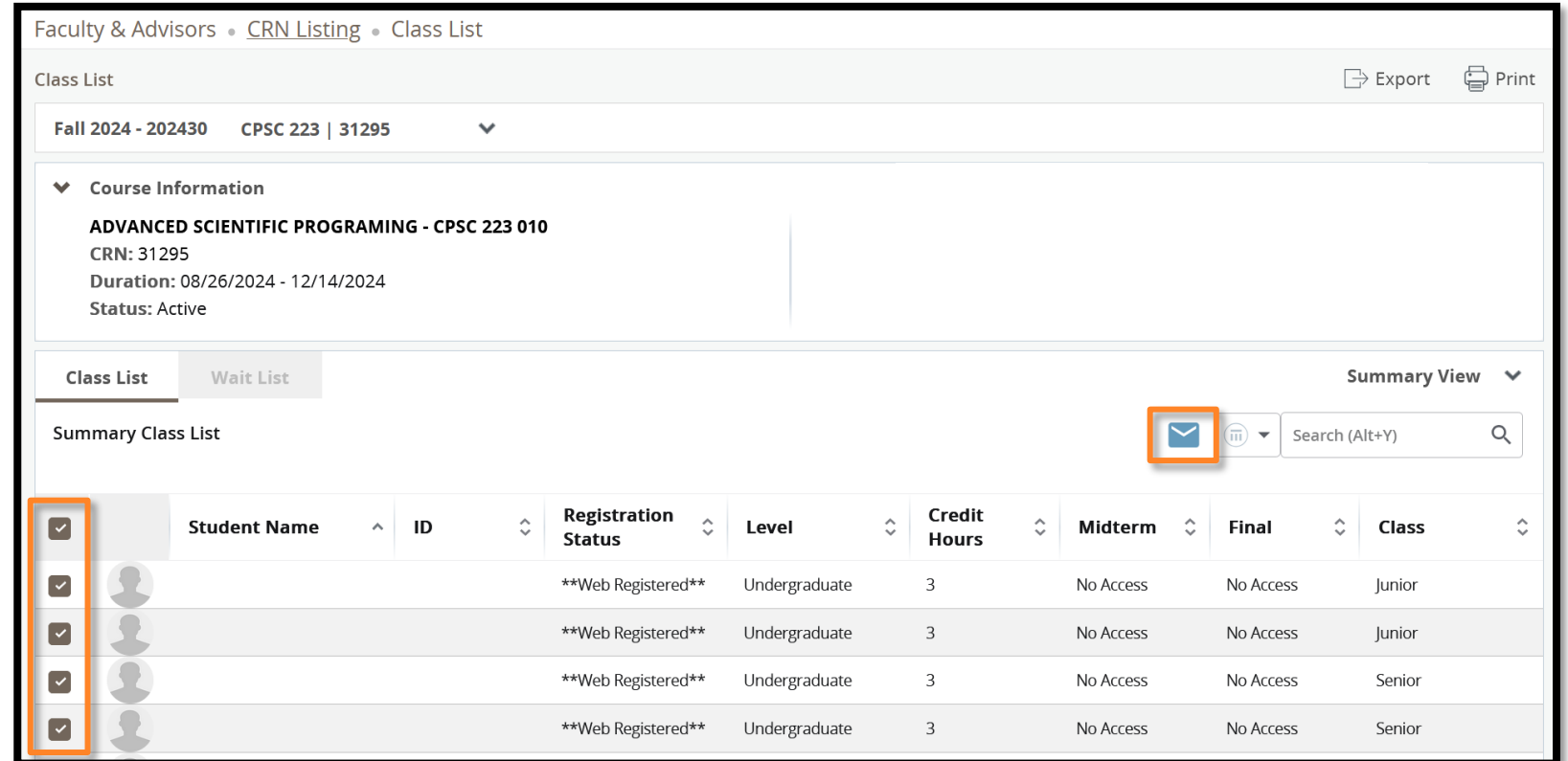
CRN	Enrollment Count	Status	Duration	Term
CPSC 223, 010	24	Active	08/26/2024 - 12/14/2024	Fall 2024 (202430)
CPSC 223, 020	22	Active	08/26/2024 - 12/14/2024	Fall 2024 (202430)
CPSC 523, 301	7	Active	08/26/2024 - 12/14/2024	Fall 2024 (202430)
CPSC 558, 501	10	Active	08/26/2024 - 12/14/2024	Fall 2024 (202430)

Class List (2/2)

Double click a course in the list to select it.

The next screen will display a list of students enrolled in the course.

Check the box next to any students you wish to email (or check the top-left box to check all), then click the **mail icon**. This will open Outlook and pre-fill the recipients.



The screenshot shows a web interface for viewing a class list. At the top, there are navigation links: "Faculty & Advisors", "CRN Listing", and "Class List". Below this, the page title is "Class List" with "Export" and "Print" icons. The selected course is "Fall 2024 - 202430 CPSC 223 | 31295".

The "Course Information" section is expanded, showing:
ADVANCED SCIENTIFIC PROGRAMING - CPSC 223 010
CRN: 31295
Duration: 08/26/2024 - 12/14/2024
Status: Active

Below the course information, there are tabs for "Class List" (selected) and "Wait List". A "Summary View" dropdown is visible on the right. A search bar with a magnifying glass icon and the text "Search (Alt+Y)" is present.

The "Summary Class List" table has the following columns: Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. The first four rows of the table have checkboxes in the left margin, all of which are checked. A mail icon (envelope) is highlighted with an orange box above the table. The data in the table is as follows:

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
[Profile Icon]		**Web Registered**	Undergraduate	3	No Access	No Access	Junior
[Profile Icon]		**Web Registered**	Undergraduate	3	No Access	No Access	Junior
[Profile Icon]		**Web Registered**	Undergraduate	3	No Access	No Access	Senior
[Profile Icon]		**Web Registered**	Undergraduate	3	No Access	No Access	Senior