CLASS ROSTERS
How to view and print class rosters in Faculty Center

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.

srhelp@umn.edu
(612) 625-2803
asr.umn.edu/upgradetraining
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.