



Technology Helper

Viewing Class Lists for the Upcoming Semester

1. Go to Programs, School Office, and Grade Entry
2. Login using your School Office Login information.
3. Click on the Grade, Progress Report in the middle of the screen to the right.
4. In the upper right hand corner, change the date to a date in the desired semester.
5. This will bring up the courses you are teaching that semester in the top box.
6. Highlight the course you would like to view the list for. The class list will appear in the bottom.
7. If you would like to print out this information, push the left mouse button somewhere in the class list and hold it down. The pointer should change to a rolled up piece of paper. While continuing to hold down the mouse button, drag the paper to the printer icon at the top and release it.
8. Keep in mind these lists are tentative and in real time so any changes made to schedules by administration will appear as they are made.