How do I print a class list or wait list?

1. Log into Pirate Port using your Pirate ID and Passphrase.

2. Click the Faculty & Advisor Self Service card in Pirate Port.

3. Click on the Course Rosters link on the Dashboard.

4. Search for the class on the CRN Listing page. For more information on searching for a class roster, see documentation: “How to use Course Rosters in Faculty and Advising Self Service”
5. Select the class record in the list by clicking on the record (EXCEPT the course title and CRN links).

6. The Class List page is displayed.

To print a class List or waitlist in Summary View

7. The Class List is displayed by default. To print the wait list, click the Wait List tab.

8. Click Print button.
9. On the Class/Wait List – Summary page, you can view and print the following details.
   • Summary of class list or waitlist rosters depending on selection.
   • Term value
   • Course information
   • Enrolment counts

![Class List - Summary](https://example.com/classlist.png)

10. Click Ctrl + P on the keyboard to print the Class or Wait List – Summary.

   Note the following:
   • If you are on the Class List tab of the Summary View, then the printing feature will print all the students
     listed in the class list roster of the Summary View.
   • If you are on the Wait List tab of the Summary View, then the printing feature will print all the students
     listed in the waitlist roster of the Summary View.
   • During a search, when the student rosters are narrowed down to the search criteria entered, only those
     student records displayed in the roster will be printed.
   • When no students are found in the search, the **Print** option is displayed as disabled
   • The **Print** option prints the class list or waitlist rosters in the same sorting order specified for any of the
     column.
   • The **Print** icon is displayed as disabled when the *There are no students registered for the course* message
     is displayed on the Class List tab. Similarly, when the *There are no students waitlisted for the course*
     message is displayed on the Waitlist tab.
   • If columns are hidden using the using Show/Hide column option, then those hidden columns do not
     appear in the print.
   • The final grades can be viewed as they are displayed in the Class List page.
   • By default, most browsers do not print background images and background colors. Therefore, to print
     the background images and colors, select the Background graphics check box, that is available in the
     print options.
To print a class List or wait list in Details View

11. To print the class list or wait list in the detail view mode, select the Details View option from the drop-down list.

![Class List - Detail](image)

12. Click the Print button.

13. On the Class/Wait List – Detail page, you can view and print the following details.
   - Term value
   - Course information
   - Enrolment counts
   - Student information including curriculum details.
14. Click Ctrl + P on the keyboard to print.

Note the following:
- The first curriculum details displayed will always be the primary curriculum followed by secondary curriculum(s).
- The Class List or Wait List Detail View mode prints the curriculum information for all students.
- If columns are hidden using the using Show/Hide column option, then those hidden columns do not appear in the print.
- All the students displayed in the Class List page will be printed, even if the student records navigate across pages.

Click the CRN Listing link in the cookie trail to return to the CRN Listing page to view all classes.

When you exit out of Faculty/Advisor Self Service, always use Sign Out at the top of the page, and then exit out of the web browser.