

VIEWING YOUR CLASS LIST USING YOUR myBCIT FACULTY SELF-SERVICE

NOTE: Due to system security and FOIPP you will only be able to view class lists for the Course Reference Number(s) (CRN - course section(s)) to which you have been attached; either by having accepted an instructor contract for that course, or via a manual process upon request from your program area.

1. Log into your myBCIT (my.bcit.ca) Faculty Self-service account and choose the Class List option in the menu.

Faculty Self Service

-  **Faculty Personal Information**
Please take a moment to ensure that the information on your record is correct.
-  **Accept a PTS Contract**
This is where you accept your PTS teaching contract.

Are you 55 or older, retired, and receiving a College pension?

Check the following link to ensure you are aware of your options for re-employment with BCIT:
http://www.bcit.ca/files/hr/pdf/retiring_from_bcit_pts_instructors_jan2013.pdf

-  **Grades Menu**
Enter final grades; grade book components, associated marks and documentation.
-  **Week at a Glance**
Your teaching schedule for a specified week.
-  **Final Grades**
-  **Course Outlines**
Create, reset, amend or approve course outlines
 - [Create a course outline](#)
 - [Reset a course outline](#)
 - [Amend a course outline](#)
 - [Approve a course outline](#)

-  **Class List**



2. Click on Class List and it will prompt you to choose the term and CRN of the course you want to view from the drop-down menus (only those Terms/CRNs to which you have been attached will be displayed). If the class list does not display you may see the following, this means you are not connected to a CRN for the selected term.

 **You have no assigned sections for this term.**

3. If you have made an error in Term selection, click on your browser back button and select the appropriate term, then click on class list if you are connected you will see the CRN and course name, hit submit and it will display your class list.

Summary Class List

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course: MKTG 1102
CRN: 30713
Duration: Sep 14, 2015 - Dec 14, 2015 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	16	14
Cross List:	0	0	^
		3	27
		0	0

Summary Class List

Record Number	Student Name	ID	Reg Status
1	Last Name, First Name	A00XXXXXX	**Web Registered**
2	Last Name, First Name	A00XXXXXX	**Web Registered**
3	Last Name, First Name	A00XXXXXX	**Web Registered**

[Return to Previous](#)

[\[Term Selection | CRN Selection \]](#)

Note the links at the bottom of the class list will give options of returning to previous screen or go to select term and/or select CRN.

You will be able to print your regular class rosters and run other reports (that are within your access rights) while on a BCIT campus in the usual manner by either using Wi-Fi and logging onto BCIT_Secure with your personal laptop computer (see <http://kb.bcit.ca/sr/wireless/1037.html>), or by going directly to <http://reports.bcit.ca> using a BCIT computer (available at instructional resource centres located in NE1 (Inglis), SE6 (Business) and SE14 (Library)).