

**1. Log in to FlashLine at www.kent.edu:**

**ELLECE in Action**  
Campuses

**FlashLine Login**

User Name

Password

Get Login Help

**2. Click the Faculty Tools Tab:**

**Faculty & Advisor Tools (WFFA)**

**3. Click the FlashFAST link:**

**Toolbox**

**For Faculty**

- [Class Roster](#)
- [Faculty Schedule](#)
- [FlashFAST](#)

**4. Click the Faculty Menus link:**

**Faculty Services**

[Advisor and Faculty Advisor Menus](#)

Click here to link to menu items for advisors and faculty.

[Faculty Menus](#)

Click here to link to menu items for faculty.

RELEASE: 7.3.2

**6. Select a term:**

**Select Term**

Select a Term:

**5. Do in sequence from the Faculty Menu :**

**Faculty Menus**

[Term Selection](#)

[CRN Selection \(Your Sections\)](#)

Select a CRN (Course Reference Number) to

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[Faculty Detailed Schedule](#)

View detailed information about the courses here.

[Week at a Glance](#)

View your class schedule by day and time.

[Detailed Class List](#)

View a detailed description of the students at college, major, and campus.

[Summary Class List](#)

View a simple list of the students enrolled in

**7. Select a section to view:**

**Select a CRN**

CRN:

**8. Select Summary List, scroll to view , print as any web page:**

*Summary Class List*

Record Number	Student Name	ID	Reg Status
1	Doy, Patti R.	812023987	Web Registered
2	Eberly, Ruth Confidential	802013033	Registered
3	Kim, Eleanor F.	812012447	Web Registered

## 1. Click on a Mail icon to e-mail either an individual, or the entire class.

*Summary Class List*

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final Grade	Detail
1	<a href="#">Doy, Patti R.</a>	812023987	Web Registered	Undergraduate	3.000	Enter	Enter	
2	<a href="#">Eberly, Ruth Confidential</a>	802013033	Registered	Undergraduate	3.000	Enter	Enter	
3	<a href="#">Kim, Eleanor F.</a>	812012447	Web Registered	Undergraduate	3.000	Enter		
4	<a href="#">Pak, Keith</a>	803667202	Web Registered for Audit	Undergraduate	3.000	AU		
5	<a href="#">Rango, Kara A.</a>	859202598	Web Registered	Undergraduate	3.000	Enter		

[Email class](#) 



**Untitled Message**

File Edit View Insert Format Tools Table Window Help

Type a question for help

Send

To... pdoy12@kent.edu, reberly@kent.edu, ekin2@kent.edu, kpak@kent.edu, krango@kent.edu

Cc...

Bcc...

Subject:

Arial 11

Draw AutoShapes

## 2. Click a name link to view student Address and Phone. Click the E-Mail Address link to view.

### View Student Addresses and Phones

*Summary Class List*

Record Number Student Name

1 [Doy, Patti R.](#)



Information for [Patti R. Doy](#)

#### Addresses and Phones

Business	Phones
<b>Current:</b> Jan 24, 2007 - (No end date) PO 720 Kent, Ohio 442420001 Portage	Primary: 330-6720001

[\[ Student Information | Student E-mail Address](#)




## 3. Highlight the Summary List, copy and paste into a Word or Excel document for further use.

*Summary Class List*

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final Grade	Detail
1	<a href="#">Doy, Patti R.</a>	812023987	Web Registered	Undergraduate	3.000	Enter	Enter	
2	<a href="#">Eberly, Ruth Confidential</a>	802013033	Registered	Undergraduate	3.000	Enter	Enter	
3	<a href="#">Kim, Eleanor F.</a>	812012447	Web Registered	Undergraduate	3.000	Enter	Enter	
4	<a href="#">Pak, Keith</a>	803667202	Web Registered	Undergraduate	3.000	AU	AU	

