

J1-Desktop Quick Guide

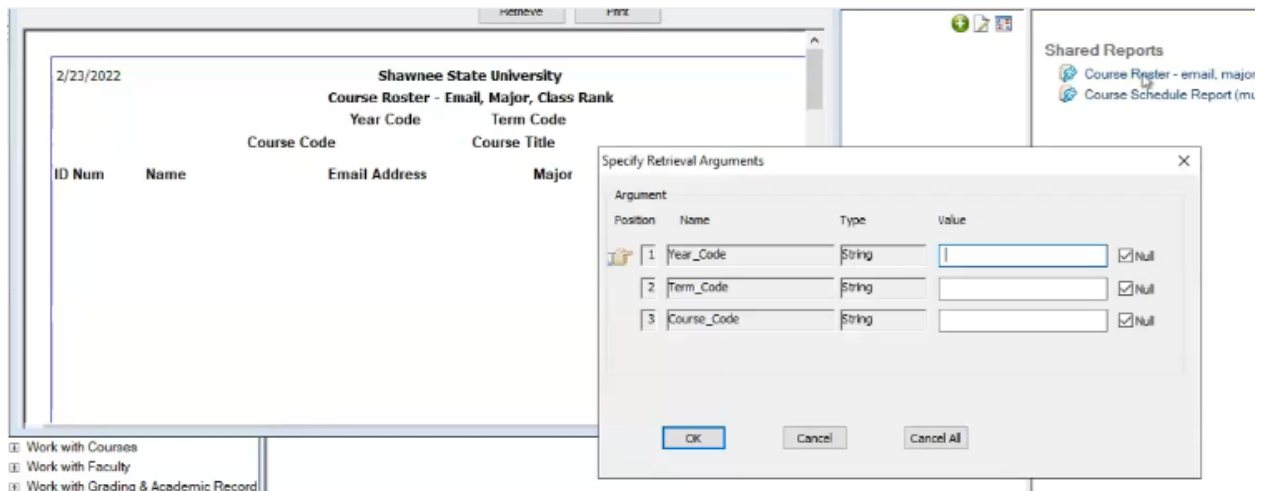
How to View Course Roster

Log into J1 Desktop and click the Home tab at the bottom.

On the right side of the screen you see Shared Reports



Click on Course Roster



Type in the Year (4 digits) and the Term (AU for Autumn, formerly known as Fall, SP, or SM) and the Course Code (4 letter prefix, space, number, space, and section, i.e. GEOL 4420 01)

2/23/2022

Shawnee State University

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Course Roster - Email, Major, Class Rank

Year Code 2021 Term Code SP

Course Code GEOL 4420 01 Course Title Intro To Geographic Info Systems

ID Num	Name	Email Address	Major	Class Rank	Reg Date
	Lindsey Adams	adamsl3@mymail.shawnee.edu	Biology		11/22/2021
	Millard Fluty	flutym@mymail.shawnee.edu	Environmental Engineering		11/8/2021
	Seth Fraley	fraleys2@mymail.shawnee.edu			1/6/2022
	Zachary Hammond	hammondz@mymail.shawnee.edu	Environmental Engineering		12/7/2021
	Austin Hanshaw	hanshawa@mymail.shawnee.edu	Environmental Engineering		11/8/2021
	Kari Montgomery	montgomeryk9@mymail.shawnee.edu	Biology		11/8/2021
	Clay Newsome	newsomec3@mymail.shawnee.edu	Natural Science		11/9/2021
	Victoria Oehlers	oehlersv@mymail.shawnee.edu	Biology		11/8/2021
	Katelyn Parsley	parsleyk@mymail.shawnee.edu	Biology		11/8/2021
	Blake Smalley	smalleyb2@mymail.shawnee.edu	Natural Science		11/8/2021
	Niki Young	youngn2@mymail.shawnee.edu	Natural Science		11/18/2021

You can print it, or save to PDF. If you want to export to Excel – see How to Export to Excel Guide.