
PROCEDURE

ACCESSING CLASS LIST IN CONCORDIA CONNECT

PURPOSE OF ACTIVITY

This procedure describes the process to access your class list from Concordia Connect.

SPECIFIC INSTRUCTIONS

Log into Concordia Connect. On the Home tab you should see a section called Faculty Dashboard. This will list the classes you are assigned to as the instructor.

Faculty Dashboard

[Preferences](#)

My Classes

General Biology II		BIO	2012	Fall 2018	
English Composition		ENG	1100	Fall 2018	

Click on the class you want to review. If you see multiple terms be sure to select the current term. If you don't see the term you need, click on Preferences. In the From Term: box click the dropdown and select the current term. Click Apply.

Number of Rows:

From Term:

[Back](#) [Reset](#) [Apply](#)

Once you select your class found the section for Enrollment Counts and click on Enrollment:

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment:	24	10	14
Cross List:	0	0	0

You will see Summary Class List. To find the phone number for a student click on their name.

Summary Class List

Record Number	Waitlist Position	Student Name	ID
2	0	Cougar, Charlie	H000

You will now be able to see the student information.

View Student Address and Phones

Information for **Charlie Cougar**
 If the word "Confidential" appears beneath a student's name, his/her personal information is to be kept confidential.

Addresses and Phones

Permanent	Phones
Current: Mar 04, 2019 - (No end date) 7400 Augusta St River Forest, Illinois 60305-1402 IL-Cook	Primary: 708-4884118 F

Any phone numbers listed as active on the student's account in Banner will display.

Types:

Primary – this the phone number the student gives us during Admission. It could be a landline or cell phone.

Cell Phone -- If we have a Cell Phone number that will also be listed.