
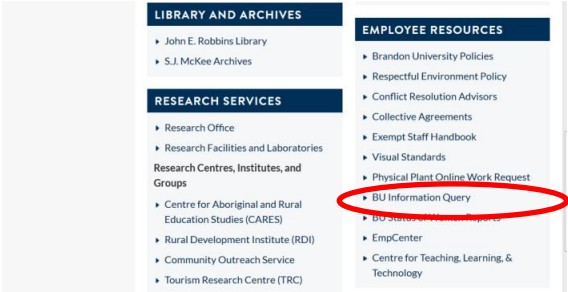
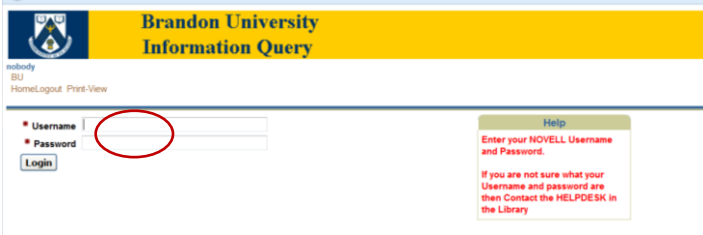
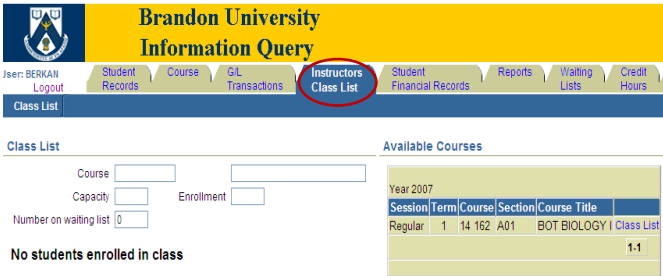


# Access Class Lists, Manage grade reporting, View student feedback after course end

<p><b>1. Go to BU Services</b></p>	<p>From the Brandon University Home page, select <b>Services</b>.</p> 
<p><b>2. Choose BU Information Query</b></p>	<p>From the list of <b>Employee Resources</b> select <b>BU Information Query</b>.</p> 
<p><b>3. Log In to the Information Query</b></p>	<p>Log into the Information Query screens using your <b>BU username and password</b>.</p> 
<p><b>4. Select Instructor's Class List</b></p>	<p>You will notice the tabs across the screen. The Information Query screens will provide access to the information that is approved for your username. This could include a class list, waiting lists, and financial reports for grants or department accounts.</p> <p><b>Select the Instructors Class List tab.</b></p> 
<p><b>5. Choose</b></p>	<p>On the right side of the page you will be see a list of all your courses.</p> <p>To retrieve the class list for a particular course click on the word <b>Class List</b> beside that course. The particulars of that course – course number, name, capacity and the number currently enrolled or on the waiting list will appear as well as a list of the students enrolled.</p>
<p><b>6. Print the class list</b></p>	<p>To <b>print</b> the class list select <b>Output to Excel</b>. Once you have opened the class list in Excel, you can print the class list in Excel format.</p>

You will also use the **BU Information Query** to submit your grades. If you have any questions contact the Registrar's Office at (204)-727-9735.