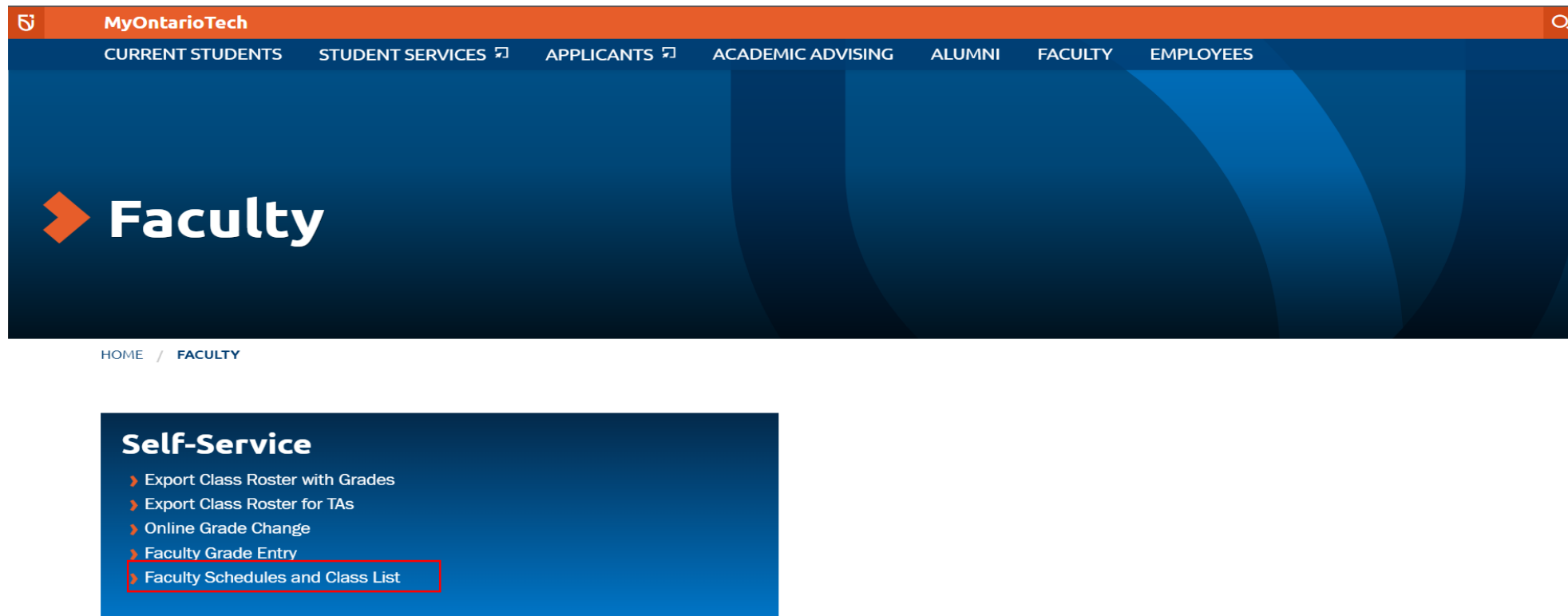




How to Export a Class Roster for Faculty

1. Access MyOntarioTech portal using a **Firefox** browser at <https://my.ontariotechu.ca/>
2. Select **Faculty > Faculty Schedules and Class List**
3. Login using your Network ID and Password.



4. Select “Export Class Roster”.



[HOME](#) [LOGOUT](#)

Faculty Schedules and Class List Menu


- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Other Faculty Schedules You Can View](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Export Class Roster](#)
- [Office Hours](#)

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5. Select a term from the drop down menu, then click **Submit**.

Select Term

 Select the Term for processing then press the Submit Term button.

Select a Term: **1**


2

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6. Select a course from the drop down menu or enter CRN, then click **Submit**.

Select CRN

 Please enter the CRN you wish to access, or select a different term from the menu.

CRN:  **1**

2

[\[Enter Section Identifier \(CRN\) Directly \]](#)

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7. Select “**Roster for CRN**” to export file.

Faculty Export Class Roster : Winter 2022

Your roster was created successfully!

You can choose to open or save the file by clicking the link below...

[Roster for CRN 7](#)

8. Roster is exported.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	#	Term Code	CRN	Course Code	Student ID	Last Name	First Name	Email				
3	1	202201	7	HLSC	100	A	J	je				
4	2	202201	7	HLSC	100	A	H	h				
5	3	202201	7	HLSC	100	A	Z	z				
6	4	202201	7	HLSC	100	A	M	n				
7	5	202201	7	HLSC	100	A	B	b				
8	6	202201	7	HLSC	100	A	B	b				
9	7	202201	7	HLSC	100	A	M	n				
10	8	202201	7	HLSC	100	B	J	je				
11	9	202201	7	HLSC	100	B	A	a				



Thank you!

Please contact adam.wingate@ontariotechu.ca and cc. studentsystems@ontariotechu.ca if you encounter any issues or have any questions.