

# Class Roster

Navigation: **Campus Solutions, Student Records > Courses and Classes > Class Roster Print**

Class Rosters can be generated for each Academic Organization, Subject Area **or** for a specific class. The report can be viewed, emailed and/or printed.

## Select your Run Control ID

The screenshot shows the 'Class Roster Print' interface. On the left, a navigation menu lists various options, with 'Class Roster Print' highlighted in green and circled in red. The main content area displays the title 'T\_RUN\_SRCLASSRSTR' and a search form. The search form includes a 'Find an Existing Value' button and an 'Add a New Value' button, both circled in red. Below these buttons is a 'Search Criteria' dropdown menu. The search criteria are set to 'Run Control ID begins with' with an input field. There is also a 'Case Sensitive' checkbox. At the bottom of the search form, there are 'Search' and 'Advanced Search' buttons, with the 'Search' button circled in red.

- Click the **Search** button and you will be taken to the next screen or you will be prompted to select the appropriate **Run Control ID**.

If **no** Run Control ID exists:

- Click the **Add a New Value** tab.
- Enter a Run Control ID that is unique (suggestion: your username)
- Click the **Add** button.
- **Do this once.** Only **one** Run Control ID is needed.

## Enter Class Roster Report Parameters

- **Academic Institution** – TCU01
- **Term** – Enter the 4 character term or use the magnifying glass to search for term
- **Session** – **Regular Long Semester** is the session type for normal fall and spring sessions. For summer sessions, select the appropriate value. (e.g. MAY, JUN, JUL, 8W1, 8W2, 10W)

The screenshot shows the 'Print Class Roster' interface in the Student Records system. The sidebar on the left includes options like 'Student Information', 'Courses and Classes', and 'Class Roster Print'. The main content area has several input fields: 'Academic Institution' (TCU01), 'Term' (4183), and 'Session' (Regular Long). There are also checkboxes for 'Enrolled Students', 'Dropped Students', and 'Waitlisted Students', and a date range selector for 'OEE Start Date Range'. The 'Session' dropdown is highlighted with a red circle.

## Select One of the Following

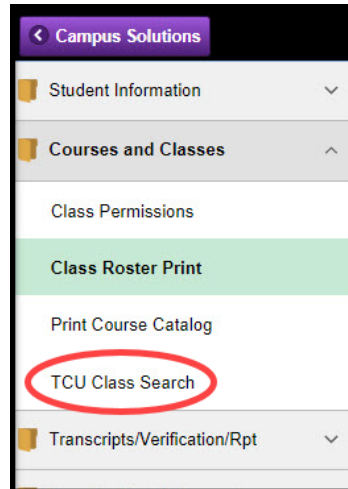
- Select one of three options: Academic Organization, Subject Area, Class Number

The close-up shows the 'Select One of the Following' section with three input fields: 'Academic Organization', 'Subject Area', and 'Class Nbr' (with the value 34599). Each field has a magnifying glass icon for search.

- **Class Nbr** is most frequently used. Class Nbr will produce a roster for only one class, while Academic Organization and Subject Area will produce reports for all the classes within that org or area.

## How to Search for the Class Number

- The easiest way to find the unique class number is to use **TCU Class Search**
  - Select **TCU Class Search** from the left navigation
  - Complete the search and use the **Class Nbr** located in the first column of the search



Class Nbr	Course	Note	Sec. Ses.	Type	Core Code
34599	ENGL 20223		050 REG	LEC	CA,HUM
34613	ENGL 20803		010 REG	LEC	WCO
30011	ENGL 20803		022 REG	LEC	WCO
34629	ENGL 30163		015 REG	LEC	CA OR LT

- **Class Nbr:** specify class by entering the PeopleSoft assigned class number (class number can be found in Class Search) or to search for the class number:

A screenshot of a search form titled 'Select One of the Following'. It contains three input fields: 'Academic Organization', 'Subject Area', and 'Class Nbr'. The 'Class Nbr' field is circled in red.

- Click the magnifying glass
- Select **Search by Subject Area**
- Enter the **Subject Area** and click **Look Up**
- The classes for the term specified earlier will be displayed. Click on the class to select.

**Look Up Class Nbr** X

Search by: Subject Area begins with ENGL Help

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-215 of 215

Subject Area	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Class Nbr</span>	Academic Group	Term Alternate Key	Catalog Nbr	Session	Class Section	Academic Career	Enrollment Capacity	Enrollm Total
ENGL	30002	AS	4183	10303	Reg	080	Undergrad	35	34
ENGL	30003	AS	4183	10803	Reg	005	Undergrad	20	20
ENGL	30004	AS	4183	10803	Reg	010	Undergrad	20	20
ENGL	30005	AS	4183	10803	Reg	016	Undergrad	20	20
ENGL	30006	AS	4183	10803	Reg	045	Undergrad	20	0

### Students in the Report Section

Check the boxes to include **Enrolled Students**, **Dropped Students** and/or **Waitlisted Students** if desired.

