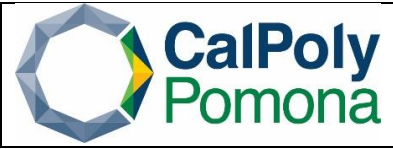
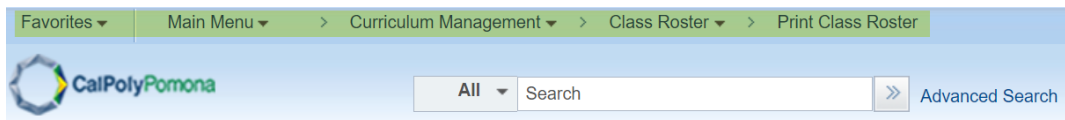


Print Class Roster



1. Navigate to Print Class Roster
2. Run Control ID
 - a. Click on the Search button to view a list of your Run Control IDs. Select the appropriate ID from your list. If you do not have a run control ID for 'Print Class Roster' proceed to D
 - b. If you do have a run control ID, select search and continue to number 3
 - c. Note: You may use the same Run Control ID to print Class Rosters for different terms, sessions, academic organization, subject areas, and class nbr.



Print Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

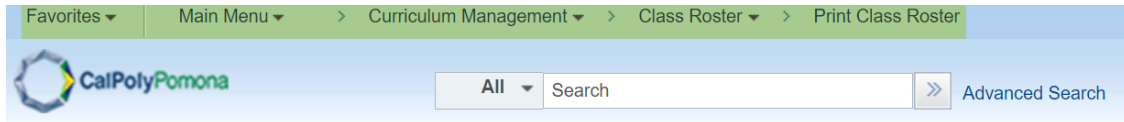
Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- d. Click on 'Add a New Value' tab/link and enter a Run Control ID. A Run Control ID cannot have any spaces; an underscore should be used in place of a space. Click on the Add button after you have entered a Run Control ID.



Print Class Roster

Find an Existing Value | **Add a New Value**

Run Control ID

Add

Recommendation
 The Run Control ID should reflect the type of report you're running. Do not include information such as term/qr., department name, etc. in your ID. We recommend one of the following IDs for the Class Roster report.

- 1) Class_Roster_Report
- 2) Print_Class_Roster

[Find an Existing Value](#) | [Add a New Value](#)

3. Report Criteria (Required Fields):
 - a. Term
 - b. Session
 - c. Academic Organization, or Subject Area, or Class Nbr
 - d. Students In The Report
4. Save
5. Click on Run



Print Class Roster

Run Control ID Print_class_roster Report Manager Process Monitor **Run**

*Academic Institution Cal Poly Pomona 1.

*Term Fall Semester 2020 3.

Assignment Find | View All 1 of 1

*Session Display Permissions +/-

*Sort Option

Select One of the Following

Academic Organization

Subject Area

Class Nbr 2.

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

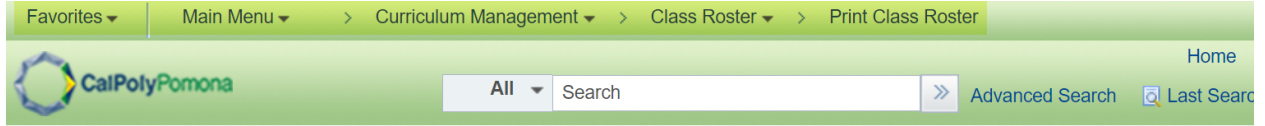
OEE Start Date Range

From:

To:

Save **Return to Search** **Notify** **Add** **Update/Display**

6. When you select run it will take you to the Process Scheduler Request window
 - a. Server name: PSUNX
 - b. Type: Web
 - c. Format: PDF
 - d. Ok



Process Scheduler Request

User ID 012884898

Run Control ID Print_class_roster

Server Name

Run Date

Recurrence

Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

If you select a report type of Email and would like to send the report to multiple people, click on Distribution. Email addresses should be separated by commas.

7. When you select it will take you back to the Print Class Roster page, but it will now have generated a Process Monitor number
 - a. Select Process Monitor

8. It will then take you to the View Process Request For page
 - a. Click on the Refresh button periodically until the Run Status shows “Success” and Distribution Status shows Posted”
 - b. Click on the Details link to view report processing details

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4250934		SQR Report	SRCLSRST	012884898	11/12/2020 12:35:51PM PST	Success	Posted	Details

9. Then select View Log/Trace

Navigation: Favorites ▾ | Main Menu ▾ > Curriculum Management ▾ > Class Roster ▾ > Print Class Roster > Process Monitor

CalPolyPomona | All ▾ | Search | >> | Advanced Search 🔍

Process Detail

Process

Instance 4250934	Type SQR Report
Name SRCLSRST	Description Class Roster
Run Status Success	Distribution Status Posted

Run

Run Control ID Print_class_roster	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Update Process

