



PeopleSoft 9.0

Viewing and Printing Class Rosters

Viewing Class Rosters

There are two ways an instructor can view his/her Class Rosters. One is through Self Service; the other is through Curriculum Management.

Method 1

Home > Self Service > Faculty Center > *Click on the People Icon*

Faculty Center

Faculty Name

faculty center class search browse catalog

Faculty Center

My Exam Schedule
View My Advisees

Fall 2009 | Bowie State University **change term**

Select display option: Show All Classes Show Enrolled Classes Only

Class Roster Gradebook Grade Roster Learning Management

My Teaching Schedule > Fall 2009 > Bowie State University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 PEDD 412-103 (1624)	Therapy With Children 23 Adol (Lecture)		Tu 4:55PM - 7:25PM	TEA	Aug 31, 2009-Dec 23, 2009

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2009 > Bowie State University

You have no final exams scheduled at this time.

[Go to top](#)

Faculty Center [Class Search](#) [Browse Catalog](#)

- The “My Exam Schedule” link shows the instructor’s exam schedule.
- The “View My Advisees” link lists the instructor’s advisees.
- The **change term** button changes the term.
- The  icon (the one next to the class) displays the class roster for that particular course. (Shown below)
- Clicking the class subject/number shows that particular course’s class details.
- The “View Weekly Teaching Schedule” link displays the instructor’s weekly teaching schedule.

Example Class Roster Using Method 1

The screenshot shows a web browser window displaying the Faculty Center interface. The main content area is titled "Class Roster" for "PEDQ 412 - 101 Therapy With Children Adol". Below this, there is a "Meeting Information" table and an "Enrollment Status" section. The "Enrollment Status" section shows a dropdown menu set to "Enrolled" and a "change" button. Below this, there is a table of "Enrolled Students" with columns for Notify, ID, Name, Grade Basis, Units, Program and Plan, and Level.

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>		Clark, Kevonna	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Daal, Demetrius Lanise	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols, Jessica Elizabeth	Graded	3.00	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards, Tanva Amy	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Ford, Glenden Lawrence	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Fuller, Shanea Trevana	Graded	3.00	Professional Studies - UGRD - Pedology/Pedology	Junior
<input type="checkbox"/>		Gooding, Cliffordette Daniella	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Green Jr, Anthony Aminaton	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Hill, Crystall Michell	Graded	3.00	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Jabara, Delana M	Graded	3.00	Professional Studies - UGRD - Pedology	Junior

- The Enrollment Status drop down menu allows you to view All, Enrolled, Dropped, or Waitlisted students. To see another view, select that option in the dropdown menu and then click the **change** button.

Method 2

Home > Curriculum Management > Class Roster > Class Roster

Class Roster
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

- The Academic Institution field should be “BOWIE.”
- The Term is the semester you wish to look up your class roster for. Click the  icon to look up the various term codes.
- The Subject Area is the subject of your course. Click the  icon to look up the various subjects.
- The Catalog Nbr is the course number (e.g. 099, 101, etc.).
- The button executes the search.

Example Class Roster Using Method 2

Type "2097" for the Term, "BIOL" for the Subject Area, "101" for the Catalog Nbr, and "001" for the Class Section. PeopleSoft will display the Class Roster for BIOL 101, section 001, for the Fall 2009 semester. (Shown below)

The screenshot shows a web browser window displaying the PeopleSoft Class Roster for BIOL 101 - 001. The page includes a navigation menu on the left, a search bar, and a main content area with the following sections:

- Class Roster**: BIOL 101 - 001 Biological Science. Lecture/Lab (1328). A **Class Detail** button is visible.
- Meeting Information**: A table showing meeting times and dates.

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	Marshall Library-077	Instructor Name	08/31/2009 - 12/23/2009
MoTu 12:00AM - 12:00AM	TBA	Instructor Name	08/31/2009 - 12/23/2009
- Enrollment Status**: A dropdown menu set to "Enrolled".
- Enrollment Capacity**: 50. **Enrolled**: 51.
- Enrolled Students**: A table listing student details.

