

# 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).

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## 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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