This document includes instructions for:

- Logging in to PRESTO
- Checking course enrollment
- Consenting students into your courses using PRESTO
- Viewing your class lists

This document is also available from the Registrar's home page, www.oberlin.edu/regist. You can reach us by calling 440.775.8450 or email us at registrar@oberlin.edu. We are located in Carnegie 124 and are open from 8:00 a.m. to 4:30 p.m.

Logging in to PRESTO

1. The PRESTO main page is: http://presto.cc.oberlin.edu/. You can also access PRESTO from the Registrar's web site at http://www.oberlin.edu/regist/
2. Click on the PRESTO Login to begin. The system will ask you for:
   - Your User ID (your "T" number). Click once in the User ID field and enter your T number; **make sure to capitalize the T.**
   - Your PIN. This is initially set to your six-digit number listed on your PIN letter, which is supplied by the Registrar's Office. Click once in the PIN field and enter the number.
   - *If this is the first time you have logged into PRESTO,* you may be asked to supply a new PIN. You will be asked to supply a security question which you can use in the event you forget your PIN.
   - *If you have forgotten your PIN, click on the button "Forgot PIN?"* You will be asked to supply answers to security questions you set up upon your first entry into PRESTO.
   - Once you are logged in, the PRESTO Main Menu will appear. Click on the **Faculty and Advisors** link.
   - Now you will see a list of options. To check course enrollment, click on the **Look-up Classes** link (5th from the bottom) and follow the directions below. To consent students into your classes, click on the **Registration Consent** link and follow the directions below. To view your class lists, click on the **Summary Class List** link and follow the directions below.

Checking course enrollment

Faculty can use PRESTO to view course enrollment using a wide range of search criteria: they can view the enrollment of their own classes, the enrollment of courses in a specific department, or the enrollment of any course being offered that term.

Course enrollments are viewed through the **Look-up Classes** function of PRESTO. To access this function, follow these steps:

1. Once you have logged in to PRESTO, click on the Faculty and Advisors link.
2. On the Faculty Menu is an option for **Look-up Classes**. Click on this link.
3. The system will ask you to choose a **term** (semester) in which to search. Use the pulldown menu to select the correct term and then press the **Submit** button.
4. The Course Search screen will come up once you've selected the term. At this point, you can choose what data you want to see:

- To see enrollment **for your classes only**, select your department in the Subject box, and then select your name in the Instructor box. Press the **Class Search** button to see a list of your courses; click on the blue title line of the course for current enrollments. The columns: "Cap," "Act," and "Rem" stand for the **Cap**acity of the course, the number of students who have **Act**ually registered so far and the **Rem**aining seats left open in the course. (**Return to Previous** will take you back to the listing of all of your courses.)
- To see enrollments **for all the courses in your department**, select your department in the Subject box. Do not select an instructor. Press the **Class Search** button to see a list of departmental courses and their current enrollments. The columns: "Cap," "Act," and "Rem" stand for the **Cap**acity of the course, the number of students who have **Act**ually registered so far and the **Rem**aining seats left open in the course. (Enrollments for each course are available by clicking on the blue course title.)
- To see enrollments **for a variety of classes in a variety of departments**, narrow your search using any of the criteria available: subject, instructor, day of the week and time of day. Note that at least one subject **must** be selected in order to perform a search. To select multiple criteria in one area (i.e., multiple subjects or multiple instructors), hold down the Apple key (Mac) or the Ctrl key (PC) as you click to select criteria. **Do not** select more than three items within any one area (i.e., selecting ten subjects for one search); this could potentially bring back a huge amount of data and crash your computer. A good rule of thumb is always to make your searches as narrow as possible. The columns: "Cap," "Act," and "Rem" stand for the **Cap**acity of the course, the number of students who have **Act**ually registered so far and the **Rem**aining seats left open in the course.

5. **Be patient** while the system compiles your search results; it may take a few moments. If you want to stop a search, click the Stop button on your browser to interrupt the process.
6. The system will return a list of classes that correspond to your search criteria.
7. To view the enrollment in this course, click the **Course Title** line (inside the box). The columns: "Cap," "Act," and "Rem" stand for the **Cap**acity of the course, the number of students who have **Act**ually registered so far and the **Rem**aining seats left open in the course.

