

How to Print Class List in IIUM

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).
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