

## PeopleSoft Student Records

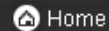
# Printing Class Rosters

Follow the steps below to run and print a class roster in PeopleSoft.

Navigate to:

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Report](#) > **Class Roster**

1) Enter a Run Control ID



[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Report](#) > **Class Roster**

### Class Roster

---

#### Find an Existing Value

Run Control ID:

[Advanced Search](#)

[Add a New Value](#)

The Run Control ID should be "ROSTER". Type in "ROSTER" or click on the  button, find "ROSTER" in the list and click on it.

*NOTE: If you do not find "ROSTER" when you click on the search button then complete the following steps, "HOW TO ADD A RUN CONTROL ID"*

## HOW TO ADD A RUN CONTROL ID

To add a Run Control ID click the [Add a New Value](#) link. Type in "ROSTER".

**Class Roster**

---

### Add a New Value

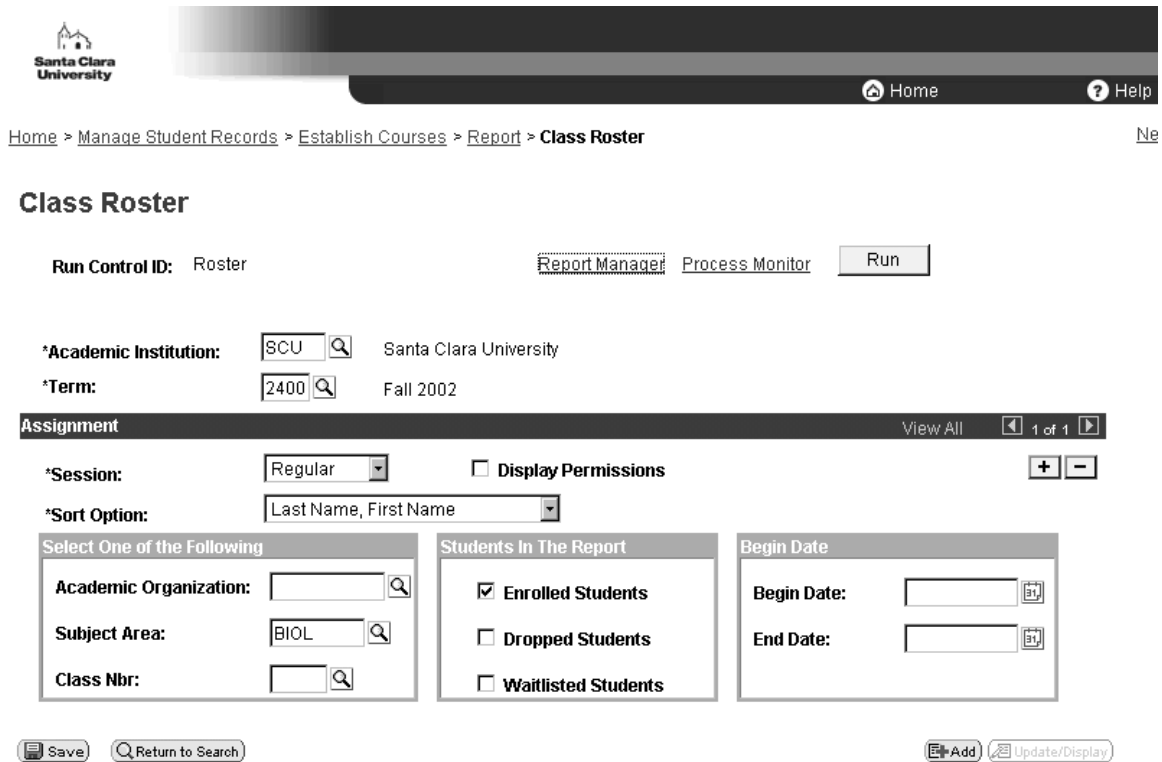
Run Control ID:

[Find an Existing Value](#)

Then click on the  button.

Go to step 2. Complete the input and run the roster. The next time you run a roster you can skip this step.