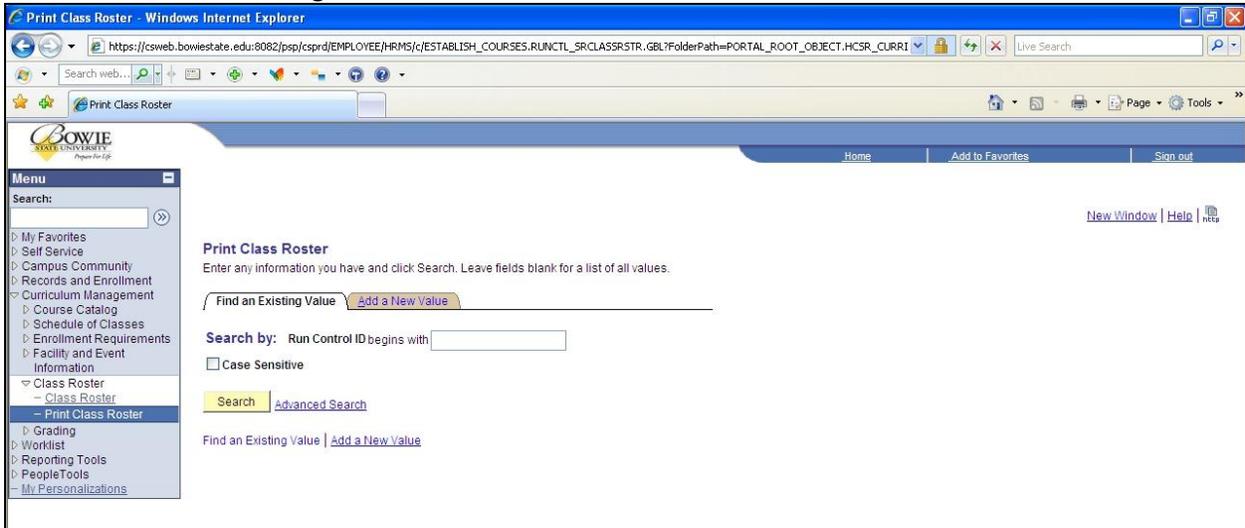
ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note
1	Akinnagbe, Olayinka D	Graded	4.00	Business-UGRD - Business Administration	Sophomore	
2	Aloidor, Jeffrey Saintulma	Graded	4.00	Arts & Sciences - UGRD - Mathematics BS	Freshman	
3	Allen, Robert Edward	Graded	4.00	Business-UGRD - Business Administration	Freshman	
4	Anderson II, Charles Anthony	Graded	4.00	Arts & Sciences - UGRD - Communication BS	Freshman	
5	Anderson, Brittany Holley	Graded	4.00	Professional Studies - UGRD - Psychology BS	Sophomore	
6	Barnes, Jariene Renee	Graded	4.00	Professional Studies - UGRD - Social Work	Freshman	
7	Brock, Tylar Brock	Graded	4.00	Arts & Sciences - UGRD - Fine Arts BA	Freshman	

- The **Class Detail** button displays the Class Detail for that course.
- The Enrollment Status drop down menu allows you to view All, Enrolled, Dropped, or Waitlisted students.

Printing Class Rosters

To Print Class Rosters, navigate to:

Home > Curriculum Management > Class Roster > Print Class Roster



- If you have already run the Print Class Roster process, click the **Search** button. If this is your first time running this process, you must click the “Add a New Value” tab and you will be asked to give the new process a name.

Printing Class Rosters (cont'd)

After you have clicked on a previously saved process, or created (and named) a new value, you are taken to the Print Class Roster page. (Shown below)

The screenshot shows the 'Print Class Roster' page in a web browser. The page has a search form with the following fields and values:

- Run Control ID: 2037564
- Report Manager: [Report Manager](#)
- Process Monitor: [Process Monitor](#)
- Run: [Run](#) (highlighted in yellow)
- *Academic Institution: BOWIE (with a search icon) - Bowie State University
- *Term: (empty)
- *Session: Regular (dropdown menu)
- Display Permissions:
- *Sort Option: Name (dropdown menu)
- Select One of the Following:
 - Academic Organization: (empty)
 - Subject Area: (empty)
 - Class Nbr: (empty)
- Students In The Report:
 - Enrolled Students
 - Dropped Students
 - Waitlisted Students
- OEE Start Date Range:
 - From: (empty)
 - To: (empty)

Buttons at the bottom: Save, Return to Search, Notify, Add, Update/Display. The 'Run' button is highlighted in yellow.

