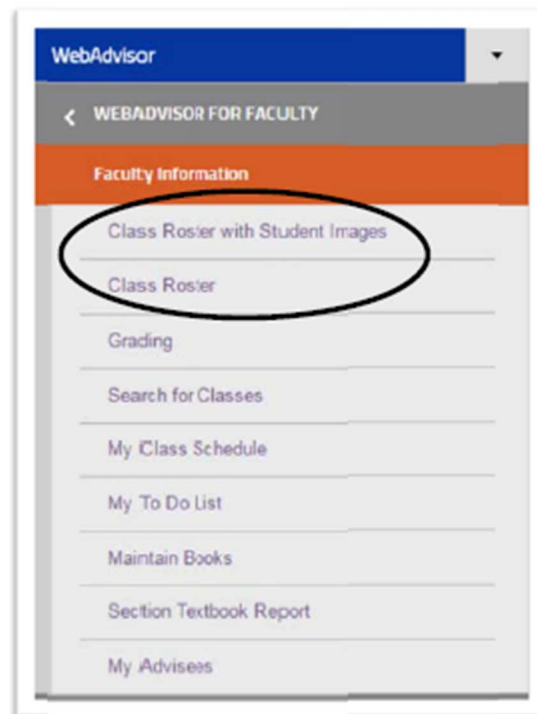
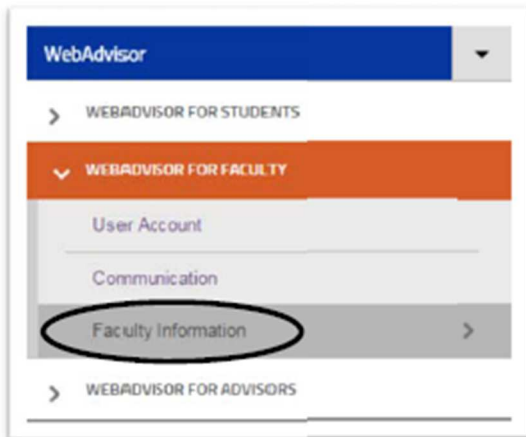


WEBADVISOR VIEW CLASS ROSTER

Note: Instructions are based on the assumptions that you are able to access a web browser and you are able to log into the Portal. If you need assistance reaching site or logging into the Portal, please contact Client Services at (808) 735-4855 or email us at helpdesk@chaminade.edu

- Once logged into your Portal, go to the WebAdvisor portion found in the right margin
- Click on "Faculty Information"
- Next, click "Class Roster" or "Class Roster with Student Image"



- Use the drop down list to select a term or enter a date range
- "SUBMIT"

The screenshot shows the 'Class Roster Select Section' form. At the top, there is a blue arrow pointing to the text 'Without images'. Below this, there is a header bar with 'Class Roster Select Section' and a 'Help' button. The form contains a table with columns: 'Section Name and Title', 'Term', 'Start Date', 'End Date', 'Meeting Information', 'Location', and 'Regi/Avail/Wait'. Below the table, there is a section for 'OR: Select a term or date range to change your class list'. This section includes a 'Term' dropdown menu (circled in black), a 'Start Date' input field, and an 'End Date' input field. A 'SUBMIT' button is located at the bottom of the form.

The screenshot shows the 'Custom Class Roster Select Section' form. At the top, there is a blue arrow pointing to the text 'With images'. Below this, there is a header bar with 'Custom Class Roster Select Section' and a 'Help' button. The form contains a table with columns: 'Section Name and Title', 'Term', 'Start Date', 'End Date', 'Meeting Information', 'Location', and 'Regi/Avail/Wait'. Below the table, there is a section for 'OR: Select a term or date range to change your class list'. This section includes a 'Term' dropdown menu (circled in black), a 'Start Date' input field, and an 'End Date' input field. A 'SUBMIT' button is located at the bottom of the form.