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.

Class Email List will display students, including their email addresses.

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

Associated Sections will display students and the associated section they are enrolled in (if applicable).

Class Photo will display students with a year book style photo.

To open any of the Related Content areas:

1. Click on the ▼ icon and the Expand link to display the list.

2. Drag the left edge of the content area to expand the area.

srhelp@umn.edu
(612) 625-2803
asr.umn.edu/training-and-support