

Two different ways to access your course roster

Oncourse CL (instructions below)

- View and Print
- Export to Excel (with usernames)

OneStart (instructions on back)

- View
 - Save a roster to a spreadsheet--Copy and paste into Excel
-

Oncourse CL

Viewing and Printing:

- Login to Oncourse CL
- Click on the class tab for the class you wish to enter
- Click on the Roster link on the navigation menu
- Click on the PRINTER icon to print the page

Exporting to Excel:

- Login to Oncourse CL
- Click on the class tab for the class you wish to enter
- Click on the "Roster" link
- Click on the "Export CSV" button
- Save the file to the location (and with the name) of your choice

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OneStart

Login to OneStart from the link on the IUS homepage (www.ius.edu) using your regular username and password. See reverse for account information if you do not know your username and/or password.

From the Faculty Tools tab, Select “Class Rosters” link under “SIS Instructor Info”

Student data rows in the class roster are real-time data. Anytime a student adds or drops your class, the change will be reflected immediately.

1. View class roster

- Select the desired term.
- Select class from the list displayed. (If a class does not appear, the Registrar’s Office does not have you identified as the “instructor of record.” Please report this to your School/Division office.)
- **Enrollment Status:** displays your choices for viewing your rosters--the default is Enrolled.
 - **Enrolled:** Displays a list of students who are enrolled in the class or withdrawn with a grade of W
 - **Dropped:** Displays a list of students who dropped the class within the first week of classes
 - **Waiting:** Displays a list of students on a waitlist for the class (not currently available at IUS)

➤ **To Verify Class Number and other course information, click on the “Detail” link.**

2. **PRINT class roster** (find Print on the red, Self-Service bar at the top of the page).

3. Save a roster as a spreadsheet

Follow these steps:

1. Highlight the student details.
2. Copy the information (Go to **Copy icon** on menu bar, or right-click and select **Copy**).
3. Open Microsoft Excel (or another spreadsheet application).
4. To paste the records into the spreadsheet. (Go to **Paste icon** on menu bar, or right-click and select **Paste**).
5. Save the spreadsheet.

Explanation of Student Detail

Name: The student's name

Student ID: The student's university ID number (replaces use of social security number).

Grading Basis: How the course is graded (letter grade; pass/fail; audit) for the individual student.

Units Taken: The number of Units (credits) that the student receives for the class (important for variable credit hour options).

Primary Academic Program: The student's primary academic program (University Division, Business, etc.)