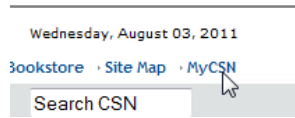


## PRINTING A ROSTER

1. After you logged on.  
www.csn.edu



- Click on **Enter Faculty Self Service** link:

**Signon**

NSHE ID:  [Wh](#)

Password:  [Wh](#)



(If you are taking classes, you will see 2 tabs. Make sure you have clicked on the **Faculty** tab.)



2. You will see this screen. If you do not see your schedule, make sure on the right panel you are in **My Schedule**

**Susana Contreras De Finch**

Faculty Center | Search

my schedule | class roster | grade roster

**Faculty Center**

**My Schedule**

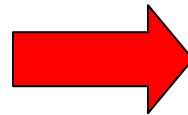
2011 Fall | College of Southern Nevada [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CIT 95-5201 (87147)	Personal Computer Basics (Lecture)	4	Mo 6:00PM - 8:50PM	Summerlin 111	Aug 29, 2011- Dec 15, 2011
IS 101-1006 (86521)	Intro Info System (Lecture)	22	TBA	Web-Online Course	Aug 29, 2011- Dec 15, 2011
IS 101-1015 (86530)	Intro Info System (Lecture)	22	TBA	Web-Online Course	Aug 29, 2011- Dec 15, 2011
IS 101-1023 (86538)	Intro Info System (Lecture)	22	TBA	Web-Online Course	Aug 29, 2011- Dec 15, 2011
IS 101-5201	Intro Info System	4	Tu 2:00PM - 4:50PM	Summerlin	Aug 29, 2011-

3. Click on **Class Roster** (the 3 little people icon):



My Teaching Schedule > 2

Class	Class Title
<a href="#">CIT 95-5201 (87147)</a>	Personal Computer Basics (Lecture)
<a href="#">Class Roster 06</a>	Intro Info (Lecture)
<a href="#">IS 101-1015 (86530)</a>	Intro Info (Lecture)
<a href="#">IS 101-1022</a>	Intro Info

4. At the bottom of the screen, if you click on **Printer Friendly Version**, nothing will print! Unless you press **CTRL P**

Enrollment Capacity 20      Enrolled 4

Send an E-Alert for student to receive timely assistance from Student Success/Retention Services

Enrolled Students							
Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>		1013323180	Casanova, George	P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>		1012415494	Esquivel, Maria L	P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>		5001265030	<a href="#">Navarrete, Jaime G.</a>	P/NP	3.00	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS	Freshman
<input type="checkbox"/>		1003724994	<a href="#">Ofelia, Gallardo R.</a>	P/NP	3.00	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman

Select All    Clear All

[Printer Friendly Version](#)

Faculty Center    Search

[My Schedule](#)    [Class Roster](#)    [Grade Roster](#)

This will show but nothing will print!

If you press **CTRL P** it will print the entire screen!

### Class Roster

2011 Fall | Regular Academic | College of Southern Nevada | Undergraduate

[CIT 95 - 5201 \(87147\)](#)

Personal Computer Basics (Lecture)

Days and Times	Room	Instructor	Dates
Mo 6:00PM-8:50PM	Summerlin 111	Susana Contreras De Finch	08/29/2011 - 12/15/2011

Enrollment Status    Enrolled

Enrollment Capacity 20      Enrolled 4

Enrolled Students						
ID	Name	Grade Basis	Units	Program and Plan	Level	
1 1013323180	Casanova, George	P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman	
2 1012415494	Esquivel, Maria L	P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman	
3 5001265030	Navarrete, Jaime G.	P/NP	3.00	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS	Freshman	
4 1003724994	Ofelia, Gallardo R.	P/NP	3.00	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman	

[Return](#)