

CTL Handout

## **Printing Your Temporary Class List (Unofficial Class Records)**

Log in to WebSmart

Click on the subhead "Faculty Services"

Click on "First Day" icon pertaining to Class List/ Wait List/ Attendance.

Select the appropriate term from pull-down menu.

Click Submit button.

Select the appropriate class from pull-down menu.

Click Submit button.

Print this page.

Done! You now have a temporary class list printed for your use.

## **Printing Your Official Class Record (Available after Census)**

Log in to WebSmart

Click on the subhead "Faculty Services"

Scroll down and click on "Official Class Record."

Select the appropriate term from pull-down menu.

Click Submit button.

Select the appropriate class from pull-down menu.

Click Submit button.

Print this page.

Done! You now have a printout of your Official Class Record for your use.

This handout provided as a courtesy to all faculty, staff, and administrators in the SMCCD.  
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