

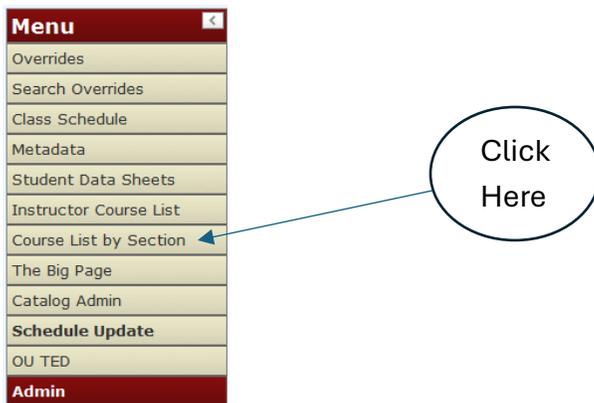
Class Rosters and Waitlist Rosters

To view or download rosters for students enrolled in a course or the waitlist roster for students that are currently on the waitlist for the course.

1. Log into one.ou.edu using your OU Net ID and password.
2. Click on Resources (on the left-hand side).
3. Search for THE BOOK, then mark it as a favorite for quick access in Resources by clicking the star in the upper right-hand corner.

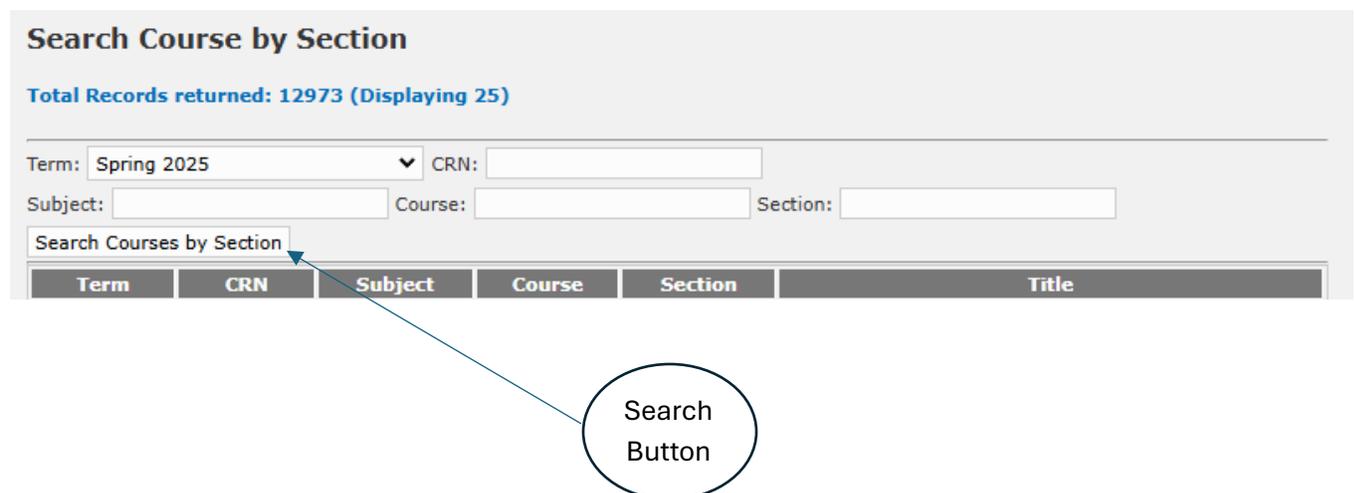
Open the book:

1. Click on the **Course List by Section** tab which is under the Menu on the upper left-hand side.



2. This will give you an option to search for courses based on the following:
 - a. Term – Use dropdown to select term to search.
 - b. CRN – If you have the CRN (Course Reference Number), enter it
 - c. Subject – Subject code that you are looking for. (ENGL, COMM, etc.)
 - d. Course number – Course number is a 4-digit code.
 - e. Section number – Section number is a 3-digit code.

3. Click on Search Courses by Section button.



A screenshot of a search interface titled 'Search Course by Section'. It shows a search form with the following fields: Term (Spring 2025), CRN, Subject, Course, and Section. Below the form is a button labeled 'Search Courses by Section'. A callout bubble with the text 'Search Button' has an arrow pointing to this button. Below the search form is a table with the following columns: Term, CRN, Subject, Course, Section, and Title.

Term	CRN	Subject	Course	Section	Title
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4. Once the results populate. Click on the CRN to view course information and view/download rosters.

Search Course by Section

Total Records returned: 12973 (Displaying 25)

Term: CRN:

Subject: Course: Section:

Term	CRN	Subject	Course	Section	Title
202420	46525	A HI	1113	001	Understanding Art
202420	36910	A HI	1113	002	Understanding Art
202420	42812	A HI	1314	001	Introduction to Art History
202420	42813	A HI	1314	002	Introduction to Art History
202420	42814	A HI	1314	003	Introduction to Art History

Click on CRN

5. Once the course information populates, course information will be displayed.
 - a. View Course Roster - Roster of student's enrolled with ID photo.
 - b. Download Course Roster – Roster of students in Excel Spreadsheet format.
 - c. Download Waitlist Roster – Roster of students on the Waitlist in Excel Spreadsheet format
 - d. Email Class Link – Only primary instructor can use this function.

A HI 1314 003 Introduction to Art History

Enrollment: 10 / 15 / 5 (current / max / seats available)

Instructor (1): [REDACTED]
 Primary Instructor: Y
 Instruction Percentage: 100%

Meeting Time (1): Location: Fred Jones Art Ctr (FJC 0203)
 11:00 AM - 11:50 AM (F)
 Jan 13 - May 2, 2025

Meeting Time (2): Location: Nielsen Hall (NH 0270)
 3:00 PM - 4:15 PM (T R)
 Jan 13 - May 2, 2025

Meeting Time (3): Location: Nielsen Hall (NH 0270)
 4:30 PM - 6:30 PM (T)
 May 6 - May 6, 2025

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[View Course Roster](#) | [Download Course Roster](#) | Send Email to Class: 202420_42814@ou.edu

[Download Wait List Roster](#)

Photo Roster

Waitlist Roster

Excel Spreadsheet Roster

Instructor only – Email Class Roster