

# HOW TO VIEW A CLASS ROSTER

## 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.

The screenshot shows the MyU.umn.edu interface. The 'TEACHING' tab is selected in the left sidebar. The main content area displays 'Fall 2017' and a 'MOODLE HOME' button. Below this, the class 'MUS 5460 - World Music Ensemble' is listed. A table shows details for the class, including 'Component', 'Time', 'Location', 'Class List', 'Moodle', and 'Grades'. The 'Class List' link is highlighted.

## 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).

The screenshot shows the 'Class Roster' interface for 'MUS 5460 - 001 (16291) World Music Ensemble (Laboratory)'. It includes a 'Change Class' button, an 'Enrollment Status' dropdown set to 'Enrolled', and a table of enrolled students. The table has columns for Notify, Photo, ID, Name, Grade Basis, Units, Program and Plan, and Level. Below the table are buttons for 'Select All', 'Clear All', 'Notify Selected Students', and 'Notify All Students'. A 'Printer Friendly Version' link is at the bottom right.

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1		#####	Acele, Rando	A-F only	1.00	College of Sci and Engineering - Mechanical Engr B M E	Senior 2nd Term
2		#####	Allegro, Cadence	A-F only	2.00	College of Sci and Engineering - Lower Division/University Honors Program	Senior
3		#####	Concerto, Elegy	A-F only	1.00	College of Sci and Engineering - Computer Science B S Comp Sc/Music	Senior 2nd Term
4		#####	Glis, Sando	A-F only	1.00	College of Liberal Arts - Music Ph D	Graduate Student
5		#####	Klangfarben, Melodie	A-F only	2.00	College of Sci and Engineering - Physics B S Phys/Astrophysics B S Astrop	Junior 2nd Term
6		#####	Nonet, Octave	A-F only	2.00	Coll of Continuing Education - Non Degree	Non-degree
7		#####	Ostinato, Reed	A-F only	1.00	College of Liberal Arts - Chemistry/Music B A	Senior 2nd Term

## Related Content

Related content contains additional information relevant to your class roster.

Related Content ▼
Photos
FERPA
Assoc. Classes
<b>Emails</b>
Pronouns

**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.

Related Content ▼
Photos
FERPA
Assoc. Classes
<b>Emails</b>
Pronouns

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

\*Enrollment Status

Enrollment Capacity 25      Enrolled 23

**Enrolled Students**      Personalize | Find | |      First 1-23 of 2

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
<b>Related Content</b> Photos      FERPA      Assoc. Classes <b>Emails</b> Pronouns							
<b>UM_SR_CLASS_ROSTER_RC_EML- Class Email List</b>							
Download results in :    Excel SpreadSheet    CSV Text File    XML File    (15 kb)							
View All							
EmplID	Last Name	First Name	Middle	Grading Basis	Units Taken	Pr	