1. Login to http://mytru.ca with your campus access. If you need help contact itservicedesk@tru.ca
2. Once logged into Mytru
3. Locate and click on the '**Faculty Services Tab**'.
4. From the list, click on '**Summary Class List'**
5. Select the 'courses term' from the drop-down menu and click 'submit'.
6. From the next drop-down, select the course for which are requesting a shell and click "submit".
7. You are now on the 'Summary Class List Page'.
8. Highlight everything from 'Course Information' to 'Status'
9. Right-click on the highlighted area with the mouse pointer and select 'copy'.
10. Insert the copied material into to the email and send to itservicedesk@tru.ca