**Students In The Report**

Enrolled Students

Dropped Students

Waitlisted Students

### Run the Report

Click on the **Run** button in the upper right corner of the window. The **Process Scheduler Request** page will open.

Run

## Output and Format: PDF File

To produce the class roster as a PDF file, select **Type = Web** and **Format = PDF** then click **OK**.

Process Scheduler Request

User ID  Run Control ID

Server Name  Run Date 06/07/2017

Recurrence  Run Time 10:47:54AM

Time Zone CST  Central Time (US)

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

## Output and Format: Excel/CSV

To create a class roster as a CSV file which can be opened in **Excel**, select **Type = Web** and **Format = CSV** then click **OK**.

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

## Output and Format: Email

To email the class roster as a CSV file which can be opened in Excel, **Type = Email** and **Format = CSV** then click **OK**.

**Process Scheduler Request**

User ID  Run Control ID

Server Name  Run Date 02/20/2018

Recurrence  Run Time 2:06:53PM

Time Zone CST  Central Time (US)

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

Click on the **Distribution** link to add an **Email Subject**, **Message Text** and/or **email addresses** other than your own. Separate each address with a semicolon. Click **OK** and **OK** again at **Process Scheduler Request** page.

**Distribution Detail**

Process Name SRCLSRST

Process Type SQR Report

Folder Name

Retention Days

**Email Only**

Email Subject  Email With Log:  Email Web Report:

**Message Text**

**Email Address List**

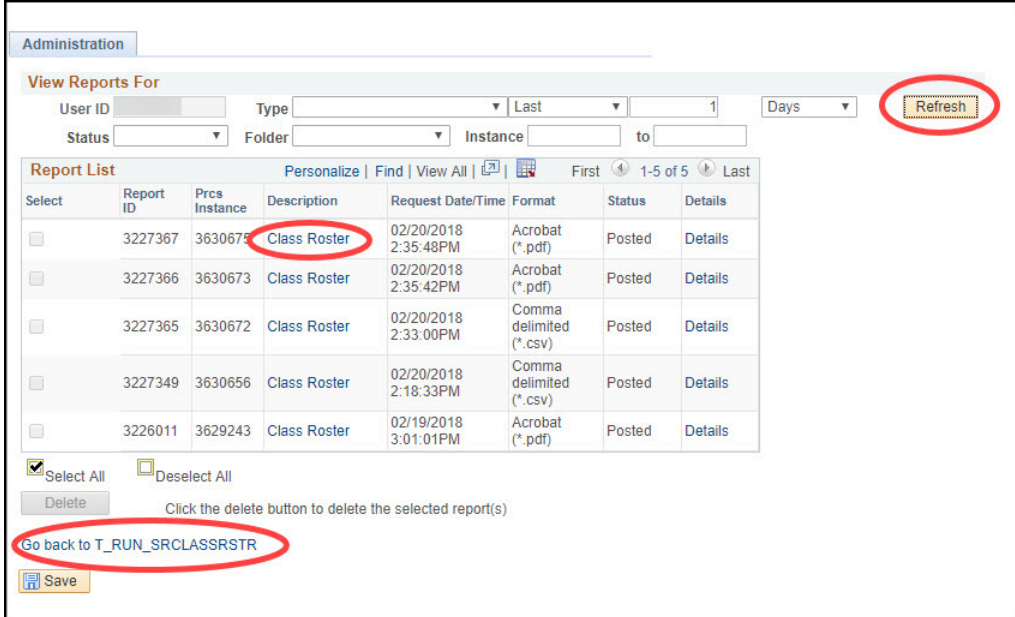
**Distribute To**

\*ID Type  \*Distribution ID

User

## To View the Report

- To view or print the Class Roster PDF or CSV file, click the **Report Manager** link.
- The Class Roster will be the top report listed. The status may say **“Processing.”** Click the yellow **Refresh** button until the status says **“Posted.”** Sometimes it takes several Refresh clicks.
- When the status is **Posted**, click the link for **Class Roster**. The report will open in a new tab. You can print or save the PDF or Excel file.



The screenshot shows the 'Administration' section of a web application. Under 'View Reports For', there are filters for User ID, Type, Last, Days, Status, Folder, and Instance. A yellow 'Refresh' button is circled in red. Below is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row is circled in red, showing 'Class Roster' with status 'Posted'. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a link 'Go back to T\_RUN\_SRCLASSRSTR' circled in red. A 'Save' button is also visible.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3227367	3630675	Class Roster	02/20/2018 2:35:48PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3227366	3630673	Class Roster	02/20/2018 2:35:42PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3227365	3630672	Class Roster	02/20/2018 2:33:00PM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	3227349	3630656	Class Roster	02/20/2018 2:18:33PM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	3226011	3629243	Class Roster	02/19/2018 3:01:01PM	Acrobat (*.pdf)	Posted	Details

- When you are finished, close the tab and click the **Go back to Class Roster** link.