myCLARK ctcLink
EFFICIENT, SIMPLE, SOLID

Viewing Waitlist

Navigation: Note: If you do not have access to view class rosters through this navigation reach out to IT Help Desk and request the ZZ CM Class Roster role. You **cannot** get the dropdown "Enrollment Status" menu through the Class Roster in Faculty Center.

NavBar ⊙ →Navigator 📄 → Curriculum Management→ Class roster →Class roster
Navigator

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of a

| Find an Existing Value |

▼ Search Criteria

Academic Institution	begins with ▼	WA140 🔍
Term	begins with ▼	2203 🔍
Subject Area	begins with ▼	ENGL& 🔍
Catalog Nbr	begins with ▼	101
Class Nbr	= ▼	9065
Class Section	begins with ▼	
Session	= ▼	
Course ID	begins with ▼	
Course Offering Nbr	= ▼	

| Search | | Clear | Basic Search 🔲 Save Search Criteria

- Enter Academic Institute WA140
- Enter Term example: 2203 Spring 2020
- Enter Subject Area: Example ENGL&
- Enter Catalog Number: Example 101
- Enter Class Number: Example 9065
- Click on Search

Class Roster

SPRING 2020 | Regular Academic Session | Clark College | Academic Career

▽ ENGL& 101 - D01D (9065)
English Composition I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online	Jesse Morse	04/06/2020 - 06/12/2020

*Enrollment Status Enrolled ▼

Enrollment Capacity 20   Enrolled 20

Enrolled Students   Personalize | Find | 🔲 | 🏫   First ◀ 1-20 of 20 ▶ Last

Select	ID	Name	Grade Basis	Units	Program and Plan	Level
1	☐	▬▬▬▬	Graded	5.00	Academic - Academic Transfer AA DTA	Freshman
					Academic - Academic Transfer	

The Class Roster will open with enrollment states "Enrolled" visible

C:\Users\jward\Desktop\ctcLink Website Redesign and Lab Trainings\Teacher Web Page information Updated\Viewing Waitlist.docx

Click on arrow in dropdown box and select Waitlist.

This will display students on the waitlist.

Use the **grid** icon to save the list to an excel file.

Note: All files containing student information should be stored on One Drive or the college shared drive. Do not save student data to your desktop or thumb drives.

C:\Users\jward\Desktop\ctcLink Website Redesign and Lab Trainings\Teacher Web Page information Updated\Viewing Waitlist.docx

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