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.
VIEWING/PRINTING CLASS ROSTERS

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.