### 3) Complete the Class Roster report input



**Run Control ID:** Roster      [Report Manager](#)    [Process Monitor](#)   

**\*Academic Institution:**  Santa Clara University  
**\*Term:**  Fall 2002

**Assignment** View All 1 of 1

**\*Session:**      **Display Permissions**

**\*Sort Option:**

Select One of the Following	Students In The Report	Begin Date
<b>Academic Organization:</b> <input type="text"/> <b>Subject Area:</b> <input type="text" value="BIOL"/> <b>Class Nbr:</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Enrolled Students</b> <input type="checkbox"/> <b>Dropped Students</b> <input type="checkbox"/> <b>Waitlisted Students</b>	<b>Begin Date:</b> <input type="text"/> <b>End Date:</b> <input type="text"/>

- The Academic Institution should be “SCU”
- Enter a Term
- Select a Session (Select regular for all terms except Summer)
- Check the Display Permissions box if you want the permission numbers to show on the class roster.
- Select a sort option
- Enter either an Academic Organization or a Subject or a Class Number. You can only pick one of these options.
- Select the status of students you would like to include. Pick Enrolled, Dropped or Waitlisted. You can select any combination. For most purposes “Enrolled Students” should be selected.
- Do not enter Begin or End Dates

3) Click the  button.

4) Check the Processor Request parameters.

Santa Clara University

Home Help

Home > Manage Student Records > Establish Courses > Report > Class Roster

**Process Scheduler Request**

User ID: BILLFOWL Run Control ID: Roster

Server Name: [ ] Run Date: 06/26/2002 [ET]

Recurrence: [ ] Run Time: 10:24:14AM

Time Zone: [ ] [Reset to Current Date/Time]

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

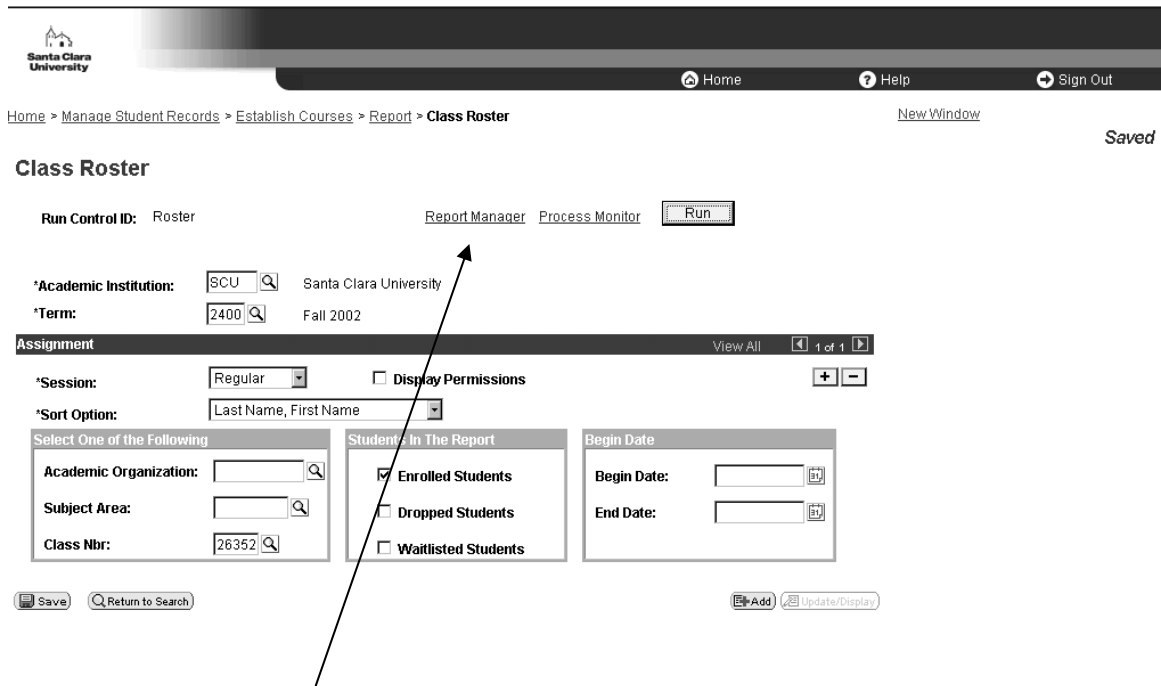
OK Cancel

The parameters should match the picture above.

