

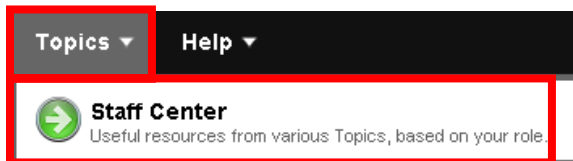
## Viewing and Printing Class Rosters (Department Administrator Only)

The following steps outline how to view class rosters for classes where you are not the instructor for the class. This feature will allow you to:

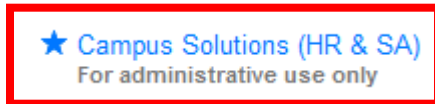
- View the Class Roster for a class
- View the Waitlist Roster for a class
- Print the Class Roster for a class

### **Viewing a Class Roster**

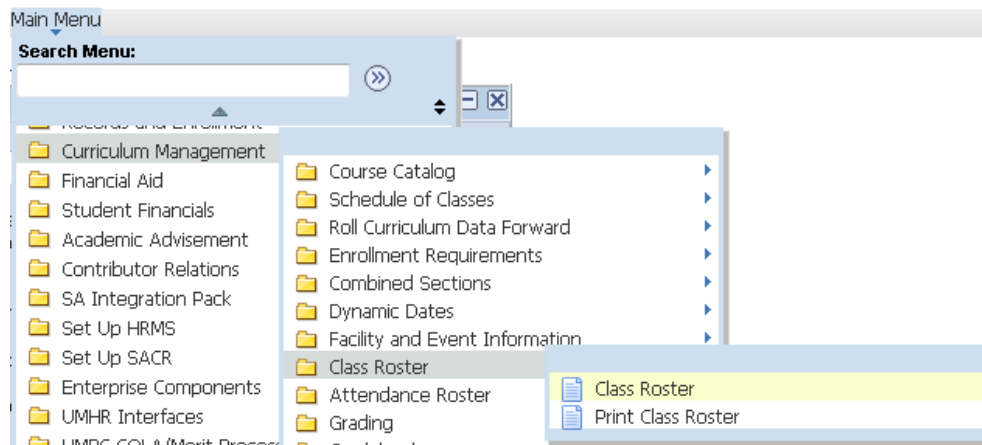
1. From the myUMBC, select Topics, Staff Center (or Faculty Center, depending on your role in myUMBC.)



2. Select **Campus Solutions (HR & SA)**.  
*Note that in the Faculty Center, the link is located under the Admin Systems header.*



3. From the Main Menu, navigate to 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

Limit the number of results to (up to 300):

**Academic Institution:** begins with

**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](#)

Enter the following search criteria:  
either

- Academic Institution
- Term
- Subject Area

or

- Academic Institution
- Term
- Class Number

4. Enter the search criteria, and click once on the **Search** button. A list of classes that match your search criteria is displayed at the bottom of the page. (If you entered a Class Number as part of your search criteria, the class roster will open on a new page.)

### Search Results

View All First 1-41 of 41 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UMBC1	2112	AMST	100	2233	01	Regular	052123	1	<a href="#">Intro. to American Studies</a>
UMBC1	2112	AMST	100	2234	02	Regular	052123	1	<a href="#">Intro. to American Studies</a>

5. From the Search Results, click once on the desired class to view the class roster. The class roster detail page will be displayed. (If you receive a message stating that no search results were returned, ensure your search criteria are accurate.)

**CHEM 101 - 06**      **Prin Of Chemistry I**

Discussion (1957)

Fall 2009 | Regular Academic Session | UMBC | Undergraduate

Class Detail displays class information from the schedule of classes.

**Class Detail**

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Tu 3:00PM - 4:50PM	UNIVERSITY CENTER 201	Diana Hamilton	09/01/2009 - 12/22/2009

\*Enrollment Status: **Waiting**

Check the **download** icon to download the roster to Excel.

Enrollment Capacity: 72      Waitlisted: 1

Waitlisted Students				
ID	Name	Program and Plan	Level	Status Note
	Melissa D	Undergraduate Degree - Biological Sciences - BA	Freshman	Pos # 1

Enrollment Status drop down list displays:  
**Enrolled** = Class Roster  
**Waiting** = Waitlist Roster (only available if a waitlist exists for the class)  
**Dropped** = Students who dropped the class (only available if students have dropped the class)  
**All** = Both Class Roster and Waitlist Roster

The Waitlist order is noted here.

in List    Next in List    Notify

## Printing a Class Roster

- Navigate to **Curriculum Management > Class Roster > Print Class Roster**

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Class Roster](#) > [Print Class Roster](#)

### Print Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Limit the number of results to (up to 300):

**Search by:** Run Control ID begins with

Case Sensitive

[Advanced Search](#)

### Search Results

View All   First  1-9 of 9  Last

Run Control ID	Language Code
<a href="#">AMSTDEPT</a>	English
<a href="#">EDUCFall10</a>	English

- Either click once on the Search button and select a Run Control ID from the list below or click the **Add New Value** tab to add a new Run Control ID.

### Print Class Roster

Run Control ID: AMSTDEPT

[Report Manager](#) [Process Monitor](#)

Click to generate the report

\*Academic Institution:   UMBC

\*Term:   Spring 2011

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

OEE Start Date Range

From:

To:

Check to show permissions and exceptions granted to students.

