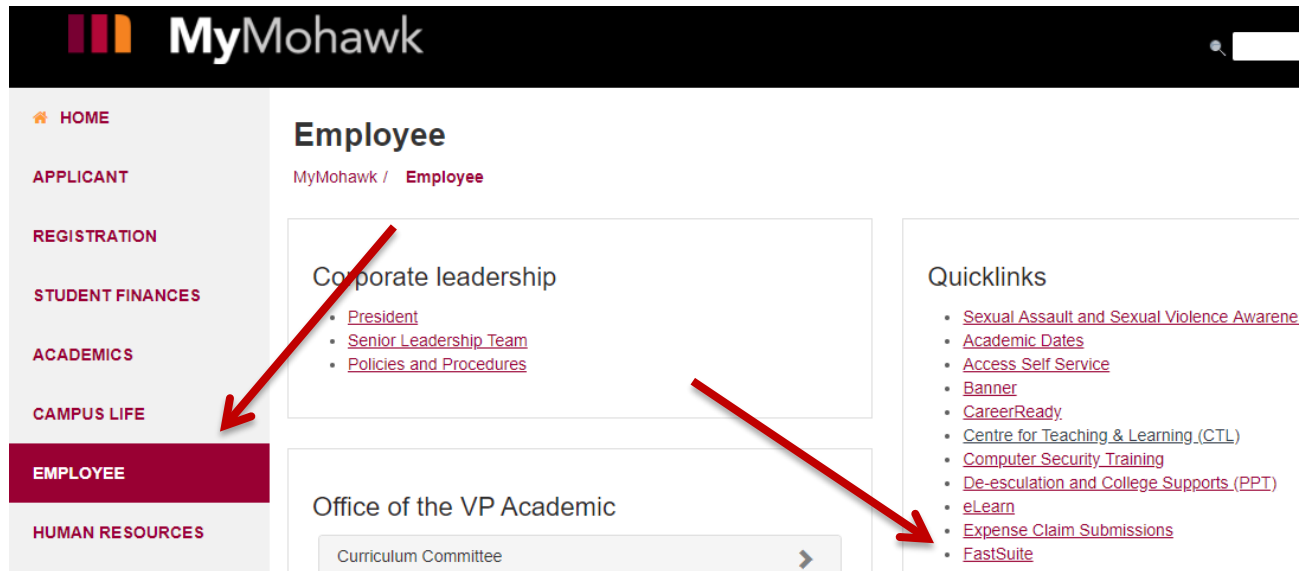


How to print a class list on Fast Suite

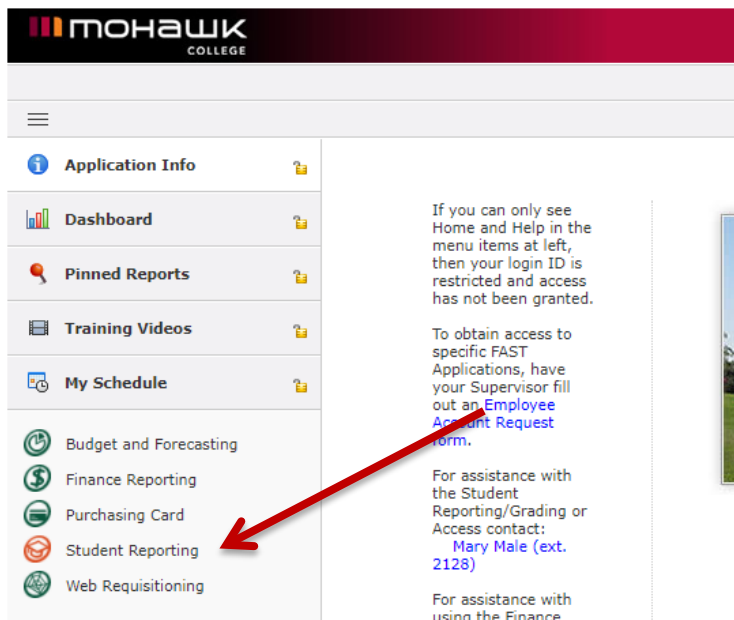
1) Log into MyMohawk - mymohawk.mohawkcollege.ca

