

# Accessing and Using your Class Roster

**The BearPAWS links “Summary Class list” and “Detail Class list”  
now exist under 1 new page called Class list.**

# Faculty Services

---

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Class List](#)

[Class List/Excel Download](#)

[Final Grades](#)

[Advisee Page](#)

[BearDeN - Degree Navigator](#)

[Class Search](#)

[Course Catalog](#)

[Course Summaries](#)

[Room Usage](#)

[Orientation Advising Documents](#)

[Advising Student Profile](#)

---

Step 1:  
On BearPAWS,  
navigate to Faculty  
Services and click  
on Class List.

# Step 2: Select the term

## Use the dropdown menu to choose the desired term.

[Faculty & Advisors](#) • [CRN Listing](#)

CRN Listing

All Terms

All Terms

Fall 2025 - 202509

Spring 2025 - 202502

Fall 2024 - 202409

iii

Search (Alt+Y)

Course Title	CRN	Enrollment Count	Status	Duration	Term
CHANGING FACES OF WORK		3	Active	08/25/2025 - 12/12/2025	Fall 2025 (202509)
ACCT 201	PRINCIPLES OF ACCOUNTING I	8	Active	08/25/2025 - 12/12/2025	Fall 2025 (202509)
ACCT 201	PRINCIPLES OF ACCOUNTING I	15	Active	08/25/2025 - 12/12/2025	Fall 2025 (202509)
ACCT 360	TAXATION	3	Active	08/25/2025 - 12/12/2025	Fall 2025 (202509)

# Step 3: Locate your course:

Find the specific course for which you want to view the roster.

Faculty & Advisors • CRN Listing

CRN Listing

Fall 2025 - 202509

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
WAYS 103, OL1	CHANGING FACES OF WORK	96256	3	Active	08/25/2025 - 12/12/2025	Fall 2025 (202509)
ACCT 201, 002	PRINCIPLES OF ACCOUNTING I	96365	8	Active	08/25/2025 - 12/12/2025	Fall 2025 (202509)
ACCT 201, 001	PRINCIPLES OF ACCOUNTING I	96366	15	Active	08/25/2025 - 12/12/2025	Fall 2025 (202509)
ACCT 360, 001	TAXATION	97251	3	Active	08/25/2025 - 12/12/2025	Fall 2025 (202509)

Results found: 4

Page 1 of 1

Per Page 25

- You can click anywhere in the specific course row, except on the course title, to see the roster.
- You may also be able to filter by CRN or use the search feature to find your course.

Step 4: If you select course title, you'll see information about the course, but not your roster.

Course Details for WAYS 103, SPEAK ABOUT DIVERSITY SEMINAR

Term: 202509

Catalog

Course Description

Syllabus

Attributes

Restrictions

Corequisites

Prerequisites

Mutual Exclusion

Fees

Title: SPEAK ABOUT DIVERSITY SEMINAR

College: No College Designated 00

Division:

Department: Potsdam Pathways WAYS

Hours:  
Credit Hours: 0 OR 3

Lecture:

Lab:

Other:

Levels:  
Matriculated Undergraduate 01  
Undergrad Non-Matric 06

Grading Modes:  
Normal (numeric) Undergraduate 1  
Selected UG S/U 3

Schedule Types:  
Seminar 2  
Distance Learning - Lecture 9

# Step 5: View the roster:

The class roster will display student information for that course

[Faculty & Advisors](#) • [CRN Listing](#) • [Class List](#)

Class List Export Print

Fall 2025 - 202509   WAYS 103 | 96256 ▾

▼ Course Information

CHANGING FACES OF WORK - WAYS 103 OL1  
CRN: 96256  
Duration: 08/25/2025 - 12/12/2025  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	3	22
Wait List	0	0	0
Cross List	0	0	0

[Class List](#)

[Wait List](#)

Summary View ▾

Summary Class List



Search (Alt+Y)



<input type="checkbox"/>		Student Name ^	ID ^	Registration Status ^	Level ^	Credit Hours ^	Final ^	Class ^
<input type="checkbox"/>		Blake, Daphne	P01234567	**Registered**	Matriculated Undergraduate	3	No Access	Freshman
<input type="checkbox"/>		Rogers, Shaggy	P01122334	**Registered**	Matriculated Undergraduate	3	No Access	Senior
<input type="checkbox"/>		Dinkley, Velma	P07654321	**Registered**	Matriculated Undergraduate	3	No Access	Sophomore

# Features: Emailing Students

- You can email one or more members of the class by checking the box to the left of the student name and clicking the envelope on the right side of the page. If you click the box in the header, all student names will be selected. **Note: the email addresses will populate in the "To" field, so do not share confidential information in this manner.**




Class List Wait List

Summary Class List

Summary View

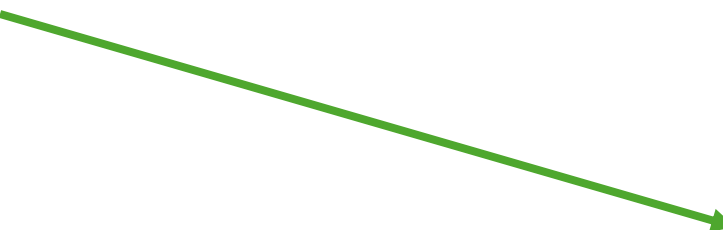
Click here to email all students in the class.