- Enter the **Term**. Click once on the Lookup icon (🔍) to select a Term from the list.

9. Select **one of the following**;

- Academic Organization (for the rosters for an entire Academic Organization),
- Subject Area (for the rosters for an entire Subject Area)
- Class Nbr (for an individual class)

10. Check the boxes (**Enrolled, Dropped, Waiting**) to determine which students to include in the report.

11. Click the **Run** button. You are directed to the Process Scheduler Request page.

**Process Scheduler Request**

User ID: BOERTEL                      Run Control ID: AMSTDEPT

---

Server Name:                       Run Date: 02/15/2011

Recurrence:                       Run Time: 12:28:52PM                     

Time Zone:

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

12. Click **OK**. You are returned to the Print Roster page.

[Report Manager](#)   [Process Monitor](#)   
  
 Process Instance: 707053

13. Click on the [Process Monitor](#) link. You are directed to the Process List.

14. Click the **Refresh** button until you see the **Run Status** change to “**Success – Posted.**”

NOTE: You may have to click the Refresh button multiple times before the Run Status changes.

Process List  

---

View Process Request For

User ID: BOERTEL   Type:    Last      5   Hours  

Server:    Name:    Instance:    to  

Run Status:    Distribution Status:     Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	707053		SQR Report	SRCLSRST	BOERTEL	02/15/2011 12:28:52PM EST	Success	Posted	<a href="#">Details</a>

15. Click once on the [Details](#) link to the right of the report. The Process Details page is displayed.

## Process Detail

Process	
Instance: 707053	Type: SQR Report
Name: SRCLSRST	Description: Class Roster
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: AMSTDEPT	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNIX1	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 02/15/2011 12:29:41PM EST	<a href="#">Parameters</a> Transfer
Run Anytime After: 02/15/2011 12:28:52PM EST	<a href="#">Message Log</a>
Began Process At: 02/15/2011 12:29:58PM EST	<a href="#">Batch Timings</a>
Ended Process At: 02/15/2011 12:30:28PM EST	<a href="#">View Log/Trace</a>

16. Click the [View Log/Trace](#) link.

17. Locate the file with the extension **.pdf** and click the hyperlink to open the report.

## View Log/Trace

Report	
Report ID: 402208	Process Instance: 707053 <a href="#">Message Log</a>
Name: SRCLSRST	Process Type: SQR Report
Run Status: Success	
Class Roster	

Distribution Details	
Distribution Node: HR UMBC Dist	Expiration Date: 03/17/2011

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SRCLSRST_707053.log</a>	1,631	02/15/2011 12:30:28.382870PM EST
<a href="#">srclsrst_707053.PDF</a>	72,309	02/15/2011 12:30:28.382870PM EST
<a href="#">SRCLSRST_707053.pdf</a>	360	02/15/2011 12:30:28.382870PM EST

Distribute To	
Distribution ID Type	*Distribution ID
User	BOERTEL

18. The report opens in a new window or tab.

Report ID: SRCLSRST

PeopleSoft  
CLASS ROSTER REPORT

Page No. 1  
Run Date 02/15/2011  
Run Time 12:29:58

Term/Session: Spring 2011 - Regular Academic Session  
Course: AMST 100 Intro. to American Studies (Lecture)  
Class#/Section: 2233 / 01  
Instructor: Campbell,Duncan A  
Class Dates: 01/26/2011 - 05/12/2011

Class info

BC

Student info

**ENROLLED Students**

<u>Student ID</u>	<u>Name</u>	<u>Basis</u>	<u>Units</u>	<u>Primary Academic Program</u>	<u>Major</u>	<u>Note</u>
3000077030	Abrams,Brianna Danielle	GRD	3.00	Undergraduate Degree	American S	
2000195599	Adjoodani,Mark J	GRD	3.00	Undergraduate Degree	Computer S	
3000184643	Alves,Deven John	GRD	3.00	Undergraduate Degree	Undergradu	
2000248958	Astorino,Frances M	GRD	3.00	Undergraduate Degree	Undergradu	
2500053100	Bannerjee,Alex P	GRD	3.00	Undergraduate Degree	Computer E	
3000070834	Bealmear,Benjamin Abbott	GRD	3.00	Undergraduate Degree	Undergradu	
3000000430	Bonsra,Kwame	GRD	3.00	Undergraduate Degree	Psychology	
2000066548	Braddock,Briana D	GRD	3.00	Undergraduate Degree	Visual Art	

**Example of Permission information within the report:**

Note: The Permissions are located within the respective section of the class.

This class used Permission Numbers

PERMISSIONS ASSIGNED

<u>Permission Number</u>		<u>Use Date</u>
524021	OUTSTANDING	
889139	Reynolds, Jessica	16-NOV-2010
79275	OUTSTANDING	
735217	Jackson, Linnea E	15-NOV-2010

This class was required Student-Specific Permission

PERMISSIONS ASSIGNED

<u>Permission Type</u>		<u>Use Date</u>	<u>Expire Date</u>
Add	Bentley, Alana N	11-NOV-2010	08-FEB-2011
Add	Brooks, Mallory L	30-NOV-2010	08-FEB-2011
Add	Bryant, Danielle A	17-DEC-2010	08-FEB-2011
Add	Carpenter, Glen J	25-JAN-2011	08-FEB-2011
Add	Dubbs, Jordan	16-NOV-2010	08-FEB-2011