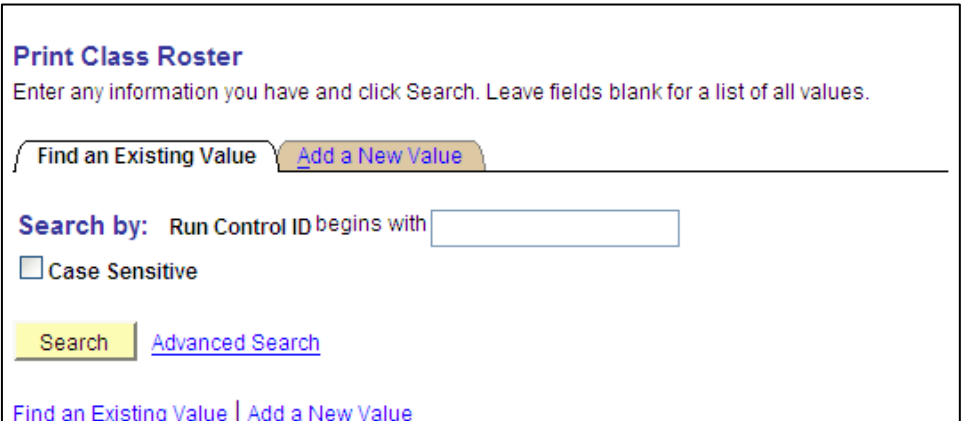


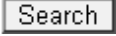
## Printing Class Rosters

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

Navigate to: Curriculum Management>Class Roster>Print Class Roster

1) Enter a Run Control ID



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.

## 2) Complete the Class Roster report input


### Print Class Roster


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

\*Academic Institution:   Santa Clara University


\*Term:   Fall 2008


**Assignment**
Find | View All
1 of 1


\*Session:   ☐ Display Permissions + -

\*Sort Option:  

**Select One of the Following**

Academic Organization:  

Subject Area:  

Class Nbr:  


**Students In The Report**


☒ Enrolled Students

☐ Dropped Students

☐ Waitlisted Students

**Begin Date**

Begin Date:  

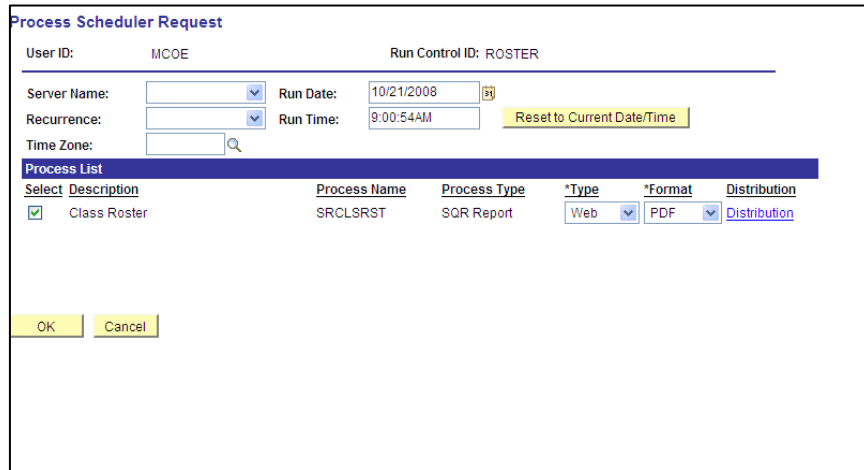
End Date:  

Save
Return to Search
Notify
Add
Update/Display

- 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 Run button.

4) Check the Processor Request parameters.



**Process Scheduler Request**

User ID: MCOE Run Control ID: ROSTER

Server Name: [dropdown] Run Date: 10/21/2008 [calendar icon]  
 Recurrence: [dropdown] Run Time: 9:00:54AM [Reset to Current Date/Time]  
 Time Zone: [dropdown]

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

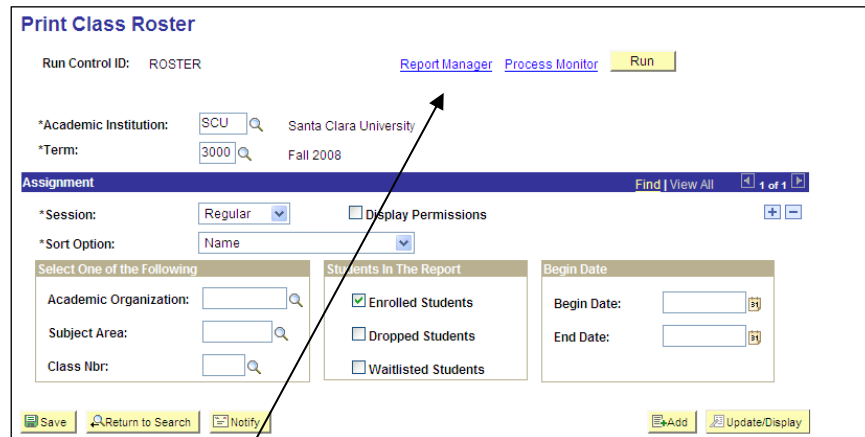
OK Cancel

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.



