

In the past, class rosters have been printed by the Office of the Registrar. These were picked up by academic departments for distribution to faculty. With the advent of the new Banner system, there is an opportunity to provide more accurate and more timely information. Faculty members may print rosters at any time. Faculty members should print preliminary rosters at the beginning of the term. Final rosters should be printed on the 16th class day. Please indicate any changes that should be made on the roster. Changes include students who are attending but are not registered, as well as students who have never attended. Please return the printed copies with any corrections to the Office of the Registrar, 100 Martin Hall. A copy should also be provided to the academic department. If you have no changes, it is not necessary to return the final roster. Instructions for printing the rosters are included below.

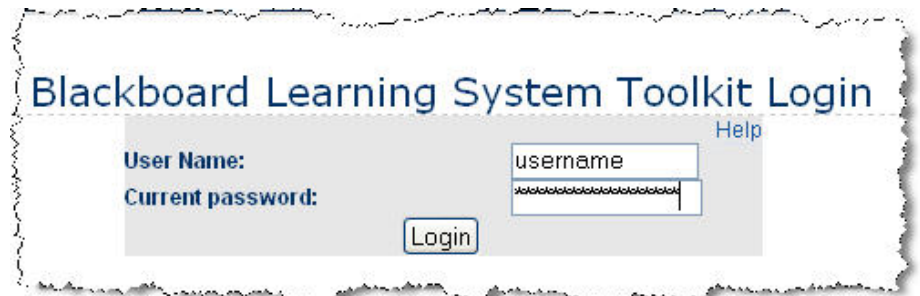
1. From the Auburn homepage at <http://www.auburn.edu>, click *Employees*.



2. On the “Online Resources” page, click *Blackboard Toolkit*.



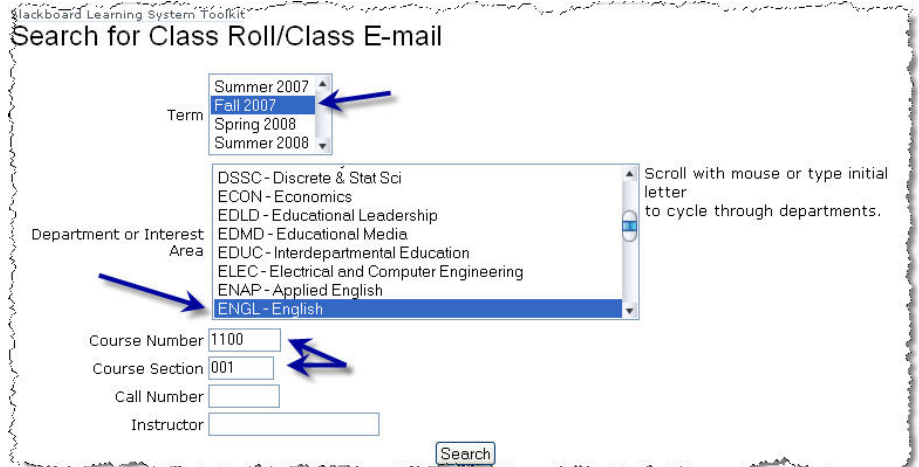
3. Log into Blackboard Toolkit with your AU user name and password.



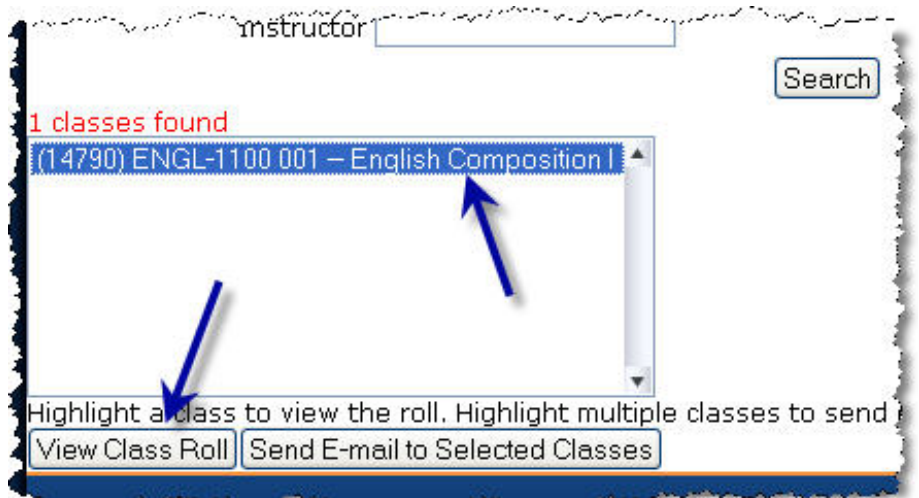
- Once in Blackboard Toolkit, click *Class Rolls/Class E-mail*.



- Search for your class by selecting the **Term**, **Department**, **Course Number** and (if needed) **Section**. Click *Search*.



- Select your course from the bottom list and then click *View Class Roll*.



- The roster should appear. You may print the roster through your internet browser.

