

Class Rosters

In the previous version of PeopleSoft, if you wanted a Class Roster you would need to obtain the list from the Self Service (via Zipline and you needed to be the Instructor of Record) or by using a Run Control ID to create a report in the PeopleSoft application. In PeopleSoft V9, you can view Class Rosters without creating a report by using the new Class Roster Viewer.

Steps

1. Navigate using the following path:

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	AKRON	
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:	=		

[Basic Search](#)
[Save Search Criteria](#)

2. Enter **Academic Institution**.
3. Enter **Term**. In class enter 4087.
4. Enter criteria to search by:
Subject Area and Catalog Nbr
 - OR -
Class Nbr.

 In class, enter 70756 for Class Nbr.

Steps

5. To search by Subject Area and Catalog Nbr:

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 AKRON

Term: begins with 4087

Subject Area: begins with 3300

Catalog Nbr: begins with 111

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Search Clear Basic Search Save Search Criteria

To search by Class Nbr:

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 AKRON

Term: begins with 4087

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: = 70756

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Search Clear Basic Search Save Search Criteria

6. If the search was by Subject Area and Catalog Nbr, select the class from the list of Search Results.

If the search was by Class Nbr, the Class Roster is displayed.

Steps

7. In this example, the IDs and Names are hidden. The IDs and Names are visible when this page is viewed in PeopleSoft.

3300 111 - 004 English Composition I

Lecture (70756) [Class Detail](#)

2008 Fall | Regular Academic Session | The University of Akron | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeThFr 6:50AM - 7:40AM	Olin Hall 105	.	08/25/2008 - 12/07/2008

Enrollment Status: **Enrolled**

Enrollment Capacity: 25 Enrolled: 12

Enrolled Students							
ID	Name	Status	Grade Basis	Units	Program and Plan	Level	
1			ABC/NC	4.00	University College Undergrad - Nursing - Pre-admission	Freshman	
2			ABC/NC	4.00	University College Undergrad - Nursing - Pre-admission	Freshman	
3			ABC/NC	4.00	University College Undergrad - Mechanical Engineering	Freshman	
4			ABC/NC	4.00	University College Undergrad - Sociology-Criminology & Law En	Freshman	
5			ABC/NC	4.00	Engineering undergraduate - Civil Engineering	Freshman	
6			ABC/NC	4.00	University College Undergrad - General Meier Undergrad	Freshman	

8. To modify the view, click on the down arrow for **Enrollment Status**. Select All, Dropped or Enrolled

9. Click on the **Class Detail** button for additional information about the course.

Click on the **Return to Class Roster** link to return.

10. To sort the list for this session only, click on the column header by which to sort.

Column headers

ID	Name	Grade Basis	Units	Program and Plan	Level	Status
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Steps

11. To print this web page:

- a. Hide the PeopleSoft menu by clicking on the **Expand/Collapse** tool.





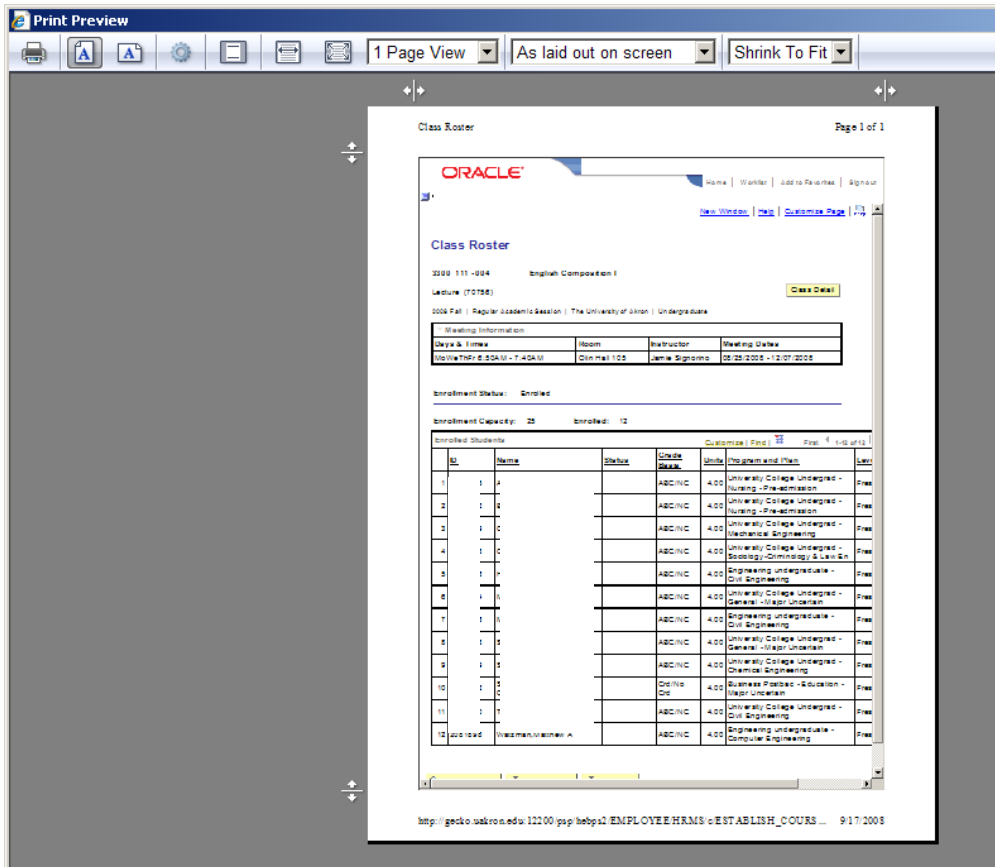
- b. Select **File, Print Preview** from the browser's menu.

- c. Click on the **Page Setup** tool  or .

- d. Make selections such as landscape, paper size and margins.

- e. Click **OK**.

- f. Click  or .



Press the **Esc** key to return to the previous page.