2) Employee or Faculty Tab, select Fast Suite under the Quicklinks channel

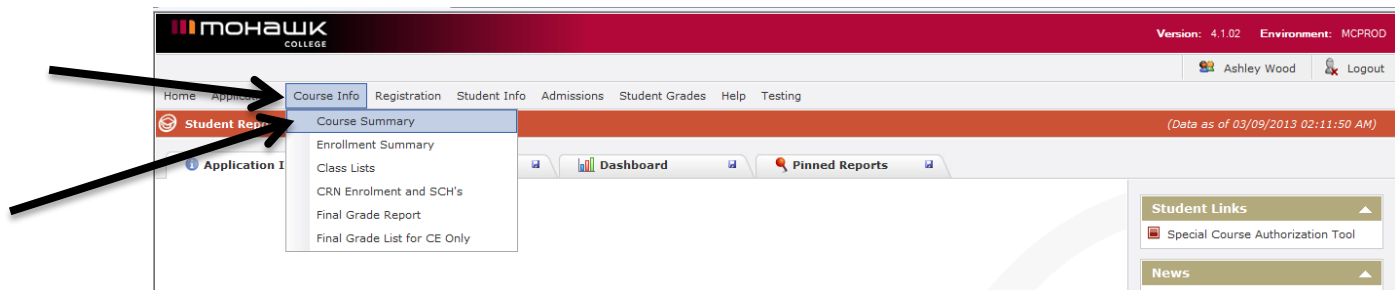
If you get an Access Denied message at this point and are unable to proceed, contact your academic area for assistance.