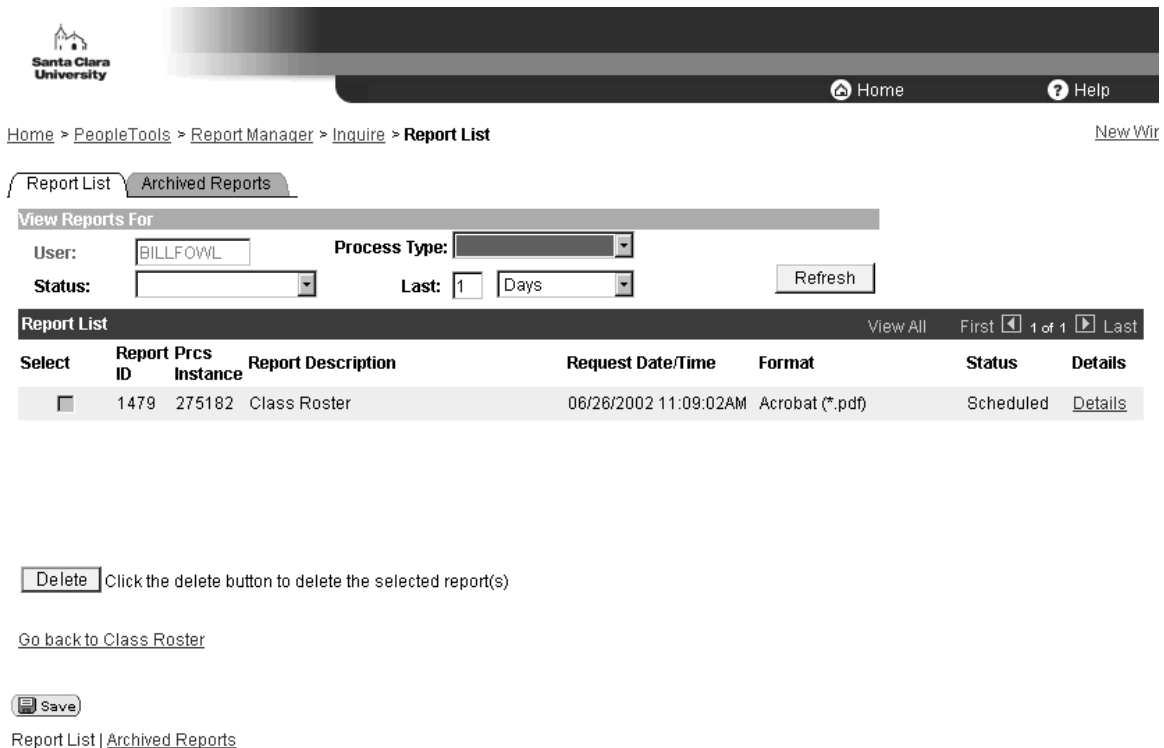
Make sure the Type is "Web" and the Format is "PDF"

5) Click the  button

6) Return to the Class Roster report page. This will happen automatically after you click OK.



7) Click on the [Report Manager](#) link.



8) Click on the  button.

Home > PeopleTools > Report Manager > Inquire > Report List

[New Window](#)

Report List Archived Reports


View Reports For

User:  Process Type:

Status:  Last:  Days

Select	Report ID	Prce Instance	Report Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1479	275182	Class Roster	06/26/2002 11:09:02AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a> <a href="#">View</a>

The roster is ready when the Status is "POSTED".

9) Click on 



## Report/Log Viewer

<b>Instance:</b>	275184	<b>Type:</b>	SQR Repor
<b>Name:</b>	SRCLSRST	<b>Run Cntl ID:</b>	CRBILL
<b>Status:</b>	Success	<b>Submitted By:</b>	BFWLER
<b>Server:</b>	PSUNX	<b>Recurrence:</b>	

