

# CLASS ROSTERS

How to view and print class rosters in Faculty Center

TRAINING & SUPPORT TEAM  
Academic Support Resources

UNIVERSITY OF MINNESOTA

## Accessing PeopleSoft Faculty Center


Log in to [MyU.umn.edu](http://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.

The screenshot shows the MyU Faculty Center interface. The 'Teaching' tab is selected in the left-hand navigation menu. The main content area displays a list of classes for the Fall 2014 term. Each class entry includes the course ID (e.g., CMB 5594), the class title, and links for 'Grade Rosters', 'Bookstore', 'Library', 'Class List', and 'Add Class URL'. A 'Faculty Center' link is visible at the bottom of the class list area.


## 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.


The screenshot shows the 'My Schedule' page in the Faculty Center. It displays a table of teaching classes for Fall 2014. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The 'Class Roster' icon is highlighted next to each class entry.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AMIN 3312-001 (27587)	AmIn Envl Issues/Perspectives (Lecture)	0	TBA	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3417-001 (20605)	Food in History (Lecture)	8	MoWe 8:15AM - 9:30AM	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3426-001 (26290)	Pirates of the Caribbean (Lecture)	10	MoWe 11:15AM - 12:30PM	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3837-001 (25939)	Minnesota History (Lecture)	8	MoWe 4:00PM - 5:15PM	TBA	Sep 2, 2014- Dec 10, 2014

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.