

PeopleSoft Faculty Portal

Checking Class Rosters


Procedure

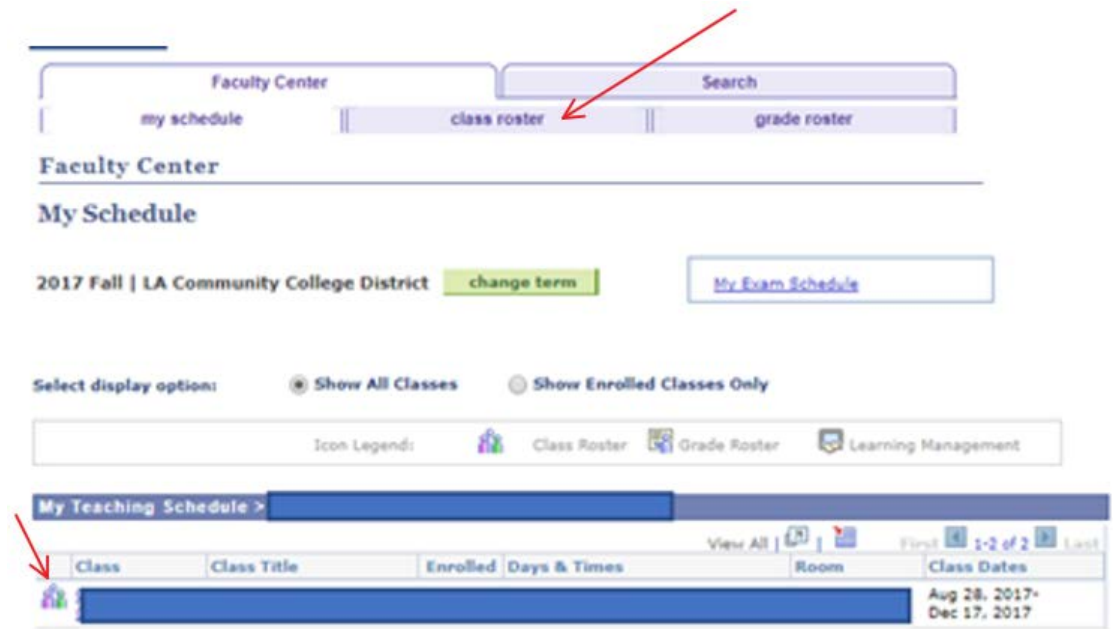
In this lesson you will learn access your class rosters.

Begin by logging into the portal at <https://mycollege.laccd.edu>

Step	Action
1.	Upon entering the faculty portal, you will see a Welcome to LACCD page. On the right hand side, locate and click on the green, 'My Schedule' link



Step	Action
2.	You will see a listing of the your class schedule. Along the top, click on the 'Class Roster' tab to view your roster. As an alternative, you can click on the people icon next to the class name in your schedule. 



Faculty Center

my schedule | class roster | grade roster

Faculty Center

My Schedule

2017 Fall | LA Community College District [change term](#) [My Exam Schedule](#)

Select display options: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule >

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
					Aug 28, 2017 - Dec 17, 2017

Step	Action
3.	Your roster will appear as seen below. Repeat the same process to view rosters for your other classes.

*Enrollment Status

Enrollment Capacity Enrolled

Select display option: Link to Photos Include photos in list

Enrolled Students									
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Request Test Proctoring
1	<input type="checkbox"/>						Credit -		Request Test Proctoring
2	<input type="checkbox"/>								Request Test Proctoring
3	<input type="checkbox"/>								Request Test Proctoring