

Class Rosters

In PeopleSoft V9, you can view Class Rosters without creating a report by using the new Class Roster Viewer.

Steps
<p>1. Navigate using the following path: Curriculum Management > Class Roster > Class Roster</p> <p>Class Roster Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Academic Institution: <input type="text" value="begins with"/> <input type="text" value="AKRON"/> <input type="button" value="Q"/></p> <p>Term: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Subject Area: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Catalog Nbr: <input type="text" value="begins with"/> <input type="text"/></p> <p>Class Nbr: <input type="text" value="="/> <input type="text"/></p> <p>Class Section: <input type="text" value="begins with"/> <input type="text"/></p> <p>Session: <input type="text" value="="/> <input type="text"/></p> <p>Course ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Course Offering Nbr: <input type="text" value="="/> <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>
<p>2. Enter Academic Institution.</p>
<p>3. Enter Term. In this example, 4087 is entered.</p>
<p>4. Enter criteria to search by: Subject Area and Catalog Nbr - OR - Class Nbr.</p> <p>In this example, 70756 is entered for Class Nbr.</p>

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:	=		

[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:	=		

[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 Meas Unspecia	Freshman	

Use the download tool to open the class roster in Excel.

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.





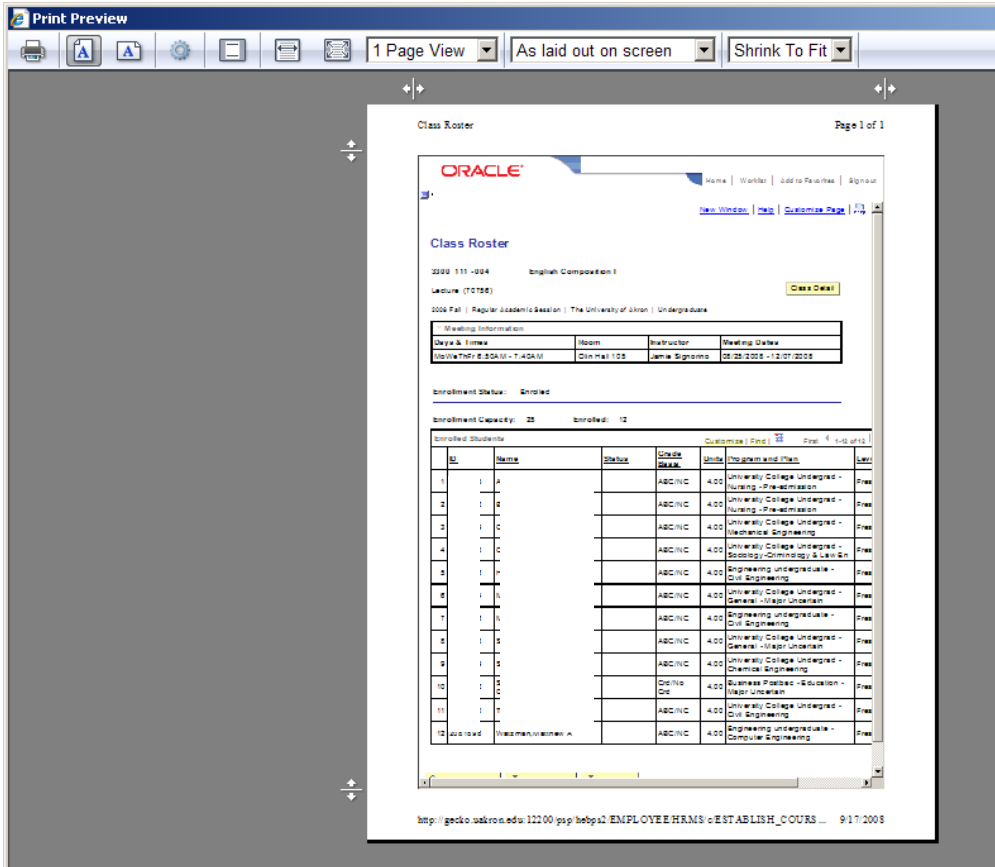
- b. Select **File, Print Preview** from the browser's menu.

- 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.