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*

- The “My Exam Schedule” link shows the instructor’s exam schedule.
- The “View My Advisees” link lists the instructor’s advisees.
- The 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.
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

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 [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 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 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 button, then click the 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.

- Make sure the *Type is “Web,” and the *Format is “PDF.”
- Click the button, and you will be taken back to the previous screen.
Example Print Class Schedule (cont’d)

- 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.