To access the class list, go to mynova.villanova.edu. Search for class list in the search box.

In the results, click on the Class list with Photo task card.

Class List with Photo - Faculty
Faculty Only
From here you may be asked to log into NOVASIS, using your Villanova login [please enter your Villanova Username and Password here].

A Helpdesk representative is available M-Th from 8-7 and 8-5 on Fridays @ 610.519.7777. Chat Support is available M-Th from 9-7 and 9-4 on Fridays by clicking on the Chat Link located on the UNIT Homepage.
You will be taken to NOVASIS to view a list of your courses. The page defaults to view courses in all terms; you may select a specific term from the drop-down to reduce the results. To select a course, click on any white space in the course row. Clicking on the course title will display the course details from the catalog.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Title</th>
<th>CRN</th>
<th>Enrollment Count</th>
<th>Status</th>
<th>Duration</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 1070, XX</td>
<td>Topics Empire and Imperialism</td>
<td>24640</td>
<td>4</td>
<td>Active</td>
<td>08/24/2022 - 12/29/2022</td>
<td>Fall 2022 (202320)</td>
</tr>
<tr>
<td>SOC 2400, 001</td>
<td>Sociology of Social Work</td>
<td>22857</td>
<td>30</td>
<td>Active</td>
<td>08/23/2021 - 12/17/2021</td>
<td>Fall 2021 (202220)</td>
</tr>
<tr>
<td>EGR 1001, 001</td>
<td>Career Compass First Yr A</td>
<td>22929</td>
<td>297</td>
<td>Active</td>
<td>08/17/2020 - 12/05/2020</td>
<td>Fall 2020 (202120)</td>
</tr>
<tr>
<td>YAB 1000, 001</td>
<td>Study Abroad</td>
<td>41793</td>
<td>234</td>
<td>Active</td>
<td>08/26/2019 - 12/29/2019</td>
<td>Fall 2019 (202020)</td>
</tr>
</tbody>
</table>
You will be taken to the Class List page for the selected course.

From here you can do the following:
1. Review the course information: Title, CRN, Dates, Status, Enrollment Counts
2. Email your class by clicking on the blue envelope icon.
3. Search for a class member
4. View the student’s chosen name and personal pronoun (if provided)
5. View the student’s ID
6. View the student’s Registration Status
7. View the student’s Level
8. View the course credit hours
9. Enter Midterm grade sheet (when open for grading) or view midterm grade after submission
10. Enter Final grade sheet (when open for grading) or view final grade after submission*
11. View the student’s class
12. View a thumbnail of the student’s picture (if provided)
13. By clicking on a student’s name, you can view their Student Profile for more information
14. Export your class list by clicking on the export icon, top right side of the page
15. Print your class list by clicking on the Print icon, top right side of the page.
NOVASIS CLASS LIST

*Note, this is a view of grade as initially submitted. If a grade change was processed after close of grading, you will need to view the final grade on the Verification of Grades Class List.

From the Faculty View* of the Student Profile, the following information is displayed:

1. Student Picture (if provided) and Student Chosen Name
2. Student Contact Information
3. General Student Information
4. Advisors with link to their email
5. Primary and Secondary Curriculum
6. Registered Courses for the term

*Note: if you are an advisor of the selected student for the selected term, you will have an expanded view of the student’s profile.