

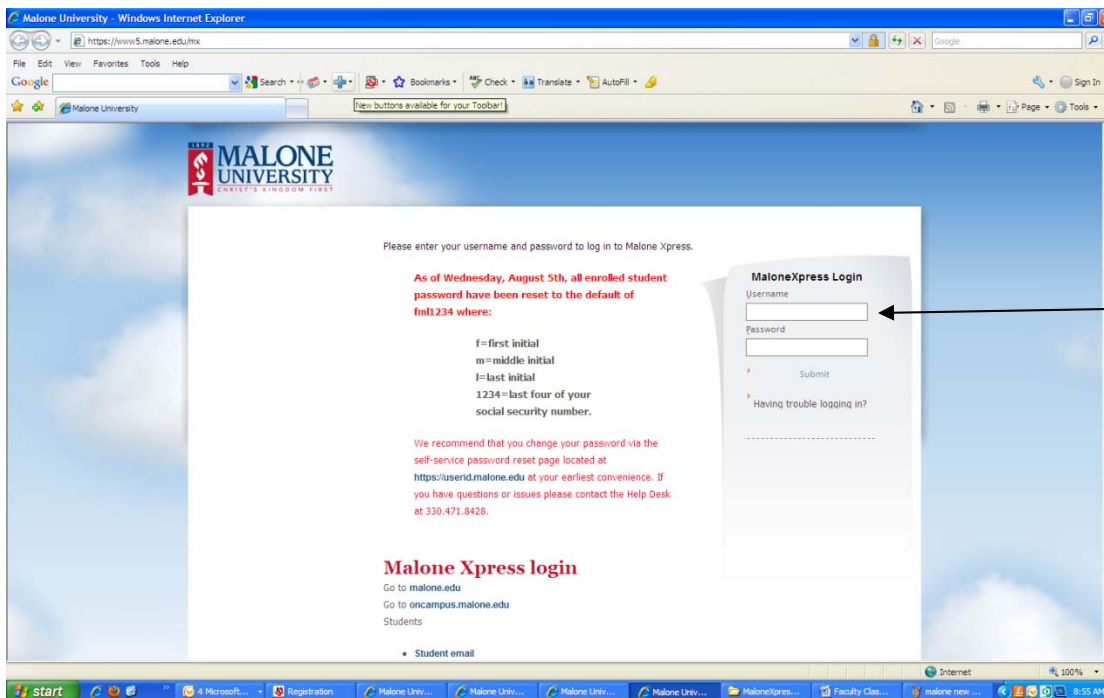
Printing a Class Roster & Viewing Your Course Schedule:



Begin at Malone homepage: <http://www3.malone.edu/>

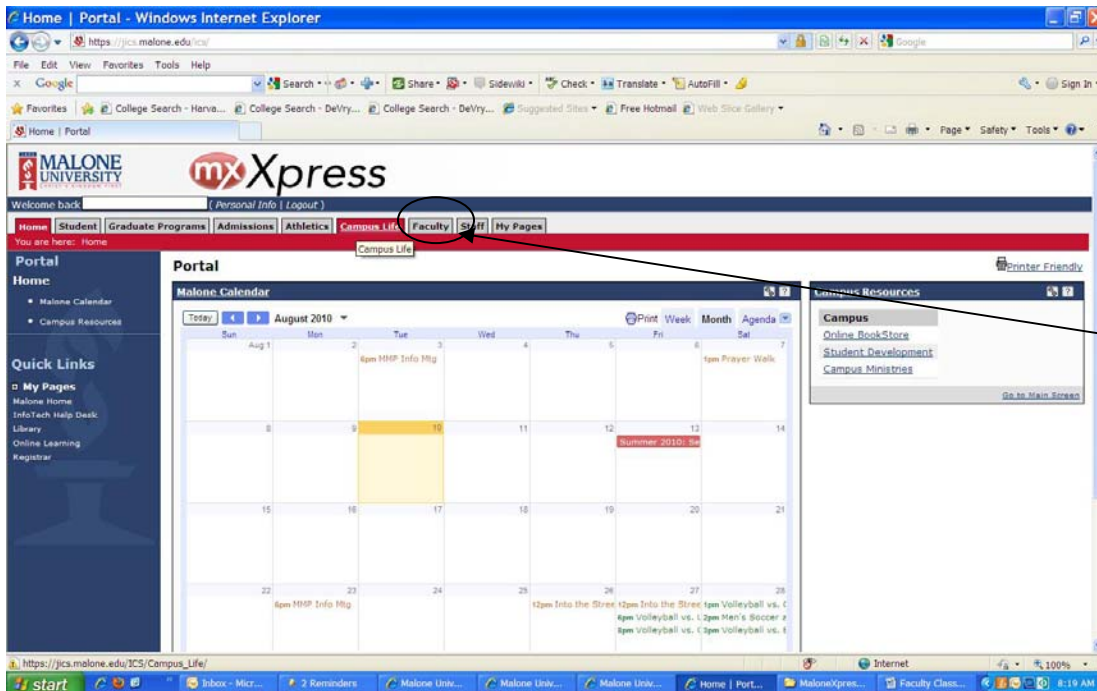
Click on the Icon: 

This will take you to a Login page: Log in using your normal network login.