Date/Time

Request Created On 11/12/2020 12:36:16PM PST	Parameters	Transfer
Run Anytime After 11/12/2020 12:35:51PM PST	Message Log	
Began Process At 11/12/2020 12:36:34PM PST	Batch Timings	
Ended Process At 11/12/2020 12:37:00PM PST	View Log/Trace	

Actions

10. Select the link ending with PDF

View Log/Trace

Report

Report ID 2389928 Process Instance 4250934 [Message Log](#)
 Name SRCLSRST Process Type SQR Report
 Run Status Success

Class Roster

Distribution Details

Distribution Node CAPOMTST Expiration Date 12/27/2020

File List

Name	File Size (bytes)	Datetime Created
SQR_SRCLSRST_4250934.log	1,689	11/12/2020 12:37:00.380611PM PST
srclsrst_4250934.PDF	116,776	11/12/2020 12:37:00.380611PM PST
srclsrst_4250934.out	360	11/12/2020 12:37:00.380611PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	012884898

[Return](#)

11. Your report will look similar to the sample below

/cs/capomtst/appserv/prcs/capomtst/log_output/SQR_SRCLSRST_4250934/srclsrst_4250934.PDF 1 / 68

Report ID: SRCLSRST PageNo: 1
 CLASS ROSTER REPORT Run Date: 11/12/2020
 Run Time: 12:36:34

Term/Session: Fall Semester 2020 - Regular Academic Session Cal Poly Pomona
 Course: GSC 1100 Water in a Changing World (Lecture)
 Class#/Section: 71985 / 01
 Instructor: Anberst, Petrina E
 Class Dates: 08/20/2020 - 12/06/2020

ENROLLED Students

Student ID	Name/Pronouns	Basis	Units	Primary Academic Program	Major	Note
GRD		3.00	Undergraduate Baccalaureate	Environmen		
GRD		3.00	Undergraduate Baccalaureate	Undeclared		
GRD		3.00	Undergraduate Baccalaureate	Environmen		
GRD		3.00	Undergraduate Baccalaureate	Geology		
GRD		3.00	Undergraduate Baccalaureate	Landscape		
GRD		3.00	Undergraduate Baccalaureate	Environmen		
GRD		3.00	Undergraduate Baccalaureate	Civil Engr		
GRD		3.00	Undergraduate Baccalaureate	Communicat		
GRD		3.00	Undergraduate Baccalaureate	Communicat	Withdrawn	
GRD		3.00	Undergraduate Baccalaureate	Environmen		
GRD		3.00	Undergraduate Baccalaureate	Business A		
GRD		3.00	Undergraduate Baccalaureate	Environmen		
GRD		3.00	Undergraduate Baccalaureate	Business A		

12. If you need an excel version of the roster

- Choose Format CSV
- Follow steps 7-9
- Select the link ending in csv
- Your report will look similar to the sample below

Process Scheduler Request

User ID 012884898 Run Control ID Print_class_roster

Server Name Run Date

Recurrence Run Time [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web	CSV	Distribution

View Log/Trace

Report

Report ID 2389929 Process Instance 4250935 Message Log

Name SRCLSRST Process Type SQR Report

Run Status Success

Class Roster

Distribution Details

Distribution Node CAPOMTST Expiration Date 12/27/2020

File List

Name	File Size (bytes)	Datetime Created
SQR_SRCLSRST_4250935.log	1,713	11/12/2020 2:40:22.569504PM PST
srclsrst_4250935.csv	144,116	11/12/2020 2:40:22.569504PM PST
srclsrst_4250935.out	360	11/12/2020 2:40:22.569504PM PST

Distribute To

Distribution ID Type *Distribution ID

User 012884898

	A	B	C	D	E	F	G	H	I
1	PeopleSoft								
2	Report ID:	SRCLSRST	CLASS ROSTER REPORT	Page No. 1					
3	Run Date	11/12/2020							
4	Run Time	14:39:54							
5	Term/Session:	Fall Semester 2020 - Regular Academic Session	Cal Poly Pomona						
6	Course:	GSC 1100 Water in a Changing World (Lecture)							
7	Class#/Section:	71985 / 01							
8	Instructor:		Amherst, Petrina E						
9	Class Dates:	08/20/2020 - 12/06/2020							
10									
11									
12	ENROLLED Students								
13									
14	Student ID	Name/Pronouns	Basis	Units	Primary A Major	Note			
15									
16				GRD	3 Undergraduate Baccalaureate	Environmen			
17									
18				GRD	3 Undergraduate Baccalaureate	Undeclared			
19									
20				GRD	3 Undergraduate Baccalaureate	Environmen			
21									
22				GRD	3 Undergraduate Baccalaureate	Geology			
23									
24				GRD	3 Undergraduate Baccalaureate	Landscape			
25									
26				GRD	3 Undergraduate Baccalaureate	Environmen			
27									
28				GRD	3 Undergraduate Baccalaureate	Civil Engr			
29									
30				GRD	3 Undergraduate Baccalaureate	Communicat			
31									
32				GRD	3 Undergraduate Baccalaureate	Communicat	Withdrawn		
33									