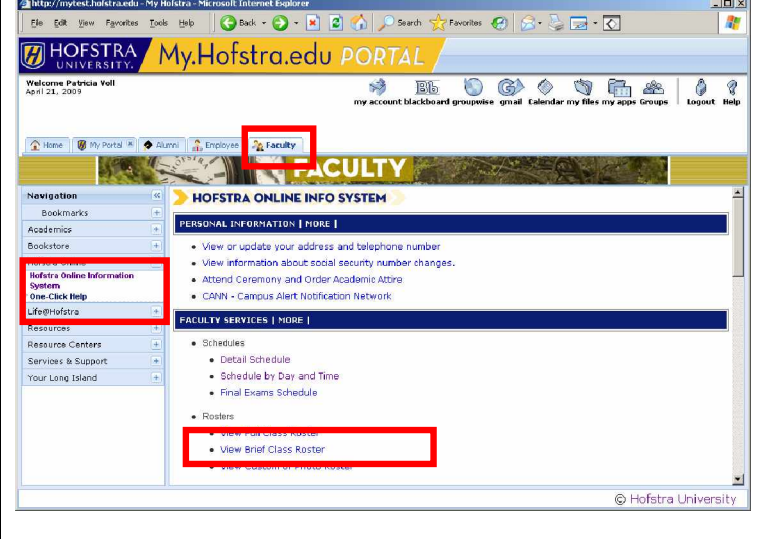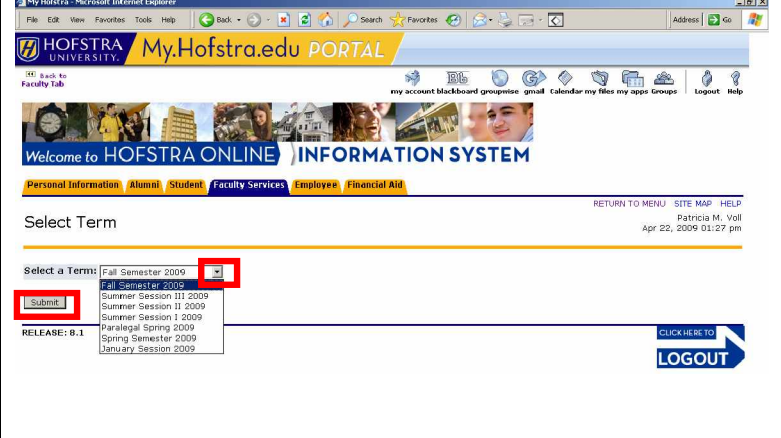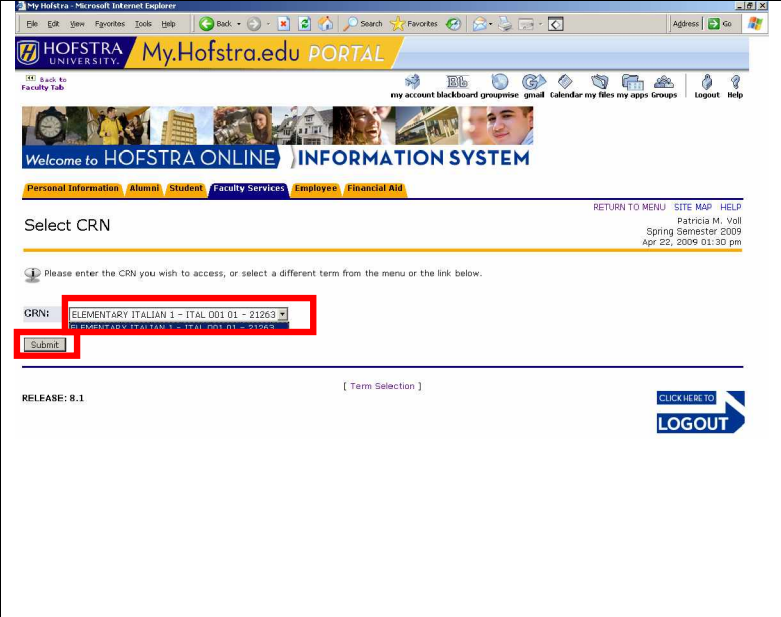## View the Brief Class Roster

Form/Function	Procedure
	1) After login to the My.Hofstra.edu portal, click the Faculty Tab and open the Hofstra Online category in the left navigation pane. Click HOFSTRA ONLINE INFORMATION SYSTEM and select the Brief Class Roster option.
	2) If a semester has not already been chosen, you will be prompted to do so. Use the search box, make your choice and click SUBMIT. Note: The semester you choose will remain as your default semester until select another. Click on the TERM SELECTION option from any menu to change the semester.
	3) You will then be prompted to select a CRN. NOTE: CRNs consist of a one digit semester prefix (the first month of the semester) plus a four digit session identifier. Use the drop down arrow to display CRNs for sessions in which you are assigned as the instructor in the selected semester. Highlight your choice and click the SUBMIT button.

Form/Function	Procedure
	4) The Brief Class roster is a condensed listing of students in your class. Read the information at the top of the page to learn how to easily contact a student's Advisement Dean Course information is displayed at the beginning of the roster. Next you see a list of students registered in your class. **5)** Clicking on the student's name will reveal contact information. The Student's ID number is listed for your convenience. Clicking on the ENTER link in the right column will move you to the Final Grades Worksheet. Your can easily email students individually or the entire class by clicking the icon ☺. View a Brief Class Roster for another CRN by selecting the CRN SELECTION link and returning to the Faculty menu to begin again. NOTE: Please notify us of any attendance concerns (whether with registered or unregistered students) by emailing registrar@hofstra.edu