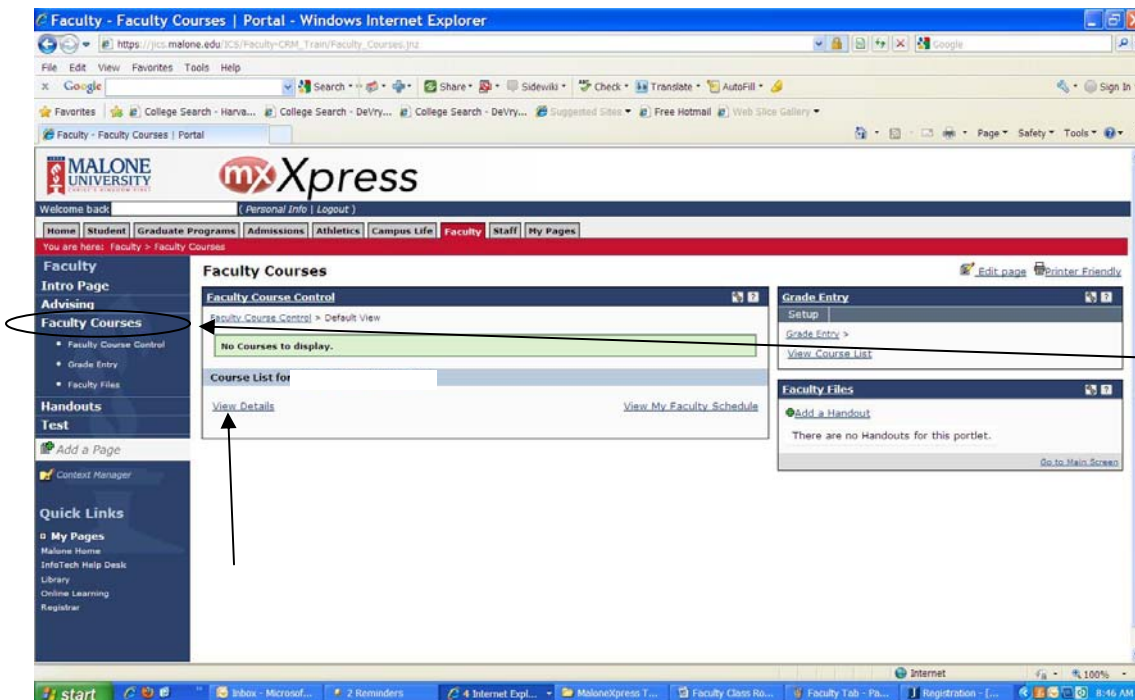


Printing a Class Roster & Viewing Your Course Schedule:

After logging into MaloneXpress, you will be directed to a page similar to the image below. You will click on the Faculty Tab to access your faculty page.

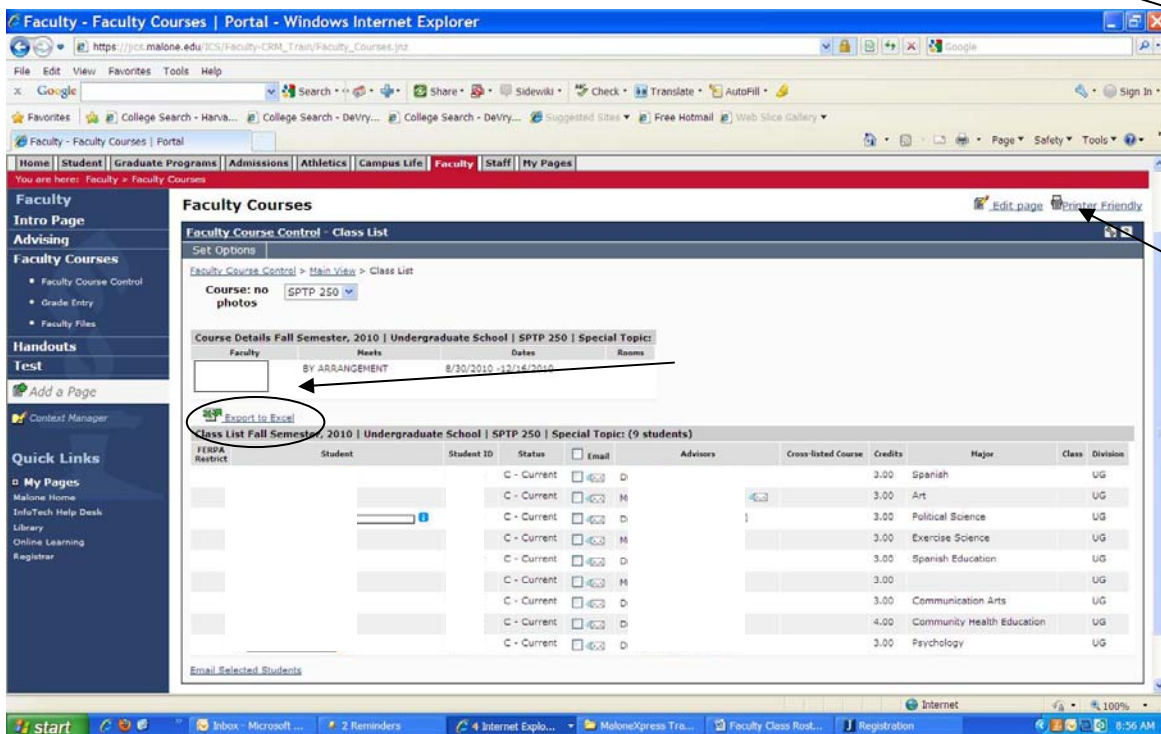
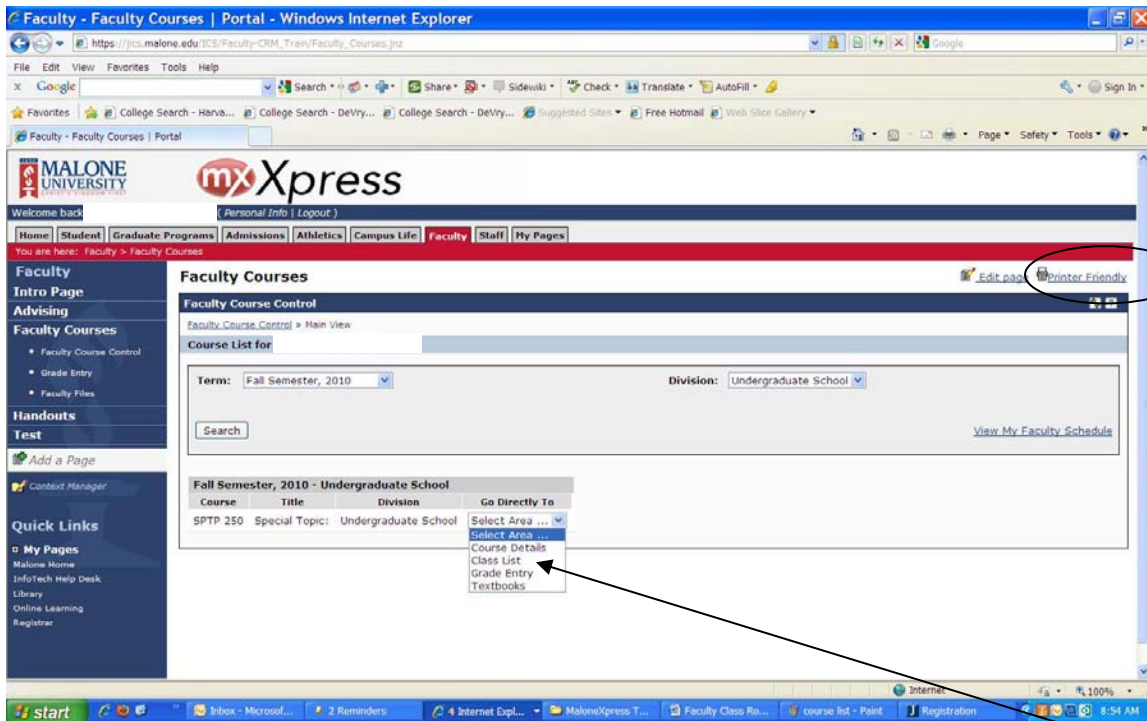


Click on the Faculty Courses Tab located down the left side of the page to see your course listing(s). If you select the View Details link within this page you can select prior semesters.



Printing a Class Roster & Viewing Your Course Schedule:

Open the drop down window and select Class List as represented in the following screen. When selecting the Faculty Courses, you may also select the View My Faculty Schedule. This link will allow you can view your entire semester schedule. Note that there is also a printer friendly link again at the top right of the page.



Selecting the Class List in the drop down will take you to the above screen. In the upper right of this window you can select a printer friendly screen to print out this student roster. You also have two links located at the upper left corner of the class list that permits you to export the list to Excel or to email the entire class as a group. You also have active links next to each student for selecting and sending individual emails.