

INSTRUCTIONS FOR VIEWING CLASS LIST



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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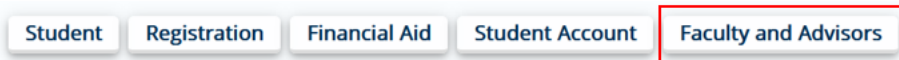
INSTRUCTIONS FOR VIEWING CLASS LIST

PROCESS

These instructions will help you navigate through POUNCE to view the detail class list.

INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Faculty and Advisors” from the top of the page.



3. Select “Faculty and Advisors Dashboard”.

Faculty and Advisors



4. Select “Week at a Glance”.

Faculty

Assignment History Instructors can view course assignments.	Attendance Verification Verify student attendance in your assigned courses.	Class List View Pictorial class list for your assigned courses.
Class Schedule Search courses by term.	Faculty Detail Schedule View number of students enrolled, room assignment, dates and times.	Final Grades Enter final grades with Faculty Grade Entry. Will open in another window.
Office Hours Enter office hours by course.	Syllabus Information Enter syllabus information for your assigned course.	Week at a Glance View your course schedule for the week.

5. Double click on a course to view. If you have multiple courses, you may filter by term by clicking the arrow beside “All Terms”.

INSTRUCTIONS FOR VIEWING CLASS LIST

Faculty & Advisors > CRN Listing

CRN Listing

All Terms

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
BIOL 110L, C	Fundamentals of Biology	29584	1	Active	01/09/2024 - 05/09/2024	Spring 2024 (202402)
ACCT 2101, A	Prin of Acct I	13087	40	Active	08/16/2023 - 12/14/2023	Fall 2023 (202308)

Results found: 2

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6. This provides a detailed class role with information about each student, including their picture (if available). From here you can export to MS Excel (without photos) or print to PDF/printer (with photos). Clicking Summary View and changing to Detail View will provide the student's curriculum information. Clicking the email icon will allow you to email whichever students are selected or the whole class if you select all. Select "Wait List" to see students who are waitlisted for your class.

Under the "Final" column you will see either the student's grade or "Enter grade" if no grade has been entered.

Faculty & Advisors > CRN Listing > Class List

Class List

Fall 2023 - 202308 ACCT 2101 | 13087

Export Print

Course Information

Prin of Acct I - ACCT 2101 A
CRN: 13087
Duration: 08/16/2023 - 12/14/2023
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	44	40	4
Wait List	15	0	15
Cross List	0	0	0

Class List Wait List

Summary View

Summary Class List

Student Name ID Registration Status Level Credit Hours Midterm Final Class

<input type="checkbox"/>			**Registered**	Undergraduate Semester	3	No Access	Enter Grade	Freshman-Semester
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Degree: Bachelor of Science		Degree: Cert of Less than One Yr	
Study Path	Undergraduate Semester	Study Path	Undergraduate Semester
Level	BS-Biology	Level	CERO-Hospitality Admin
Program	BS-Biology	Program	CERO-Hospitality Admin
Catalog Term	Fall 2018	Catalog Term	Fall 2023
Admit Term	Fall 2018	Admit Term	Fall 2023
College	College of Science/Mathematics	College	Hull College of Business
Campus	Main Campus	Campus	Main Campus
Major	Biology	Major	Hospitality Administration
Department	CSM Biological Sciences	Department	HCOB Hull College of Business

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CONTACT

If you have any additional questions, please contact our office at registrar@augusta.edu.