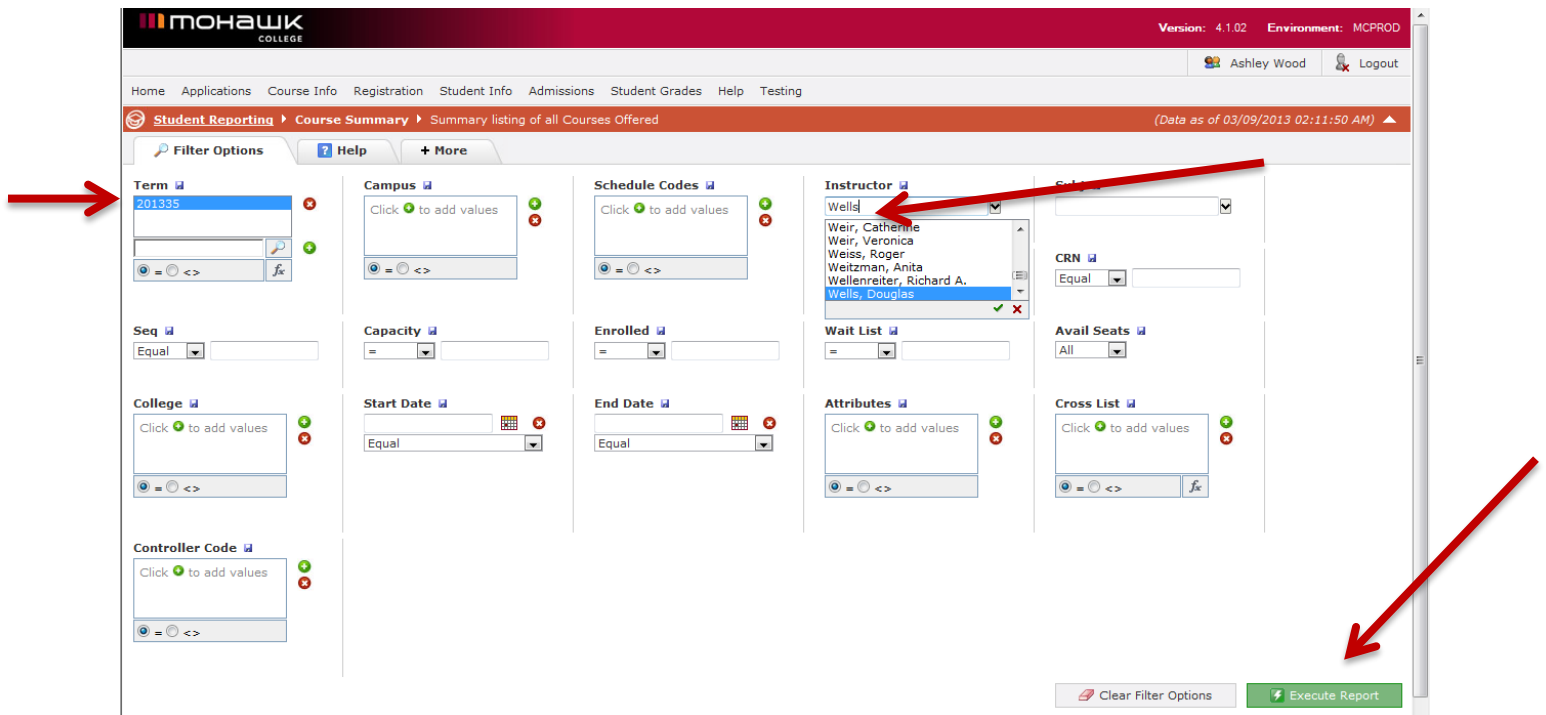
3) Select Student Reporting



4) Click on Course Info, Course Summary



5) Enter the term (Fall 2018 = 201830, Winter 2018= 201810, Spring 2018= 201820), search for your name in the Instructor dropdown menu, click on Execute Report



6) Here you will find all of the courses your name has been tied to. Click on the number 'Enrolled' to generate the class list

Student Reporting > Course Enrollment > Listing of enrollment numbers for selected courses											
Term = 201335 Prof = Cook, Samantha											
Row #	Term	CRN	Subj	No.	Title	Instructor	Cap	Enrolled	W.L.	Campus	Sched Code
1	201335	14101	MCOM	10013	Broadcast Equipment	Cook, Samantha	45	46	0	FF	NA
2	201335	16535	MCOM	10139	Entertainment Business	Cook, Samantha	35	30	0	FF	NA
3	201335	16555	MCOM	RD144	On-Air Production 3 - Radio	Cook, Samantha	35	30	0	FF	NA
4	201335	14103	MCOM	10015	Prod 1 - On Air	Facey, John	44	45	0	FF	NA
5	201335	14100	MCOM	10012	Radio-An Introduction	Cook, Samantha	45	46	0	FF	NA

7) Select export to excel to pull a list including their Mohawk email addresses

Student Reporting ▶ **Class List** ▶ Display all students in selected class for selected term. (Data as of 21-03-2018 03:57:36 AM) ▲

Filter Options Report Results Help + More

Term = 201810 | CRN = 11265

Enrollment Listing for :

Subj	LIBR	Course	10037 - Circ and Inter Libry Loan	Credit	3	Type	Start	End	Days	Begin	End	Campus	Bldg	Room	Calendar
Term	201810	Instructor	Harms Penner, Dolores	CRN	11265	NA	16 JAN 2018	24 APR 2018				OL			

Row #	Student ID	Student	Preferred Name	Stat	Level	Degree	Major	Email	Early Alert
1	000768572	Andrews, Timothy	Timm	RW	00	Undeclared	Undeclared		
2	000769629	Beaven, Ashley		RW	00	Undeclared	Undeclared		
3	000755674	Bettencourt, Kamile		RW	00	Undeclared	Undeclared		
4	001201442	Bos, Kandace		RW	00	Undeclared	Undeclared		
5	000315899	Cassidy, Matthew	Matt	RW	00	Undeclared	Undeclared		
6	000387200	Cerilli, Whitney		RW	00	Undeclared	Undeclared		
7	000399545	Cimato, Costanza		RE	00	Undeclared	Undeclared		
8	000740876	Curotte, Breanna	Breanna	RW	00	Undeclared	Undeclared		
9	000736106	Dobbie, Sara		RW	00	Undeclared	Undeclared		
10	001187468	Draycott, Abraham	Abe	RW	00	Undeclared	Undeclared		
11	000399144	Dupuis, Christie		RW	00	Undeclared	Undeclared		
12	000739570	Eadie, Daniel		RW	00	Undeclared	Undeclared		
13	001188659	Greenwood, Pamela		RW	00	Undeclared	Undeclared		
14	000768928	Guest, Jennifer		RW	00	Undeclared	Undeclared		
15	000729981	Herrington, Bobbie-Joe		RW	00	Undeclared	Undeclared		
16	001194453	Holmes, Ashley		RW	00	Undeclared	Undeclared		
17	000759292	Johnson, James	James	RW	00	Undeclared	Undeclared		
18	001197952	Judge, Katie		RW	00	Undeclared	Undeclared		
19	000256447	Krupicz, Katrina		RW	00	Undeclared	Undeclared		
20	000739492	Lancia, Raquel		RW	00	Undeclared	Undeclared		
21	001209395	Lariviere, Rebecca		RW	00	Undeclared	Undeclared		
22	001127249	Lipari, Teresa	Teresa	RW	00	Undeclared	Undeclared		

Class Size 31 Email all students Student Grades Class List

Save As... XSL

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