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Obtaining Your Class Roster(s)

Currently there are three ways you can obtain your class rosters: 1) via Self-Service, 2) by running the CRS Section Roster Inquiry Report, or 3) via Moodle.

Rosters Via Self-Service:

(only for instructors of record on the section)

1. From any computer with an internet connection, go to **one.bellarmine.edu**, click the “**One Login**” button in the upper right corner of the page and log in using your **Bellarmino email** (ex. jdoe@bellarmine.edu) and password. You will land on your One Bellarmine Dashboard page.
2. On the left side of your Dashboard page, click the Self-Service button to get to the Self-Service main menu page. Choose **Faculty** from the menu boxes.
3. Courses for which you are the instructor will display. Click the Section Name and Title to reveal the list of student enrolled.

Rosters Via the CRS Section Roster Inquiry Report:

(for any BU faculty or staff person to obtain any roster)

1. From a Bellarmine network computer (on campus or over VPN), open Internet Explorer (or Edge) and go to **one.bellarmine.edu**, click the “**One Login**” button in the upper right hand corner of the page and log in using your **Bellarmino email** (ex. jdoe@bellarmine.edu) and password. You will land on your One Bellarmine Dashboard page.
2. In the far upper left corner on your Dashboard page is the ≡ **Menu** (aka the hamburger menu). Hover over it to reveal the list of Info Sites. Click Academics > Registrar > Restricted to get to the CRS Reports Page.
3. Choose the Section Roster Inquiry report. Open the Terms pull down and select the term. Open the Sections pull down and choose the section you need. Click the View Report button in the upper right corner. Your roster will display. If it fails to load, follow the instructions posted back on the Restricted page to change your settings and try again.

Rosters Via Moodle:

If you're a Moodle user, you already know how to get your roster via Moodle. If you'd like to become a Moodle user but don't know where to begin, contact the Faculty Development Center.