

Instructions for Printing a Class Roster

1. Log on to <https://go.csn.edu/LoginPolicy.jsp>.
2. Click on the MyCSN tile.



3. If required, enter your login credentials again.

A screenshot of a web browser window showing a 'Signon' login form. The form has a title bar with 'Home' and 'Signon' buttons. It contains two input fields: 'NSHE ID:' and 'Password:'. To the right of each field is a small text link: 'What is my NSHE ID?' and 'What is my Password?'. Below the fields is a yellow 'Sign In' button. At the bottom, there are two blue links: 'Forgot your password?' and 'Forgot your NSHE ID?'. A red oval highlights the input fields.

4. Click the **Faculty** tab.



5. Click on the **Enter Faculty Self Service** hyperlink.



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

The screenshot shows the CSN Faculty Center interface. On the left is a navigation menu with 'My Schedule' selected. The main content area displays 'My Teaching Schedule > 2011 Fall > College of Southern Nevada'. Below this, there are options to 'Show All Classes' or 'Show Enrolled Classes Only'. A table of classes is shown with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. A red arrow points to the 'Class Roster' icon (three people) next to the first class entry: CIT 95-5201 (87147).

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 101-1022 (86528)	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-


- Click on **Class Roster** (the three little people icon).





This is a close-up of the table from the previous screenshot. A red arrow points to the 'Class Roster' icon (three people) next to the class entry 'CIT 95-5201 (87147)'. The icon is highlighted with a mouse cursor, and a tooltip box labeled 'Class Roster' is visible over it.

Class	Class Title
CIT 95-5201 (87147)	Personal Computer Basics (Lecture)
IS 101-1006 (86521)	Intro Info System (Lecture)
IS 101-1015 (86530)	Intro Info System (Lecture)
IS 101-1022 (86528)	Intro Info System (Lecture)


8. 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									Find	First	1-4 of 4	Last
	Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level				
1	<input type="checkbox"/>				P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman				
2	<input type="checkbox"/>				P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman				
3	<input type="checkbox"/>				P/NP	3.00	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS	Freshman				
4	<input type="checkbox"/>				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](#)