WAYPOINT TRAINING

VIEWING CLASS ROSTER AND WAITLIST
Navigate to my.westmont.edu and click on the Waypoint link.
This is the main landing page for Waypoint. Click on Faculty.
Select one of your courses in the list and click on the course name and number link.

Note the number of available (0), capacity (1) and waitlisted (1) seats in the course.
In the Roster you will see information about each student in your class including their picture and name, their Student ID number, their class level, whether they are enrolled in your class for Pass/No Credit or Audit and their Westmont email address.
You can also print your class list, email your class (by saving an email list to use with Westmont email) or export an Excel file of your class list.
From this main screen you can see information on the waitlisted students in your course.
Students are listed in the order they added themselves to the waitlist. You can also see their class level in the event you want to allow students into your class based on who may be closer to graduation.