Accessing PeopleSoft Class Roster

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

2. Click on the Teaching tab to view your classes.

Note: If you do not see your class(es) listed, please contact your departmental scheduler.

3. Click on the Class List link.

Viewing Class Rosters - available as soon as students enroll in the class

You can click Change Class to view another class for the semester.

Select the Enrollment Status of Enrolled or Dropped to view any students who are enrolled or dropped.

Download the roster into Excel by clicking .

You can click any column header, such as Level or Program and Plan, to sort the roster in ascending order by column title. Click it again to sort by descending order.

To make the font larger on the roster, click Ctrl and + on PC (Cmd and + on Mac).
Related Content

Related content contains additional information relevant to your class roster.

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<td>Photos</td>
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<td>FERPA</td>
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<td>Assoc. Classes</td>
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**Photo** will display students with a year book style photo.

**FERPA** will display students and any FERPA suppression on their record.

**Assoc. Classes** will display students and the associated section they are enrolled in (if applicable).

**Email** will display students, including their email addresses.

**Pronouns** will list personal pronoun of student, if indicated.

For more information on pronouns, see: [z.umn.edu/gender_pronounfactsheet](http://z.umn.edu/gender_pronounfactsheet)

To open any of the Related Content areas:

1. Click on **Related Content** link in upper right of page and select desired category.

2. The **Related Content** will appear at the bottom of your screen.

![Image of Related Content](image)