CLASS ROSTERS

How to view and print class rosters in Faculty Center

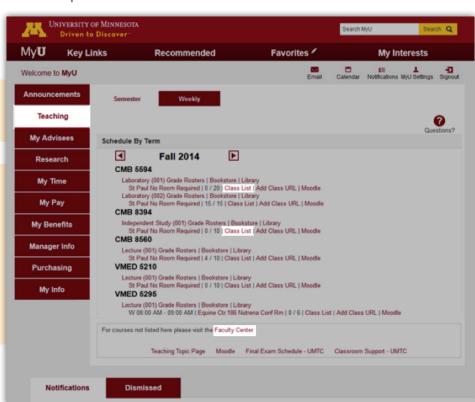
University of Minnesota

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 classes listed.

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



VIEWING/PRINTING CLASS ROSTERS - available as soon as students enroll in the class



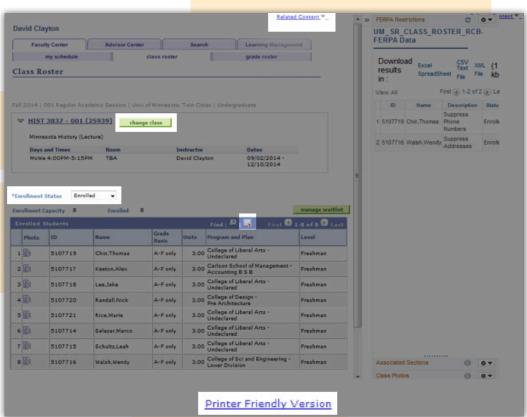
To view a roster, click the **Class Roster** icon next to a class or click the **class roster** sub tab under Faculty Center.

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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.

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.



Download the roster into Excel by clicking.

To print your class roster, click **Printer Friendly Version** and select the **Print** option from your browser window.

Notes:

- 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.
- To sort the roster in ascending order by any column title, click that column header. Click it again to sort in descending order.
- To make the font larger on the roster, click Ctrl + + on a PC (Cmd + + on a Mac) on the page.
- If you are using Firefox as your browser, click the *Printer Friendly Page* link. Right-click on the bottom frame, select This frame, Print frame.