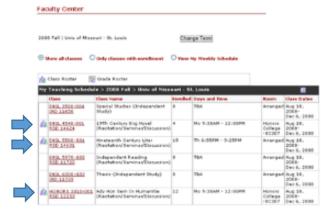Sign on to MyView, Go to menu (left hand side) and click on Self Service, then click on Faculty Center.

Menu Image:

The "Faculty Tab" will then display.

Click on the "Class Roster" symbol next to your class to retrieve the roster.

Print Roster

A printer friendly version of your roster is also available. It simply reformats the page to fit on an 8 ½ x 11 page. On the Class Roster page, click on the Printer Friendly Version link at the bottom-right of the page. You can choose to show photos in this printer friendly format as well. Use your browser's print function if you want to print the roster.

Download Roster to Excel

You can also download your roster to Excel by using the spreadsheet icon located on the Class Roster page.

The download creates a new browser window. If your new window does not open, you may need to change your browser settings to allow myview.umsl.edu as a trusted local intranet site. You also need to allow pop-ups for myview.umsl.edu site. For assistance with browser settings, please contact the Technology Support Center, X6034.

Choose open to view your roster in Excel.