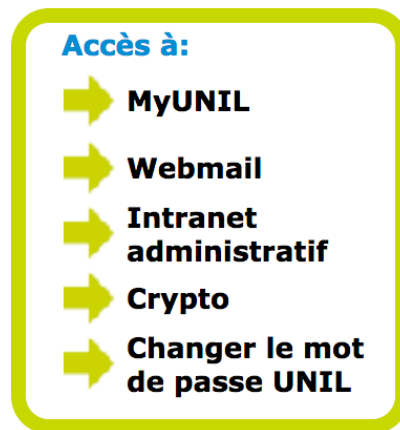


Students enrolled in a course

Procedure to get the number, name, address, email and photo of students enrolled in your course(s):

This procedure is only for individual teaching staff UNIL logins (username + password).

- Go to the University of Lausanne's website www.unil.ch
- Select "Campus life" / "Campus pratique" (at the top)
- To the right, under "Accès à", click on "Intranet administratif" (Administrative intranet)



- Write your username and password, then "Se connecter / Login"
- Select "SylviaAcad: Enseignants" (Teaching staff)
- Click on "Mes inscriptions" (My inscriptions)

You can then consult the number of students enrolled in your courses. You can also find out each student's name. To do this:

- Click on the number of students per course and the list will appear below

You can access email addresses by clicking on "Envoyer un email" (send an email) and student's photos by clicking on "Ajouter la photo" (add a photo) at the bottom of the table.

If you notice that a student in your class is not on the list, please inform the School of Biology's administration office.