Application

- How to Print Class List in IIUM

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For Lecturers & Academic Staff

Method 1: Via SIS (Student Information System)

1. **Log in** to **IIUM Staff Portal**.
2. Navigate to:
   - **Academic → Kulliyyah → Courses Schedule for Exam** (or **Classlist**).

3. Select:
   - **Semester** and **Course Code**.

4. Click:
   - **"Print Classlist"** (PDF/Excel format).

Method 2: Via i-Ta'leem (LMS)

1. Log in to **i-Ta'leem**.
2. Go to your **course page → Admin → Classlist**.
3. Click **"Export"** (Excel/CSV).

For Students

Students **cannot** print official class lists but can:

- View classmates in **i-Ta'leem** under **Participants**.

- Request a class list from **Kulliyyah office** (for group projects, with approval).