- The Academic Institution field should always be set to “BOWIE.” (This is a required field.)
- The Term is the semester you wish to print a class roster for. Click the  icon to look up the various term codes. (This is a required field.)
- The Session drop down menu allows you to select the duration of the course (e.g. Regular, 16R, 8R1, 8R2). (This is a required field.)
- The Sort Option drop down menu allows you to change how the search results are sorted: either by Name, or by Start Date, Name. (This is a required field.)
- Enter an Academic Organization, Subject Area, or Class Nbr. Click the  icon to look up the various codes. (Optional)
- Select the students you wish to report: Enrolled, Dropped, or Waitlisted. (Optional)
- Select an OEE Start Date Range. (Optional)
- Click the [Save](#) button, then click the [Run](#) button.

Example Print Class Schedule

Enter “BOWIE” for the Academic Institution, “2097” for the TERM, “Regular” for the Session, “Name” for the Sort Option, and “ART” for the Subject Area. Click the Save button, then the Run button, and you will be taken to the screen below.

Process Scheduler Request

User ID: [REDACTED] Run Control ID: [REDACTED]

Server Name: PSNT Run Date: 09/30/2009
Recurrence: [REDACTED] Run Time: 10:36:51AM
Time Zone: EST Eastern Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web	PDF	Distribution

OK Cancel

- Make sure the *Type is “Web,” and the *Format is “PDF.”
- Click the **OK** button, and you will be taken back to the previous screen.

Example Print Class Schedule (cont'd)

The screenshot shows a web browser window titled "Print Class Roster" with the URL https://cswb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.RUNCTL_SRCLASSRSTR.GBL?PORTALPARAM_PTCNAV=HC_RUNCTL_SRCLASSR. The page features a navigation menu on the left with options like "My Favorites", "Bowie SA Customizations", "Self Service", "Manager Self Service", "Workforce Administration", "Campus Community", "Student Recruiting", "Student Admissions", "Records and Enrollment", "Curriculum Management", "Course Catalog", "Schedule of Classes", "Roll Curriculum Data Forward", "Enrollment Requirements", "Dynamic Dates", "Facility and Event Information", "Class Roster", "Print Class Roster", "Grading", "Gradebook", "Instructor/Advisor Information", "Learning Management Systems", "Financial Aid", "Student Financials", "Academic Advisement", "Set Up HRMS", "Set Up SACR", "Worklist", "Tree Manager", "Reporting Tools", "PeopleTools", and "My Personalizations". The main content area is titled "Print Class Roster" and includes a "Run Control ID" field, a "Report Manager" button, a "Process Monitor" button, and a "Run" button. Below these are fields for "*Academic Institution" (BOWIE) and "*Term" (2097). The "Assignment" section has a "Find | View All" link and a "1 of 1" indicator. The "*Session" is set to "Regular" and "Display Permissions" is checked. The "*Sort Option" is "Name". There are three sections: "Select One of the Following" with fields for "Academic Organization", "Subject Area" (ART), and "Class Nbr"; "Students In The Report" with checkboxes for "Enrolled Students" (checked), "Dropped Students", and "Waitlisted Students"; and "OEE Start Date Range" with "From:" and "To:" fields. At the bottom of the form are "Save", "Return to Search", "Notify", "Add", and "Update/Display" buttons.

- Click the "Process Monitor" link at the top right of the screen. Click the **Refresh** button until the Run Status says "Success." Then, click the "Go back to Print Class Roster" link at the bottom of the page to go back to the screen above.
- Click "Report Manager" link at the top right of the screen. Click on "Details," then click the PDF file to view the process output.