Click these boxes to email individual student(s).





<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	 Blake, Daphne	P01234567	**Registered**	Matriculated Undergraduate	3	No Access	Freshman
<input type="checkbox"/>	 Rogers, Shaggy	P01122334	**Registered**	Matriculated Undergraduate	3	No Access	Senior
<input type="checkbox"/>	 Dinkley, Velma	P07654321	**Registered**	Matriculated Undergraduate	3	No Access	Sophomore

# Features: Changing between Views

You can change the view of your roster by clicking on the arrow down on the right side of the page and toggle between "Summary View" and "Detail View"



The interface shows a navigation bar with two tabs: "Class List" (active) and "Wait List". Below the tabs is the text "Summary Class List". On the right side of the interface, there is a search bar with a magnifying glass icon and the text "Search (Alt+Y)". Above the search bar is a dropdown menu labeled "Summary View" with a downward arrow. A green arrow points from the text "Summary View" in the main text to this dropdown menu.

<input type="checkbox"/>		Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>		Blake, Daphne	P01234567	**Registered**	Matriculated Undergraduate	3	No Access	Freshman
<input type="checkbox"/>		Rogers, Shaggy	P01122334	**Registered**	Matriculated Undergraduate	3	No Access	Senior
<input type="checkbox"/>		Dinkley, Velma	P07654321	**Registered**	Matriculated Undergraduate	3	No Access	Sophomore






# Features: Advising Student Profile




If you click on a student's name, you will be brought to the Advising Student Profile where you will see detailed information regarding the student

[Class List](#)[Wait List](#)

Summary Class List


Summary View

  Search (Alt+Y) 

<input type="checkbox"/>	<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>		Blake, Daphne	P01234567	**Registered**	Matriculated Undergraduate	3	No Access	Freshman
<input type="checkbox"/>		Rogers, Shaggy	P01122334	**Registered**	Matriculated Undergraduate	3	No Access	Senior
<input type="checkbox"/>		Dinkley, Velma	P07654321	**Registered**	Matriculated Undergraduate	3	No Access	Sophomore

# Features: Sorting the Roster

You can sort the class roster by clicking on any of the headings such as student name, ID, level, etc



The diagram illustrates the sorting functionality of the class roster. A central point from which multiple green arrows originate points to the following column headers: Student Name, ID, Registration Status, Level, Credit Hours, Final, and Class. Each of these headers is enclosed in a green box, and the arrows indicate that clicking on any of these headers will sort the roster accordingly.

<a href="#">Class List</a>	<a href="#">Wait List</a>	Summary View						
Summary Class List								
<input type="checkbox"/>								
<input type="checkbox"/>		Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>		Blake, Daphne	P01234567	**Registered**	Matriculated Undergraduate	3	No Access	Freshman
<input type="checkbox"/>		Rogers, Shaggy	P01122334	**Registered**	Matriculated Undergraduate	3	No Access	Senior
<input type="checkbox"/>		Dinkley, Velma	P07654321	**Registered**	Matriculated Undergraduate	3	No Access	Sophomore

# Features: Exporting or Printing your Roster

- At the top of the Class list page you will see options to export or print your roster.

[Faculty & Advisors](#) • [CRN Listing](#) • [Class List](#)

Class List

Fall 2025 - 202509    WAYS 103 | 96256 ▾

▼ Course Information

CHANGING FACES OF WORK - WAYS 103 OL1

CRN: 96256

Duration: 08/25/2025 - 12/12/2025

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	3	22
Wait List	0	0	0
Cross List	0	0	0

[Class List](#)

[Wait List](#)

Summary View ▾

Summary Class List



Search (Alt+Y)



<input type="checkbox"/>		Student Name ^	ID ↕	Registration Status ↕	Level ↕	Credit Hours ↕	Final ↕	Class ↕
<input type="checkbox"/>		Blake, Daphne	P01234567	**Registered**	Matriculated Undergraduate	3	No Access	Freshman
<input type="checkbox"/>		Rogers, Shaggy	P01122334	**Registered**	Matriculated Undergraduate	3	No Access	Senior
<input type="checkbox"/>		Dinkley, Velma	P07654321	**Registered**	Matriculated Undergraduate	3	No Access	Sophomore