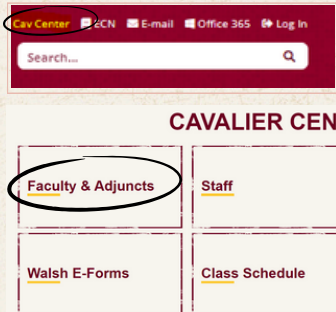


How to view Class List (rosters)

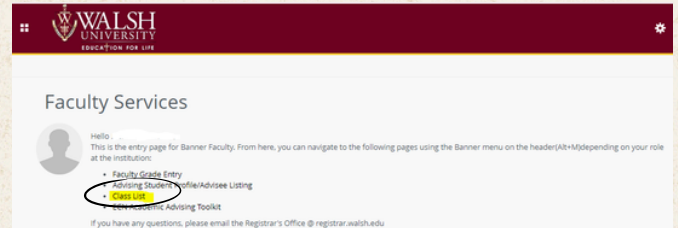
NOTE: It is optional to list your office hours in Banner.

1. Log in to the MyWalsh Portal

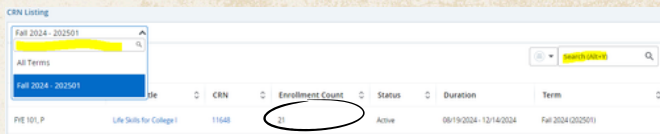
- Click on **Cav Center** in the top right corner
- Click on **Faculty & Adjuncts** file



2. Select Class List

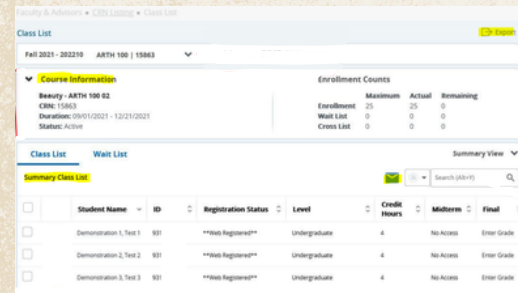


3. Locate the course you are looking for by using the filtering or search features at the top corners of the page

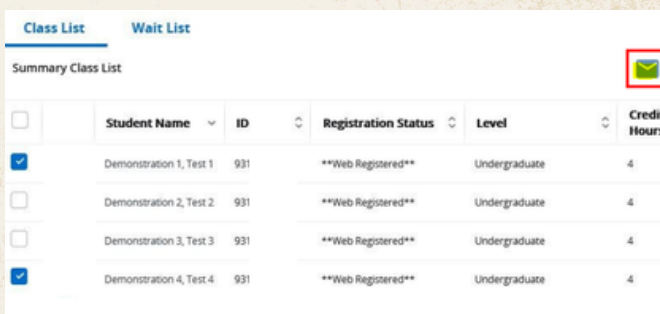


- Once you locate the course, click on the course you would like to view.
- To view class roster, click on the Enrollment Count box under each course.

4. From this page, you can view course information, class roster and student information, export the roster, and email students



5. To email students from the class roster, select the student(s) you wish to email by clicking the checkbox next to the student name(s)



- Once selected, click the envelope icon.
- Outlook email will open with the student email address(es) in the BCC line.

If you have any registration errors, please submit an [E-Form](#) or reach out to the Office of the Registrar at Registrar@walsh.edu or call 330.490.7367.