

HOW TO VIEW YOUR CLASS LIST

1. Access your **Class List** by logging into the portal: myut.utoledo.edu using your UTAD username and password.

To log into the portal, enter your personal UTAD username, which is the same username used to turn on your office computer each day or to access UT email from home. If you do not remember this information, click on the Account Maintenance link on the portal login page or contact the service request line at ext. 2400.

2. Click the **Faculty & Advisor Tab**

The portal is organized by a series of tabs and channels. The tab names are positioned along the top of the page. Channels are blocks of information on each tab related to that tab's purpose.

TIP: If you do not see this option when you log into the portal, contact the Registrar's Office. You may need to have the Faculty Role assigned to you in Banner.

3. In the **Teaching Toolkit** section, select **Summary Class List**.
4. Select the desired term from the drop-down list and select **Submit**.
5. Select the **CRN** of the course you wish to view. Only courses you are teaching will be available.
6. The roster will display in alphabetical order.
7. Use the scroll bar on the far right of the screen to view the complete list of students.
8. If you wish to view the class list of a different course, select **CRN Selection** at the bottom of the page, select a **CRN**, select **Summary Class List** and the roster will display.
9. If you wish to view other services, select **Return to Menu** in the upper right corner of the page.
10. When you are done using the Faculty Advisor Portal Services, close the browser window (do not click the Exit link – instead click the red X to close out of the window)