### Class Roster

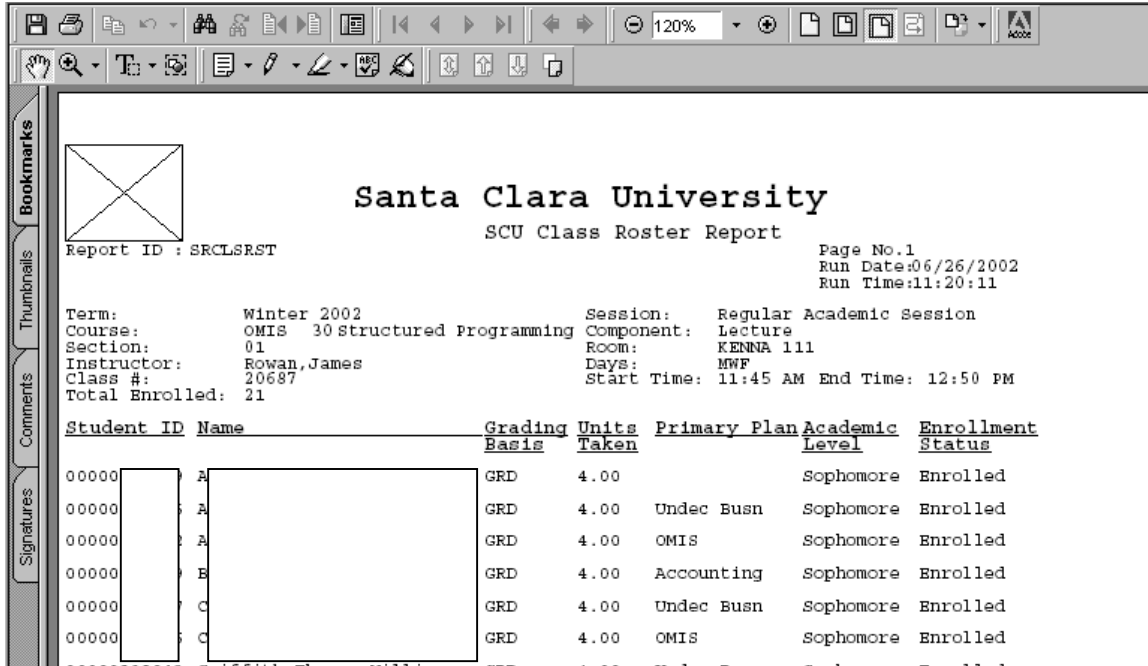
Name	Size	CreationDate
<a href="#">Message Log</a>	1289 bytes	2002-06-26 11:20:11
<a href="#">Trace File</a>	356 bytes	2002-06-26 11:20:08
<a href="#">srclsrst_275184.PDF</a>	3256 bytes	2002-06-26 11:20:11

10) Click on the 3<sup>rd</sup> link. The extension (last three characters) will be "PDF"

NOTE: You must have the Adobe Acrobat Reader installed on your computer. You can download this free software from the following SCU website

<http://it.scu.edu/download/acrobat/>

11) The roster will appear in Adobe Acrobat format.  
You can print the roster or you can save it.



The screenshot shows an Adobe Acrobat viewer window. The main content is a PDF report from Santa Clara University. The report title is "Santa Clara University SCU Class Roster Report". It includes a header with "Report ID : SRCLSRST", "Page No.1", "Run Date:06/26/2002", and "Run Time:11:20:11". Below the header, there are details for the course: "Term: Winter 2002", "Course: OMIS 30 Structured Programming", "Section: 01", "Instructor: Rowan, James", "Class #: 20687", and "Total Enrolled: 21". It also lists session details: "Session: Regular Academic Session", "Component: Lecture", "Room: KENNA 111", "Days: MWF", and "Start Time: 11:45 AM End Time: 12:50 PM".

