

CLASS ROSTERS

How to view and print class rosters in Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

Accessing PeopleSoft Faculty Center

Log in to MyU.umn.edu with your Internet ID and password.

Click on the **Teaching** tab. From here, you will see your courses listed.

To get to the Faculty Center, you can either click on the **Class List** link by a course, or click **Faculty Center** at the bottom of the page.

The screenshot shows the MyU Faculty Center interface. The 'Teaching' tab is selected in the left-hand navigation menu. The main content area displays a list of courses for the Fall 2014 semester. Each course entry includes the course ID (e.g., CMB 5594), a title, and links for 'Grade Rosters', 'Bookstore', 'Library', 'Class List', and 'Add Class URL'. A 'Faculty Center' link is visible at the bottom of the course list.

CLASS ROSTERS – available as soon as students enroll in the class


To view a roster, click the **Class Roster** icon next to a class or click the **class roster** sub tab under Faculty Center.

The screenshot shows the 'My Schedule' page in the Faculty Center for Fall 2014. It features a table of classes with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. Each class entry has a 'Class Roster' icon (a group of people) next to it. The table lists the following classes:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AMIN 3312-001 (27587)	AmIn Envl Issues/Perspectives (Lecture)	0	TBA	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3417-001 (20605)	Food in History (Lecture)	8	MoWe 8:15AM - 9:30AM	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3426-001 (26290)	Pirates of the Caribbean (Lecture)	10	MoWe 11:15AM - 12:30PM	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3837-001 (25939)	Minnesota History (Lecture)	8	MoWe 4:00PM - 5:15PM	TBA	Sep 2, 2014- Dec 10, 2014

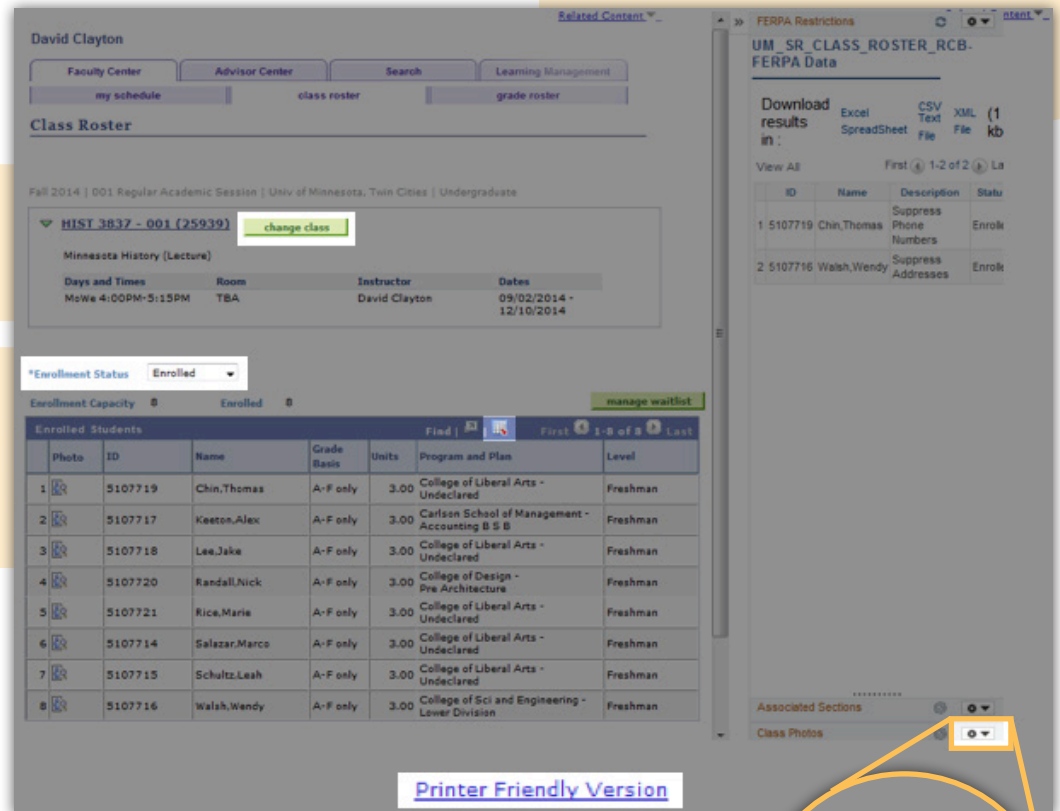
CR-FC-9.11.15-SH

Download the roster, complete with student email addresses, by clicking the **Excel Spreadsheet** link .