**Print Class Roster**

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

\*Academic Institution: SCU Santa Clara University  
 \*Term: 3000 Fall 2008

**Assignment** Find | View All 1 of 1

\*Session: Regular ☐ Display Permissions  
 \*Sort Option: Name

Select One of the Following

Academic Organization: [dropdown]  
 Subject Area: [dropdown]  
 Class Nbr: [dropdown]

Students In The Report


☒ Enrolled Students  
☐ Dropped Students  
☐ Waitlisted Students

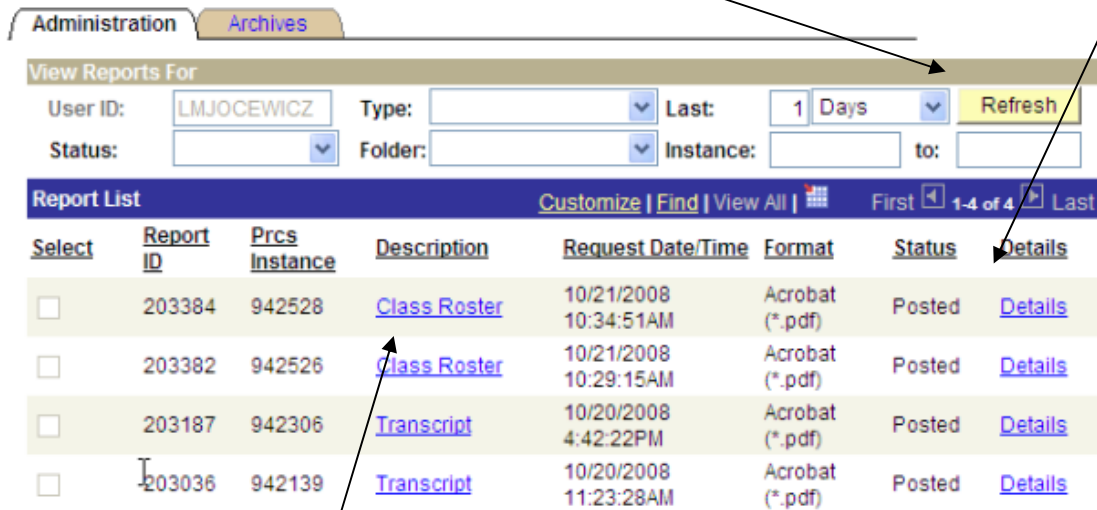
Begin Date: [calendar icon]  
 End Date: [calendar icon]

Save Return to Search Notify Add Update/Display

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

8. Click on the Administration tab.

9) Click on the  button. The roster is ready when the Status is **"POSTED"**.



**Administration** **Archives**

**View Reports For**

User ID:  Type:  Last:  Days  Refresh

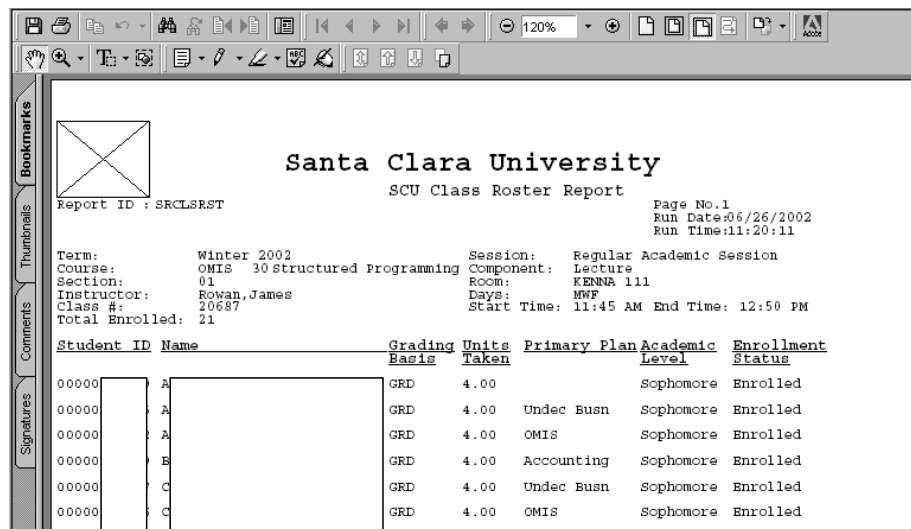
Status:  Folder:  Instance:  to:

