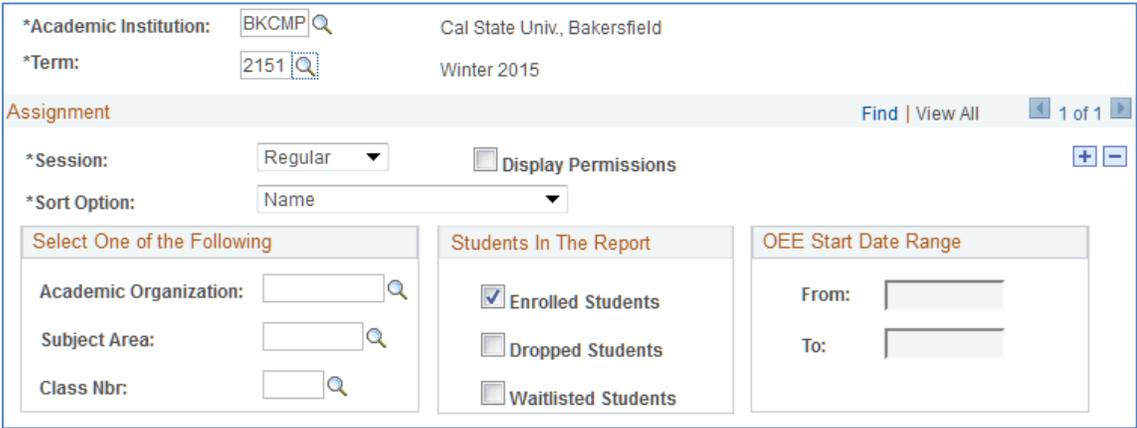


Printing Class Rosters

You can print a Class Roster, as soon as students enroll in the class section. From the Print Class Roster, you can print a class roster for a specific class, for a subject area, and for an academic organization. In addition, you can include enrolled students, dropped students, and waitlisted students in the class roster.

1.	<p>Navigate to the Main Menu > Curriculum Management > Class Roster > Print Class Roster</p>	
2.	<p>Click the Add a New Value tab.</p> <p>If you printed class rosters previously, then from the Find An Existing Value tab:</p> <ul style="list-style-type: none"> Click Search Select the desired Run Control Id from the Search Results. 	
3.	<p>The Print Class Roster page appears. From this page, you can:</p> <ul style="list-style-type: none"> Print a class roster for a single class, Print class rosters for a subject area, or Print class rosters for an academic organization. 	
<p>Print a class roster for a single class</p>		



- On the **Print Class Roster** page,
 - In **Academic Institution**, enter BKCMP
 - In **Term**, enter the desired term, such as 2151, or use the icon to search for one
 - In **Session**, select the appropriate session, such as *Regular*
 - In **Sort Option**, select the desired sort order, such as *Name*
 - In the **Class Nbr**, enter the class number of the desired class, such as 10958, or use the icon to search for one
 - In the **Students In the Report**, check the students you want to include, such as *Enrolled Students*. You can select more than one.
 - Click
 - Click the button.

- On the **Process Scheduler Request** page, click

- On the **Print Class Roster** screen, click the **Process Monitor** link.

- On the **Process List**,
 - Click the Refresh button until:
 - Run Status** = *Success*
 - Distribution Status** = *Posted*
 - Click the Details

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	947174		SQR Report	SRCLSRST	000045019	01/20/2015 2:51:29PM PST	Success	Posted	Details
<input type="checkbox"/>	947132		SQR Report	SR201	000045019	01/20/2015 1:48:01PM PST	Success	Posted	Details
<input type="checkbox"/>	947131		SQR Report	SR201	000045019	01/20/2015 1:47:35PM PST	Success	Posted	Details

- On the **Process Detail** page, click the **View Log/Trace** link

Date/Time	Actions
Request Created On 01/20/2015 1:37:15PM PST	Parameters Transfer
Run Anytime After 01/20/2015 1:35:20PM PST	Message Log
Began Process At 01/20/2015 1:37:43PM PST	Batch Timings
Ended Process At 01/20/2015 1:37:52PM PST	View Log/Trace

- In the **File List** section, click on the PDF file type, such as *srclsrst_479992.PDF*. The **Class Roster** will open in a new window or tab. Make sure your pop-up blockers are disabled.

Name	File Size (bytes)	Datetime Created
SRCLSRST_947174.log	1,627	01/20/2015 2:53:18.379888PM PST
srclsrst_947174.PDF	8,468	01/20/2015 2:53:18.379888PM PST
srclsrst_947174.out	360	01/20/2015 2:53:18.379888PM PST

- The **Class Roster** opens. You can use the print button from your PDF reader to print.



Report ID: SRCLSRST PeopleSoft CLASS ROSTER REPORT Page No. 1
Run Date 01/20/2015
Run Time 14:53:04

Term/Session: Winter 2015 - Regular Academic Session Cal State Univ., Bakersfield
 Course: SOC 100 Introduction to Sociology (Lecture)
 Class#/Section: 11002 / 60
 Instructor:
 Class Dates: 01/05/2015 - 03/21/2015

ENROLLED Students

Student ID	Name	Basis	Units	Primary Academic Program	Major	Note
00099	Adams, John	GRD	5.00	UGRD - Baccalaureate	Criminal J	
00067	Adams, Madison	GRD	5.00	UGRD - Baccalaureate	Business A	

Print a class roster for a subject area

- On the **Print Class Roster** page,
 - In **Academic Institution**, enter BKCMP
 - In **Term**, enter the desired term, such as 2121, or use the icon to search for one
 - In **Session**, select the appropriate session, such as *Regular*
 - In **Sort Option**, select the desired sort order, such as *Name*
 - In the **Subject Area**, enter the desired subject area, such as ACCT, or use the icon to search for one
 - In the **Students In the Report**, check the students you want to include, such as *Enrolled Students*. You can select more than one.
 - Click
 - Click the button.

- The steps for generating the report are the same as the previous report. So see steps 2-7 of **Printing a class roster for a single class** to print the report.

Print a class roster for an academic organization

- On the **Print Class Roster** page,
 - In **Academic Institution**, enter BKCMP
 - In **Term**, enter the desired term, such as 2121, or use the icon to search for one
 - In **Session**, select the appropriate session, such as *Regular*
 - In **Sort Option**, select the desired sort order, such as *Name*



- In the **Academic Organization**, enter the desired academic organization, such as *101-ACCT*, or use the  icon to search for one
- In the **Students In the Report**, check the students you want to include, such as *Enrolled Students*. You can select more than one.
- Click  Save
- Click the  Run button.

2. The steps for generating the report are the same as the previous report. So see steps 2-7 of **Printing a class roster for a single class** to print the report.