

## How do I view a class roster?

- 1. Log into PiratePort <u>https://pirateport.ecu.edu/</u>
- 2. Click the Faculty & Advisor Self Service card in Pirate Port.



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

<b>₿ECU</b>	J
Facu	Ilty and Advisor Self Service
	Hello Novine Kros, This is the entry page for Faculty and Advisors. You can navigate to the below pages depending on your role at the University. Faculty or Advisor
	<ul> <li>Advisee Search</li> <li>Course Equivalencies</li> <li>Fixed Tuition Information For Advisor</li> <li>Link to Banner Self Service for Registration and Course Catalog</li> <li>Look up Class Lists/Wait Lists with emails</li> <li>Schedule Planner Advisor Mode</li> <li>Student Week at a Glance</li> <li>Student Registration History</li> </ul>
	Faculty
[	Change of Grade     Class Rosters     Faculty Assignments     Faculty Detail Schedule

4. Search for the class on the CRN Listing page by using the All Terms pull-down menu or the search box.

	<b>ECU</b>											*	•	PeeDee Pirate
Fa	culty & Advisors	CF	N Listing											
CR	N Listing													
	All Terms		~											
9	Select Course										Ī	▼ Search	(Alt+Y)	٩
9	Subject	Ŷ	Course Title	\$	CRN	\$ Enrollment Count	÷	Status	÷	Duration		Term		\$
c	0MGT 4743, 001		Purchasing and Ma Mgmt	iterials	83339	25		Active		08/24/2020 - 12/16/202	20	Fall 2020 (20)	2080)	

5. Select the class in the list by clicking on the course in the subject column.

Faculty & Advisors   CRN Listing													
CRN Listing													
All Terms	~												
Select Course						Search (Alt+Y)	]						
Subject	Course Title	CRN \$	Enrollment Count 💲	Status \$	Duration	Term	<b>`</b>						
PHIL 1110, 001	ntro to Philosophy	81637	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)							
OMGT 4743, 001	Purchasing and Materials Mgmt	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)							

6. The Class List page is displayed.

✓ Course	Information						Enrollment Counts							
Purcha CRN: 83 Duratio Status:	<b>sing and Materials Mg</b> 1340 <b>n:</b> 08/24/2020 - 12/16/2 Active	MGT 4743 601				Enrolln Wait Lis Cross L	ient st ist	<b>Maximum</b> 25 10 0	<b>Act</b> 9 0 0	ual	<b>Remaining</b> 16 10 0			
Class List	Wait List												Summary View	~
Summary C						$\sim$	(iii) 🔻 Sea	rch (Alt+Y)	٩					
	Student Name	~	ID	÷	Registration Status 💲	Level	Ŷ	Cred	it Hours 🗘		inal	\$	Class	÷
					**Web Registered**	Undergraduate		3		N	Io Acce	255	Senior	
					**Web Registered**	Undergraduate		3		N	lo Acce	255	Senior	
					**Web Registered**	Undergraduate		3		N	lo Acce	255	Junior	

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

Faculty & Advisors	CRN Listing • 0	Class List		
Class List		G	Export	Print

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.