Finding Your Course Roster in GriffinGate

1. Login to GriffinGate

2. Go to the **FACULTY** tab and expand the **FACULTY COURSE CONTROL** portlet (expand the portlet by clicking on the underlined title in the red title bar):

3. Make sure the correct term appears in the **TERM** box (select the correct term from the drop down list) and then click the **SEARCH** button:

4. The courses scheduled for the selected term will appear on the screen:

5. In the **GO DIRECTLY TO** drop down box, select **CLASS LIST**:
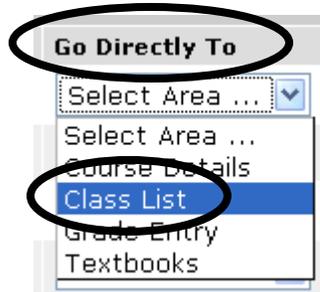
6. Your class list (roster) will appear (**please note** that the roster does not include athletic team or class at this time; however, we hope to have this information added in the near future)—meeting days/times, dates, and room assignment are listed at the top of the class list:

7. Use the PRINTER FRIENDLY button above the portlet to print the class list—the list may also be exported to Excel by clicking on the EXPORT TO EXCEL hyperlink (see image in #6 above)

8. Use the drop down list at the top of the screen to check the rosters for your other courses: