FACULTY INSTRUCTIONS – CLASS LISTS

The portal can be accessed via the following URL: https://wportal.wilmington.edu

Enter your NETWORK login and password (this is the login and password used when your computer boots up)

If you run into any problems or have any questions, please contact records@wilmington.edu or call Ruth Clark in the Academic Records office at ext. 464.

For security reasons, please be sure to LOGOUT of the site before leaving your computer.

Click on FACULTY tab (located across the top of the screen)

You will be on the FACULTY INFORMATION page.

Locate FACULTY COURSE CONTROL portlet – Course List for...

Locate the course for which you want at class list and click the drop-down box next to the course name.
Select Class List from the drop-down menu.

The Class List will provide you with the following information:
- Day/Time/Location of course meeting
- Students registered, date registered, student’s major and their advisor, etc.
- You can email selected students, the class, or the student’s advisor from this screen (once IT has the correct emails loaded into the Portal—so this option may or may not be available at the present time), you can also export the class list to Excel.