Generate a Class List using Self Service

To create a Class List:

1. Select **Access** Class Lists from the Faculty Services menu or Class Lists from the Faculty Support Services menu in Aurora Student Self Service.

2. Select the term the class is being taught in.

    Note: For classes that span Fall and Winter Terms, select Fall Term.

3. Select the course CRN (or Course Reference Number), Submit. Or select Enter CRNs Directly to enter a CRN instead.

    Note: Only the classes you are assigned to will display to you in the drop down menu. The listing will include the course number, section number, short title for the course, and it's CRN. If you are assigned to multiple sections of the same course, please refer to the Class Schedule for the CRNs.

4. The information for the course selected will be displayed.

Course Information

Basic Statistical Analysis 1 - STAT 1000 A05

CRN:	11107
Duration:	Sep 07, 2006 - Dec 20, 2006
Credits:	3
Location:	Rm:
Status:	Active

Enrollment Counts

	Maximum	**Actual**	**Remaining**
Enrollment:	500	6	494
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Degree	Program	Major	Class	Phone	Email
1	Test, Demo_1	*09523190	Registered Web	Undergraduate	B.A.	Arts-BA General	English	Year 2	555-5555	
2	Test, Demo_4	*09523193	Registered Web	Undergraduate	B.A.	Arts-BA General	English	University 1 (C)	555-5556	
3	Test, Demo_5	*09523194	Registered Web	Undergraduate	B.A.	Arts-BA General	English	Year 2	555-5557	

5. If you wish to download the Class List to an Excel spreadsheet, click **Download Class List.**

6. You will be asked to Open or Save the file. The class list will be displayed in Excel.