

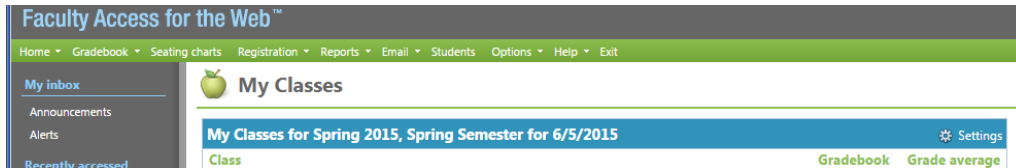


Two Methods to View Class Rosters in FAWeb

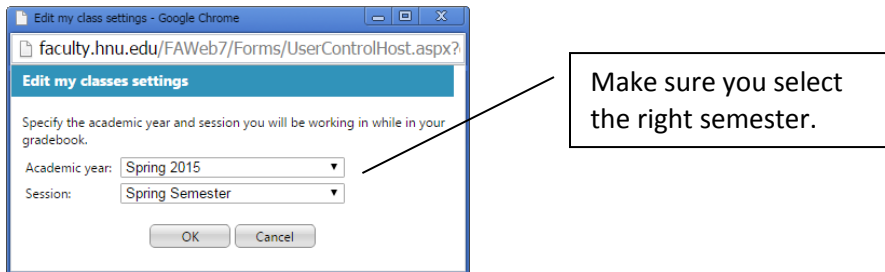
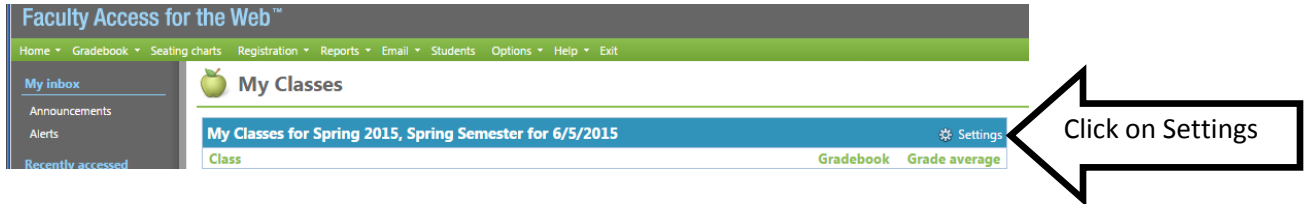
Method 1

- 1) Log into FAWeb: <http://faculty.hnu.edu/FAWeb7/forms/login.aspx>

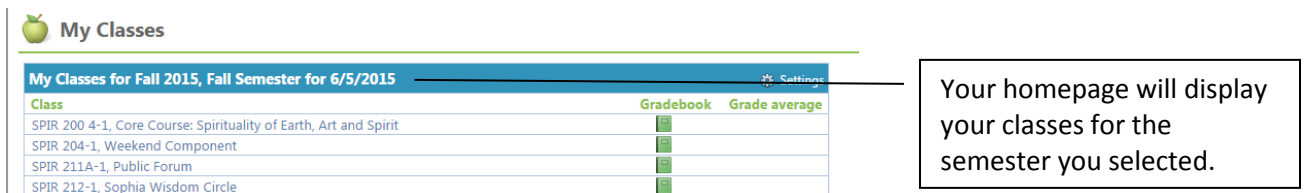
If you are not sure about your username or password, please contact Help Desk at helpdesk@hnu.edu or call 510.436.1611.



- 2) Click the "settings" icon on the top right corner and select the semester you want to view.



- 3) Once you have selected the correct semester, your homepage will display your classes for that particular semester.





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- 4) When you click one of the classes, you will see the students enrolled in that class.

My Classes

My Classes for Fall 2015, Fall Semester for 6/5/2015 Settings

Class	Gradebook	Grade average
SPIR 200 4-1, Core Course: Spirituality of Earth, Art and Spirit		
SPIR 204-1, Weekend Component		
SPIR 211A-1, Public Forum		
SPIR 212-1, Sophia Wisdom Circle		

Click on the class to display the roster.

Method 2 – Alternative steps to view the class roster

- 1) Log in to FAWeb: <http://faculty.hnu.edu/FAWeb7/forms/login.aspx>
- 2) Rollover “Registration” at the top and click on “Class Roster”

Faculty Access for the Web

Registration | Reports | Email | Students | Options | Help | Exit

Class Roster

Click on “Class Roster”.

- 3) Once you are at the class roster page, select the term you need. You can also view students enrolled in the class (“Enrolled Students”) or students on the waitlist (“Waitlisted Students”).

Class roster Save

Term: Summer Semester Course: Class: Show: Enrolled students

Number enrolled: 0 Waitlist count: 0

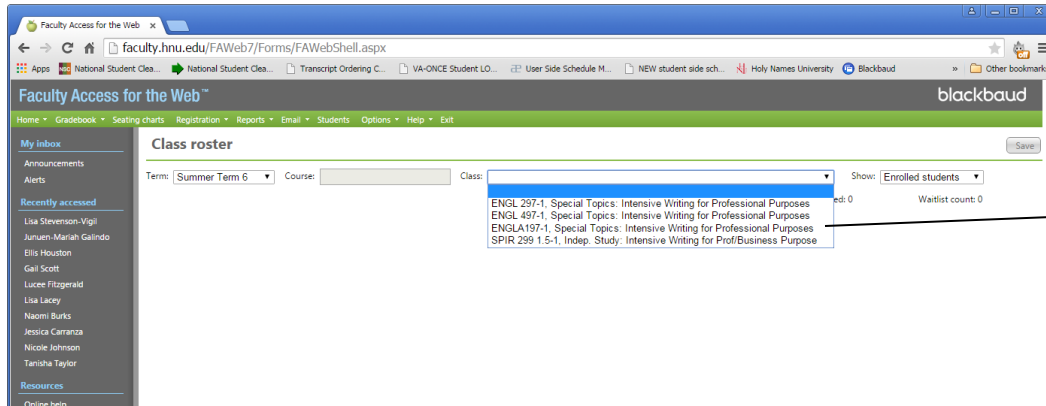
Select your term.

To see students on the waitlist, change to “Waitlisted Students”



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4) After you selected the term, select the class to see the roster.



Other information:

- You will notice that information regarding registration holds displays above the actual roster of students. Please treat this information as very confidential.
- The column headed Score shows which position a waitlisted student holds on the waitlist, based on date of registration. (If students have already moved into the class over time, the waitlist won't start with #1.)
- To print your roster, click the Print button at the top left-hand corner of the roster grid. This will bring up a new window, and you may have to temporarily disable your popup blocker.
- If you want to look at an individual student record for someone in your class, click on the student name.
- To logout, click the Exit tab at the top of the homepage.