

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 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.

The screenshot shows the MyU Faculty Center interface. The top navigation bar includes 'MyU', 'Key Links', 'Recommended', 'Favorites', and 'My Interests'. A sidebar on the left contains a menu with 'Teaching' highlighted. The main content area displays 'Welcome to MyU' and a 'Schedule By Term' section for 'Fall 2014'. A list of classes is shown, including CMB 5594, CMB 8394, CMB 8560, VMED 5210, and VMED 5295. Each class entry includes details like 'Grade Rosters', 'Bookstore', 'Library', and 'Class List'. A 'Faculty Center' link is visible at the bottom of the class list.

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.

The screenshot shows the 'Faculty Center' 'My Schedule' page for 'Fall 2014 | Univ of Minnesota, Twin Cities'. It includes a 'change term' button and links for 'View Personal Data Summary' and 'My Exam Schedule'. Below, there are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for 'Class Roster', 'Grade Roster', 'Learning Management', and 'Class Permissions'. The main section is a table titled 'My Teaching Schedule > Fall 2014 > Univ of Minnesota, Twin Cities'.

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

VP-CR-FC-9.11.15-SH

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.

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


[Printer Friendly Version](#)

FERPA Restrictions

UM_SR_CLASS_ROSTER_RCB - FERPA Data

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

ID	Name	Description	Status
1 5107719	Chin,Thomas	Suppress Phone Numbers	Enroll
2 5107716	Walsh,Wendy	Suppress Addresses	Enroll

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.