Change the class selected.

Control how many students appear on each page.

Click on the arrow \( \downarrow \) to load the class list in detailed view. This view will display more information for each student on the list.

Click on the course name to see description, attributes, restrictions, etc. Click on the CRN to see section level details.

Click the export icon to export your class list into Excel.

Click on the envelope icon to email selected students.

Click on the arrow next to the field list icon to control what data appears in the class list (i.e. hide level).

Use this box to search for a student on the class list by name or ID#.

To sort the list by name, click on that column heading (watch the arrows \( \uparrow \downarrow \) for ascending or descending). Other column headers may be used to sort the list. Additionally, you may drag & drop columns to change the order in which they appear.

Click on the student’s picture for additional student information to appear.

NOTE: The confidential icon indicates that the student requested their information remain confidential. This means that even directory (i.e. address, enrollment, etc.) information may not be disclosed. Further FERPA information may be found at: [https://www.oswego.edu/registrar/ferpa-information](https://www.oswego.edu/registrar/ferpa-information)