

How to Print Class List

“ITD, HOW DO I?” TIPS OF THE WEEK : HOW TO PRINT CLASS LIST FROM IIUM PORTAL

The screenshot shows the IIUM Staff Portal interface. A red arrow points from the 'Academic' menu item in the top navigation bar to the 'Print classlist alt.' button in the main content area. Another red arrow points from the 'Classlist in Excel' button to the 'Classlist in Excel' button in the right-hand sidebar. The sidebar also contains buttons for 'Print classlist alt.' and 'Classlist in Excel'. The bottom right corner of the page features the 'INFORMATION TECHNOLOGY DIVISION' logo.

Login to IIUM Staff Portal and navigate to Academic > Kulliyah

Click "Print classlist alt." to print your class list

Click Classlist in Excel" to download your class list in MS Excel format

Follow these steps:

1. Login to IIUM Staff Portal and navigate to Academic>Kulliyah
2. Click "Print classlist alt." to print your class list
3. Click Classlist in Excel" to download your class list in MS Excel format

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