Click **change class** to return to the Faculty Center. Then click  to view another roster.

If any students have dropped this class, select the **Dropped** option from the **Enrollment Status** drop-down menu to view them.

Note: If your Class roster does not appear, it most likely means that your department has not yet assigned you to your class or classes. Please contact your department scheduler.



David Clayton

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster

Class Roster

Fall 2014 | 001 Regular Academic Session | Univ of Minnesota, Twin Cities | Undergraduate

HIST 3837 - 001 (25939) **change class**

Minnesota History (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:00PM-5:15PM	TBA	David Clayton	09/02/2014 - 12/10/2014

*Enrollment Status: **Enrolled**

Enrollment Capacity: 8 | Enrolled: 8 | **manage waitlist**

Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
	5107719	Chin,Thomas	A-F only	3.00	College of Liberal Arts - Undeclared	Freshman
	5107717	Keaton,Alex	A-F only	3.00	Carlson School of Management - Accounting B.S.B.	Freshman
	5107718	Lee,Jake	A-F only	3.00	College of Liberal Arts - Undeclared	Freshman
	5107720	Randall,Nick	A-F only	3.00	College of Design - Pre Architecture	Freshman
	5107721	Rice,Marie	A-F only	3.00	College of Liberal Arts - Undeclared	Freshman
	5107714	Salazar,Marco	A-F only	3.00	College of Liberal Arts - Undeclared	Freshman
	5107715	Schultz,Leah	A-F only	3.00	College of Liberal Arts - Undeclared	Freshman
	5107716	Walsh,Wendy	A-F only	3.00	College of Sci and Engineering - Lower Division	Freshman


Download results in: Excel Spreadsheet | CSV Text File | XML File (1 kb)

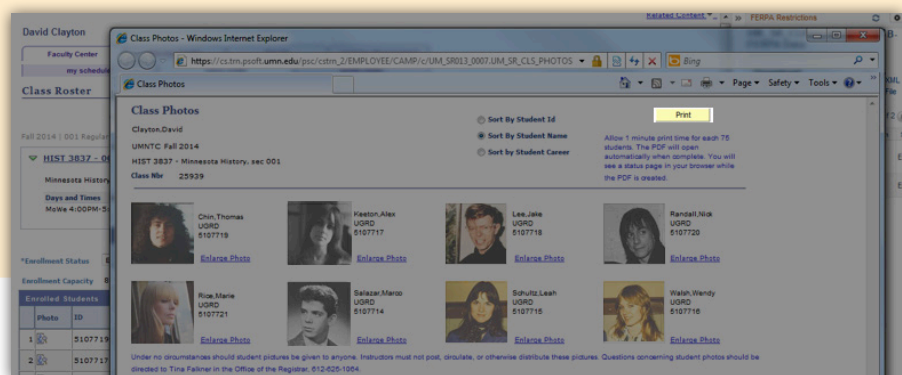
View All | First 1-2 of 2 | Last

Associated Sections: **Class Photos**

Printer Friendly Version

- To sort the roster in ascending order by any column title, click that column header. Click it again to sort in descending order.
- Download the roster into Excel by holding down the Ctrl key and clicking
- To print your class roster, click **Printer Friendly Version** and select the **Print** option from your browser window.
- Students who have FERPA suppression will be listed on the right side of this page, in the **Related Content** area. Expand this area for easier viewing by dragging the left edge.

The **Class Photos** report may be viewed by clicking the  icon and then 'New Window.' Photos of all students in the class will open in a new window, and you can use the Print icon for a yearbook-style class list.



David Clayton

Class Photos - Windows Internet Explorer

https://cs.hm.profit.umn.edu/pcc/cdm_2/EMPLOYEE/CAMP/c/UM_SR013_0007_UM_SR_CLS_PHOTOS

Class Photos

Clayton,David

UMNTC Fall 2014

HIST 3837 - Minnesota History, sec 001

Class Nbr 25939

Sort By Student Id | Sort By Student Name | Sort By Student Career

Print

Allow 1 minute print time for each 75 students. The PDF will open automatically when complete. You will see a status page in your browser while the PDF is created.

Under no circumstances should student pictures be given to anyone. Instructors must not post, distribute, or otherwise distribute these pictures. Questions concerning student photos should be directed to Tina Falmer in the Office of the Registrar, 612-625-1054.