Consenting students into your courses via PRESTO

By using the "Registration Consent" option on the PRESTO Faculty Menu, you can consent students into your courses over the web. Choosing to use this option means that you are giving the student permission to register for your course; the student is not guaranteed a seat in the course. Please be sure to instruct the student to *register* once you have submitted consent. The student is not registered for the course until the student logs onto PRESTO and registers. You need the T number for all students whom you wish to consent into your course(s). Make sure you have this number before logging in to PRESTO.

To access the Registration Consent function in PRESTO, follow these steps:

1. Once you have logged in to PRESTO, click on the **Faculty and Advisors** link.
2. Click on the **Registration Consent** link.
3. The system will ask you to choose a **term** (semester) in which to consent. Use the pulldown menu to select the correct term and then press the **Submit** button.
4. The system will respond with an ID Selection screen. You have the option of entering a T# for a student if you know the T# or searching for the student by name. **It is strongly recommended that you ask students to provide you with the T# to make this process go more quickly. Searching by name will result in displays of all names which fit your criteria.** For example, there may be two

Colin Smiths; without the T#, you will not know which Colin Smith you should consent into your course.

5. Enter the student's T number. Make sure to capitalize the T and to enter all eight digits of the number correctly. When the ID is entered, press the **Submit** button.
6. The system will then produce a Student Verification screen to make sure the correct student has been entered. If the name that appears on the Student Verification screen is the correct name, click the **Submit** button. To reenter the student's ID number, click the **ID Selection** link at the bottom of the screen.
7. When you click the Submit button, you will be taken to the **Registration Consent** page, and information about consents for the student you selected will appear. This is where you choose the course into which you are consenting the student.
   o In the column called **Consent**, click on the top bar (which currently should read "None") and select "Instructor Consent" or "Pre-Requisite Override Consent" as your consent option.
   o In the column called **Course**, click on the top bar (which currently should read "None") and select the course into which you are consenting the student. It may be helpful here to have the CRNs for each of your courses on hand.
8. Once you have selected the Consent and the Course, press the **Submit** button. The system will bring up a confirmation screen showing the consent you just entered. If the information is correct, press the **Submit** button.
9. The system will automatically take you back to the worksheet. If you have additional students to consent into your course, scroll to the bottom of the screen and click the **ID Selection** link to begin the process again and continue entering student IDs. If you are finished consenting students, press the **Exit PRESTO** button to exit the system.

Viewing your class lists

Faculty can use PRESTO to view their own class lists on the web; you should have your T number, PIN, and CRNs available when using PRESTO to view class lists. Also, keep in mind that class lists are secured by PIN; you cannot view anyone's class list but your own.

To view class lists in PRESTO, follow these steps:

1. Once you have logged in to PRESTO, click on the **Faculty and Advisors** link.
2. From the list of options on the Faculty Menu, click on the **Summary Class List** link.
3. On the next screen, you will be asked to select a **term** (semester) *if you have not already selected a semester*. Using the Term pull-down box, choose the correct term for the class list you'd like to see. Press **Submit**.
4. On the next screen, you will be asked to select a CRN. Using the CRN pull-down box, choose the CRN for the class list you'd like to see. Press **Submit**.
5. The next screen will show you the list of students currently registered for the class. It will also show you the enrollment count: the course limit, the number of students registered, and the number of seats left in the class. To print the class list, choose the **Print** option from your **File** pull-down menu.
   o NOTE: to ensure that the class list prints on one page, you may want to reduce the scale. To do this, choose the **Page Setup** option from your **File** pull-down menu. In the **Scale** box, enter 75%. Now choose the **Print** option to print the list.
6. To see a class list for another course, click on the **CRN Selection** link at the bottom of the Class List page. This will take you back to the CRN selection page, where you can choose another CRN to view.

7. Note: at the bottom of the class list is an option to email the class. This option works in some environments; it is dependent on what browser you are using and what email system you are using as your default email system. If you use this facility, please remember that only general information should be sent to students using this list. Because each student's name is listed in the email, the identity of each student is known to everyone else in the class.