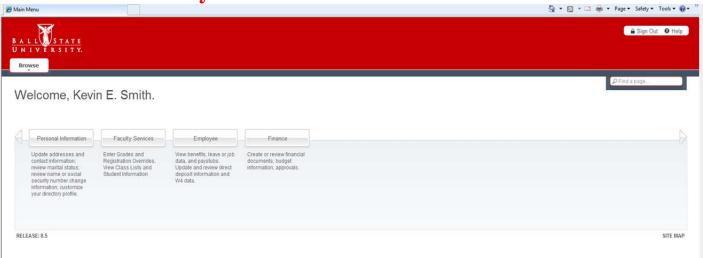
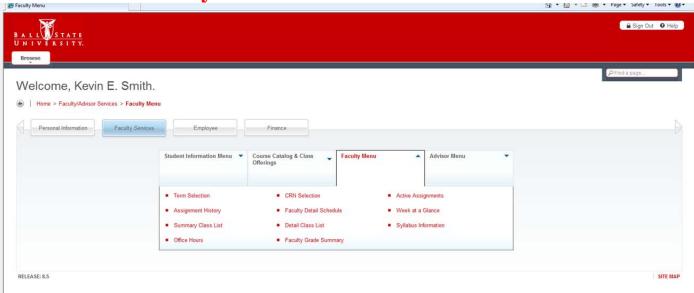
## How To Obtain Your Class List

- ➤ Log into MyBSU (can be accessed from the Faculty/Staff homepage in "Administrative Toolbox"
- **≻** Choose **Self-Service Banner**
- Click on Faculty Services



➤ Click on **Faculty Menu** 

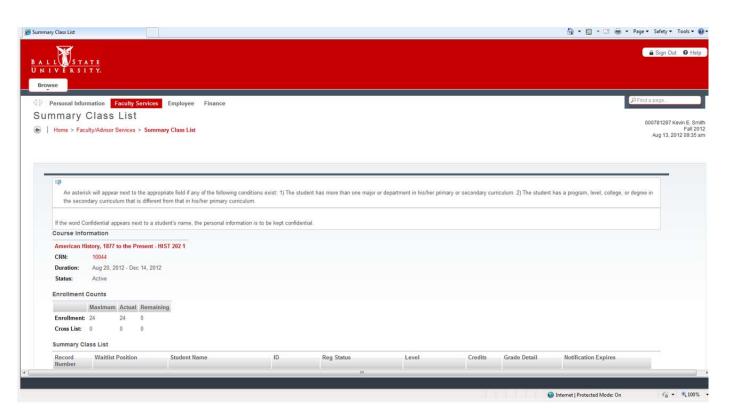


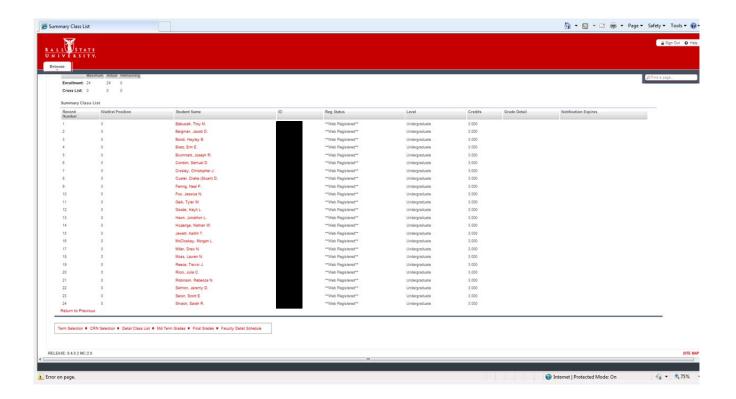
- ➤ Click Summary Class List or Detail Class List
- > Enter Term (right now Fall 2012 is the only option)

➤ Select your course from the drop down menu & hit "Submit."

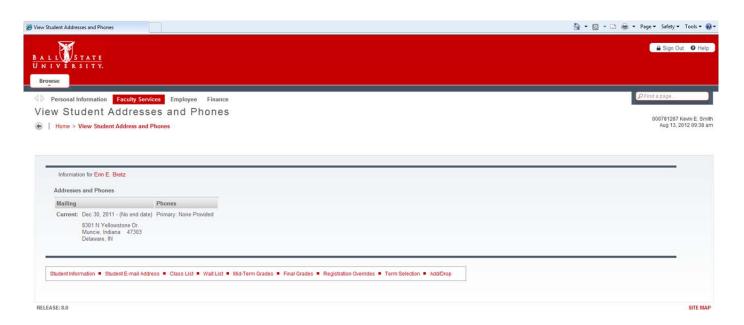


○ **Summary** is just that – a list of names

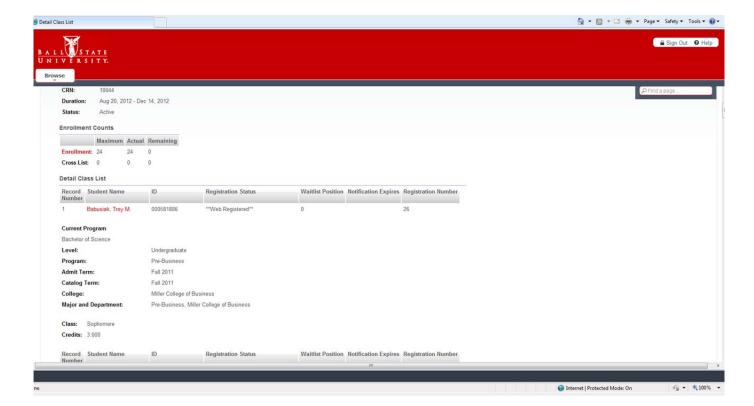




o To get more information on a given student, click on his or her name.

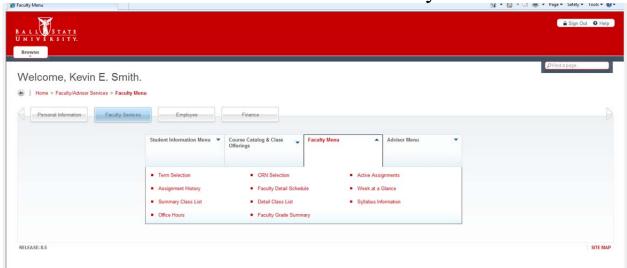


- To print your list, just click file (or the printer icon) on the list page and select print
  - o A Detail Class List provides more information



➤ There are two ways to get a **Detail Class List**.

o You can choose it from the Faculty Menu



o Or if you've already pulled up your **Summary List**, you can follow the link at the bottom of the page

