

FACULTY INSTRUCTIONS – CLASS LISTS

The portal can be accessed on campus using the link available on the wc@home page located under “Strictly Business” or off campus via the Wilmington College website (www.wilmington.edu) using the “WC Portal” link which is located on the bottom of the page under Resources or by using the following URL: <https://wcportal.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 call Debbie Arneson in the Academic Records office at ext. 464 or email records@wilmington.edu.

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 a class list and click the drop-down box next to the course name. Select Class List from the drop-down menu.

The screenshot shows the Faculty Course Control interface for Martha Hendricks. The page includes a navigation bar with links for HOME, FINANCIAL AID, FACULTY, WC CINCINNATI, HELP, and MY PAGES. The main content area is titled 'Faculty Course Control' and 'Course List for Martha Hendricks'. It features search options for Term (FA 2017) and Program (All), and a 'View Courses' button. Below is a table of courses with columns for Course, Title, Catalog, Program, and Go Directly To. A dropdown menu is open for the 'Go Directly To' column of the course ED240-M1, showing options: Select Area ..., Course Details, Class List (highlighted with a blue arrow), and Grade Entry.

Course	Title	Catalog	Program	Go Directly To
ED130-M1	Foundations of Education	UG17	Undergrad Program	Select Area ...
ED130L-M1	Foundations of Education Lab	UG17	Undergrad Program	Select Area ...
ED132-M1	Reflective Pract Peaceful School	UG17	Undergrad Program	Select Area ...
ED160-M1	Beginning American Sign Lang I	UG17	Undergrad Program	Select Area ...
ED161-M1	Beginning American Sign Lang II	UG17	Undergrad Program	Select Area ...
ED162-M1	American Sign Language 3	UG17	Undergrad Program	Select Area ...
ED163-M1	American Sign Language 4	UG17	Undergrad Program	Select Area ...
ED230-M1	Human Devlpmnt & Learning Theory	UG17	Undergrad Program	Select Area ...
ED240-M1	Reading Core I: Phonemics,Phonic	UG17	Undergrad Program	Select Area ... Course Details Class List Grade Entry
ED243-M1	Early Childhood Philos/Practices	UG17	Undergrad Program	Select Area ...
ED270-M0	Internship	UG17	Undergrad Program	Select Area ...
ED285-M0	Field Practicum II	UG17	Undergrad Program	Select Area ...
ED285-M2	Field Practicum II	UG17	Undergrad Program	Select Area ...
ED285-M3	Field Practicum II	UG17	Undergrad Program	Select Area ...

Wilmington College
 HOME ADMISSIONS FINANCIAL AID FACULTY WC COMMUNITY EMPLOYEE INFO HELP MY PAGES

Welcome back **Martha Hendricks** ([Personal Info](#) | [Logout](#))

You are here: [Faculty](#) > [Faculty Information](#)

Faculty
 Faculty Information
 Advising Information
 Announcements, Forms & Resources

Search...
 Show search options

Quick Links
 My Pages
 Wilmington Web Site
 WC OWA Email
 Bookstore
 WC Blackboard
 WILPay

Proxy Login Tools
 Re-Login As Current User
 Log Back Into Original User

Faculty Course Control - Class List
 Set Options
 Faculty Course Control > Class List
 Course: ED230-M1

Course Details Fall - 2017 | Undergrad Program | ED230-M1 | Human Devlpmnt & Learning Theory
 Catalog Faculty Meets Dates Rooms
 UG17 Hendricks, Martha MWF 10:20 - 11:20 AM 08/21/2017 -12/12/2017 MAIN/ CH / 301

Class List Fall - 2017 | Undergrad Program | ED230-M1 | Human Devlpmnt & Learning Theory (30 students)
 E-mail Selected Students E-mail All Students
 Export to Excel

FERPA Restrict	Student	Student ID	Status	Cross-listed Course	Credits	Major	Class	Program	Advisors
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered(04/13/2017)	ED230-M1	4.0	Education	SO	UNDG	Hendricks, Martha - Primary Advisor
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered(03/29/2017)	ED230-M1	4.0	Exercise Science	JR	UNDG	Howard, Larry A. - Primary Advisor
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered(06/28/2017)	ED230-M1	4.0	Agriculture	JR	UNDG	Anderson, Monte R. - Primary Advisor
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered(03/29/2017)	ED230-M1	4.0	Exercise Science	JR	UNDG	Howard, Larry A. - Primary Advisor
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered(04/10/2017)	ED230-M1	4.0	Undecided	SO	UNDG	Kincaid, William A. - Primary Advisor
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered(03/29/2017)	ED230-M1	4.0	Agriculture	SO	UNDG	Anderson, Monte R. - Primary Advisor
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered(04/10/2017)	ED230-M1	4.0	Agriculture	SO	UNDG	Anderson, Monte R. - Primary Advisor
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered(06/19/2017)	ED230-M1	4.0	Education	FF	UNDG	
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered(06/19/2017)	ED230-M1	4.0	Education	FF	UNDG	

The Class List will provide you with the following information:

- Day/Time/Location of course meeting
- Students registered, date registered, student's major, student's class, and their advisor

You can email selected students, the entire class, or the student's advisor from this screen.

You can also export the class list to Excel.