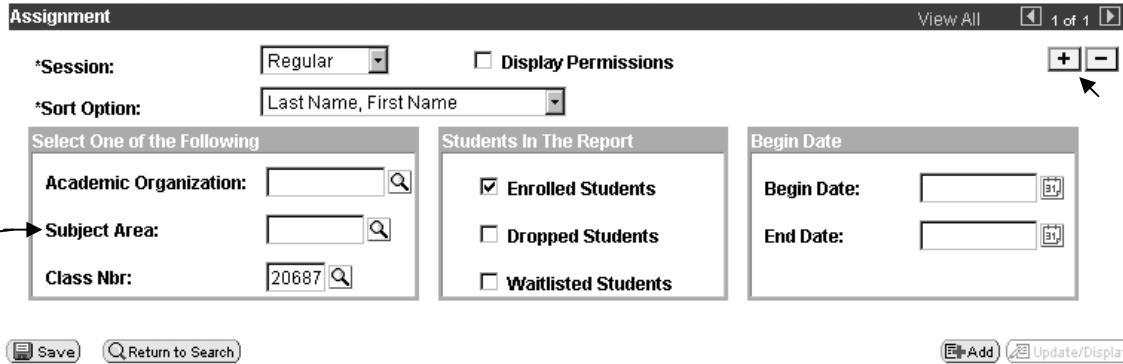
<u>Student ID</u>	<u>Name</u>	<u>Grading Basis</u>	<u>Units Taken</u>	<u>Primary Plan</u>	<u>Academic Level</u>	<u>Enrollment Status</u>
000000	A	GRD	4.00		Sophomore	Enrolled
000000	A	GRD	4.00	Undec Busn	Sophomore	Enrolled
000000	A	GRD	4.00	OMIS	Sophomore	Enrolled
000000	B	GRD	4.00	Accounting	Sophomore	Enrolled
000000	C	GRD	4.00	Undec Busn	Sophomore	Enrolled
000000	C	GRD	4.00	OMIS	Sophomore	Enrolled

Remember to print from the Acrobat print button not the browser print button.

\*\*\*\*You can now save rosters and send them through e-mail\*\*\*\*


**ADVANCED FEATURES**

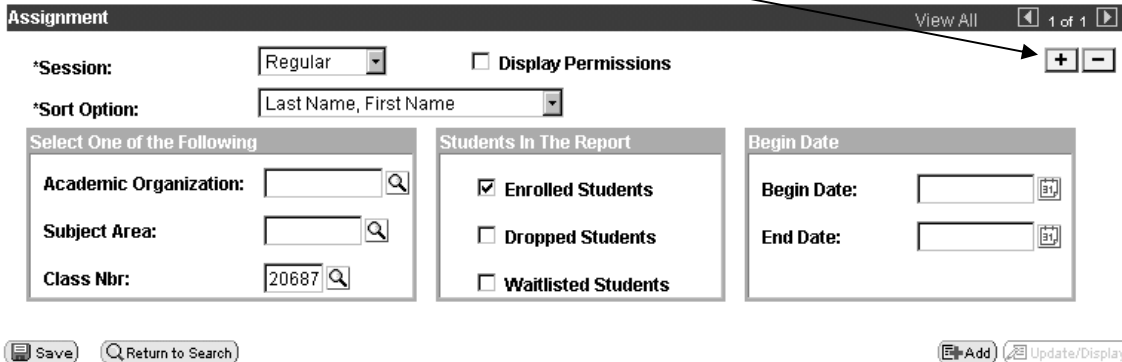
1) You can run rosters for all the classes in a particular subject by selecting the subject from the Class Roster report input panel.



The screenshot shows the 'Assignment' report input panel. At the top, there are fields for '\*Session:' (set to 'Regular'), '\*Sort Option:' (set to 'Last Name, First Name'), and a 'Display Permissions' checkbox. Below these are three main sections: 'Select One of the Following' with search fields for 'Academic Organization:', 'Subject Area:', and 'Class Nbr:' (containing '20687'); 'Students In The Report' with checkboxes for 'Enrolled Students' (checked), 'Dropped Students', and 'Waitlisted Students'; and 'Begin Date' with 'Begin Date:' and 'End Date:' fields. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'. A red arrow points to the 'Subject Area' search field.

Remember that if you select a subject that has classes in more than one career (e.g. Undergrad and Graduate Business) then you will get rosters for all classes in both careers.

2) You can run rosters for multiple classes by adding a row to the request. Click on the  button to add another class.



This screenshot is identical to the one above, showing the 'Assignment' report input panel. A red arrow points to the '+ Add' button located at the bottom right of the panel.

3) Each time you run class rosters your settings (terms, sessions, classes etc.) are saved. You can build a new Run Control ID for a custom set of rosters. You might want to periodically run a set of rosters for a special group of classes. Instead of running each roster individually each time, setup a custom Run Control ID for that group. Here's an example:

There are 5 special classes offered by your department. Start at step #1 but instead of typing in ROSTER click the add button. Type a unique name for the new Run Control ID. (E.G. ROST\_SPECIAL) .

Follow the rest of the steps and add a new row for each of the 5 classes. The next time you'd like to get rosters for this special group just use the special run control you created.