**Report List** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	203384	942528	<a href="#">Class Roster</a>	10/21/2008 10:34:51AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	203382	942526	<a href="#">Class Roster</a>	10/21/2008 10:29:15AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	203187	942306	<a href="#">Transcript</a>	10/20/2008 4:42:22PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	203036	942139	<a href="#">Transcript</a>	10/20/2008 11:23:28AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

10) Click on [Class Roster](#)

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



**Santa Clara University**  
SCU Class Roster Report

Page No.1  
Run Date:06/26/2002  
Run Time:11:20:11

Term: Winter 2002  
Course: OMIS 30 Structured Programming  
Section: 01  
Instructor: Rowan, James  
Class #: 20687  
Total Enrolled: 21

Session: Regular Academic Session  
Component: Lecture  
Room: KENNA 111  
Days: MWF  
Start Time: 11:45 AM End Time: 12:50 PM

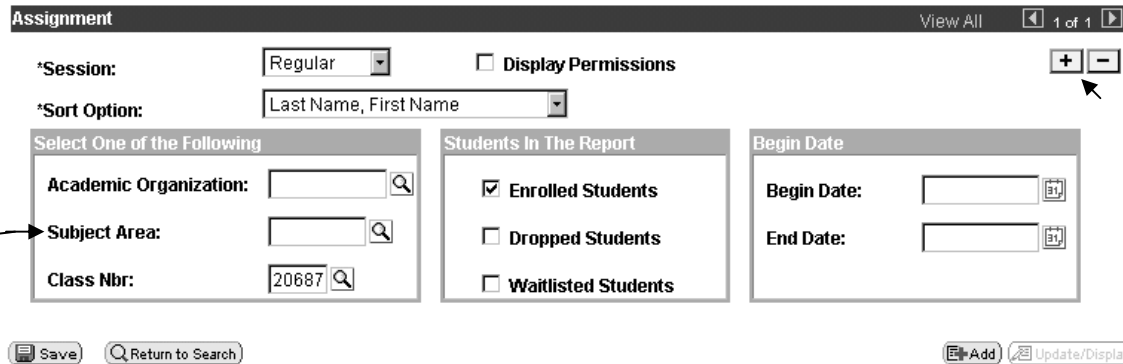
Student ID	Name	Grading Basis	Units Taken	Primary Plan	Academic Level	Enrollment Status
000000	A	GRD	4.00		Sophomore	Enrolled
000000	A	GRD	4.00	Undec Busn	Sophomore	Enrolled
000000	A	GRD	4.00	OMIS	Sophomore	Enrolled
000000	B	GRD	4.00	Accounting	Sophomore	Enrolled
000000	C	GRD	4.00	Undec Busn	Sophomore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

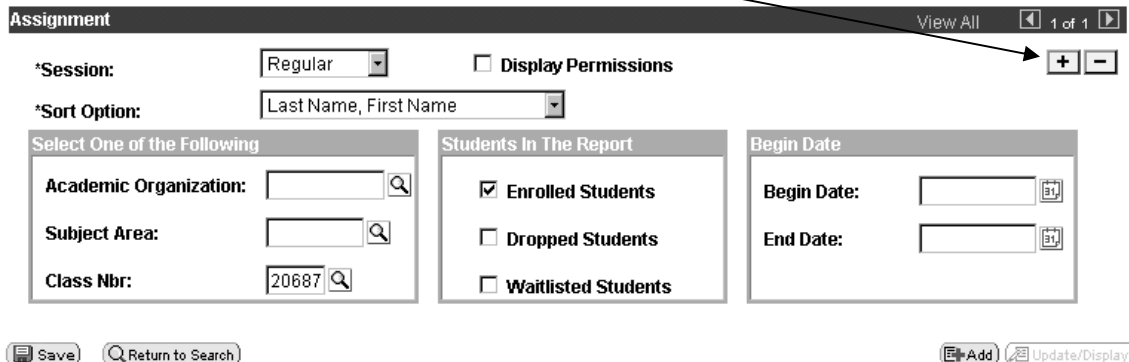
1) You can run rosters for all the classes in a particular subject by selecting the subject from the Class Roster report input panel.



The screenshot shows the 'Assignment' form in PeopleSoft. At the top right, it says 'View All' and '1 of 1'. Below this are fields for '\*Session:' (set to 'Regular') and '\*Sort Option:' (set to 'Last Name, First Name'). There is a checkbox for 'Display Permissions'. To the right of these are '+' and '-' buttons. Below these are three main sections: 'Select One of the Following' (with fields for 'Academic Organization:', 'Subject Area:', and 'Class Nbr:'), 'Students In The Report' (with checkboxes for 'Enrolled Students', 'Dropped Students', and 'Waitlisted Students'), and 'Begin Date' (with 'Begin Date:' and 'End Date:' fields). At the bottom are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'. An arrow from the text above points to the 'Subject Area:' 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' form. An arrow from the text above points to the '+' button located to the right of the 'Display Permissions' checkbox.

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.