

Curriculum Management > Class Roster

Class Roster - View one roster at a time

Enter course information – the only required field is the Academic Institution and the Term

Print Class Roster Report – Generate class rosters for a group of classes

Only required the first time the report is generated

- *Click Add a New Value*
- *Type “Class Roster Report” as the Run Control ID*
- *Click Add*

Once the Run Control has been established – see instructions above

Click Search

Click “Class Roster Report”

- Enter Institution and Term
- Select Session - (*Regular, Eight Wk 1, or Eight Wk 2*)
- Select Sort Option – *Name*
- Determine your report criteria – Use the magnifying class
 - Academic Organization (Used to generate rosters at the college level – i.e. CAS, COB, CEHS)
 - Subject Area
 - Class Number
- Select students to report
 - Enrolled, Dropped, and/or Waitlisted

Click Save

Click Run

Click OK – This report can only be ran in PDF format

Click Report Manager

Click Refresh until report “Class Roster” has a status of “Posted”

Click Details to the right of the word “Posted”

Click the “SRCLSRST_#_PDF” - A PDF report should open in a new window

View and/or print