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.

Favorites Main Menu Curriculum Management Class Roster Print Class Roster
CalPolyPomona All - Search >>> Advanced Search
✓
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.

	Curriculum Management ->	Class Roster - > Print Class Roste	er
CalPolyPomona	All Search	>	Advanced Search
Print Class Roster			
Eind an Existing Value Add a New V	alue	Recommendation The Run Control ID should reflect the type of report you're running. Do not include information such as term'qtr.,	
Run Control ID		department name, etc. in your ID. We recommend one of the following IDs for the Class Roster report:	
Add		1) Class_Roster_Report 2) Print_Class_Roster	
Find an Existing Value Add a New Value			
 Report Criteria (Required F a. Term Session Academic Organiza Students In The Re 	ition, or Subject Area,	or Class Nbr	
 Save Click on Run 			
5. Click on Run	um Management + → Class Roster +	> Print Class Roster	lines
5. Click on Run	um Management → Class Roster → All → Search	Print Class Roster Advanced Search Q La	Home st Search Results
5. Click on Run Favorites Main Menu Curricul CalPolyPomona Print Class Roster Run Control ID Print_class_roster	All Search Report M	Advanced Search Q La	
5. Click on Run Favorites Main Menu Curricul CalPolyPomona Print Class Roster Run Control ID Print_class_roster *Academic Institution POCMP Cal	All V Search	Advanced Search Q La	st Search Results
5. Click on Run Favorites → Main Menu → > Curricul CalPolyPomona Print Class Roster Run Control ID Print_class_roster *Academic Institution POCMP Q Cal *Term 2207 Q Fall Assignment	All Search Report M Poly Pomona 1.	Advanced Search Q La anager Process Monitor Run	st Search Results
5. Click on Run Favorites → Main Menu → Curricul CalPolyPomona Print Class Roster Run Control ID Print_class_roster *Academic Institution POCMP Q Cal Term 2207 Q Fall Assignment *Session	All Search Report M Poly Pomona Semester 2020 Display Permissions	Advanced Search Q La	st Search Results
5. Click on Run Favorites → Main Menu → > Curricul CalPolyPomona Print Class Roster Run Control ID Print_class_roster *Academic Institution POCMP Q Cal *Term 2207 Q Fall Assignment	All Search Report M Poly Pomona Semester 2020	Advanced Search Q La anager Process Monitor Run	st Search Results
5. Click on Run Favorites ▼ Main Menu ▼ > Curricul CalPolyPomona Print Class Roster Run Control ID Print_class_roster *Academic Institution POCMP Q Cal *Term 2207 Q Fall Assignment *Session*Sort Option Name	All Search Report M Poly Pomona Semester 2020 Display Permissions Students In The Report	Advanced Search Q La anager Process Monitor Run Find View All 1 of 1	st Search Results
5. Click on Run Favorites ▼ Main Menu ▼ > Curricul CalPolyPomona Print Class Roster Run Control ID Print_class_roster *Academic Institution POCMP Q Cal *Term 2207 Q Fall Assignment *Sort Option Name Select One of the Following	All Search Report M Poly Pomona Semester 2020 Display Permissions Students In The Report	Advanced Search Q La anager Process Monitor Run Find View All 1 of 1 T T T OEE Start Date Range	st Search Results
5. Click on Run Favorites → Main Menu → Curricul CalPolyPomona Print Class Roster Run Control ID Print_class_roster *Academic Institution POCMP Q Cal *Term 2207 Q Fall Assignment *Session	All Search Report M Poly Pomona Semester 2020 Display Permissions Students In The Report Students In The Report Enrolled Students	Advanced Search Q La anager Process Monitor Run Find View All 1 of 1 To find View All 1 of 1 To find View All 1 of 1	st Search Results

6.	When you select run it will take	you to the Process Scheduler Request winde	зw

- a. Server name: PSUNX
- b. Type: Web
- c. Format: PDF
- d. Ok

Favorites -	Main Menu 🗸	>	Curriculu	um Managem	nent 🗸 >	Class Roster -	>	Print Class Rost	er	
	yPomona			Ali 👻	Search			>	Advanced Search	Home
Dresses Cal	- dular Damost									N

Process Scheduler Request

	User ID	012884898			Run Contro	ID Print_clas	ss_roster	
	Server Name	PSUNX	~	Run Da	ite 11/12/202	20		
	Recurrence		\checkmark	Run Tir	ne 12:35:51	PM	Reset to Cur	rent Date/Time
	Time Zone	PST Q Pacific T	īme (US)					
Proce	ss List							
Select	Description		Process Name	P	rocess Type	* Type	* Format	Distribution
~	Class Roster		SRCLSRST	S	QR Report	Web	✓ PDF	Distribution
OK	Cance	21			send the	a report type of e report to multip . Email addresse by comm	ole people, click es should be sep	on

- 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

Favorites -	Main Menu 🗸 🛛 > Curriculu	m Management 🗸 > Class Roster 🗸	> Print Class Roster
1000			Но
CalPo	IyPomona	All - Search	Advanced Search Q Last \$
FTIIIL GIAS	51105101		
	Run Control ID Print_class_roster	Report M	Ianager Process Monitor Run
*Acad	emic Institution POCMP Q Cal F	Poly Pomona	Process Instance:4250934
		Semester 2020	
Assignment			Find View All 1 of 1
	*Session ~	Display Permissions	+ -
	*Sort Option Name	\checkmark	
Select Or	ne of the Following	Students In The Report	OEE Start Date Range
Acaden	nic Organization	Enrolled Students	From:
	Subject Area	Dropped Students	То:
	Class Nbr	☐ Waitlisted Students	
R Save	Return to Search		Add Dydate/Display
8. It w	•	w Process Request For page utton periodically until the R	un Status shows "Success" and

- Distribution Status shows Posted"
- b. Click on the Details link to view report processing details

Favori	ites 🗸	Main M	enu 🗸 💦 🖂 Cur	rriculum Management	- > Clas	s Roster 🗸 > 🛛 Print Class Ro	ster > Process	Monitor	
~								Home	Add to Fav
	CalPoly	Pomona		All 👻 Sea	arch	>>	Advanced Search	🧕 Last Sear	ch Results
Proce	ess List	Server L	ist					Nev	w Window He
		Request							
Us	ser ID 012	884898	🔍 Туре	~	Last	\checkmark	1 All ~	Refr	resh
s	erver		✓ Name	Q	Instance	From Instance	ce To	Report Ma	anager
Ru	n Status		 ✓ Distrib 	ution Status		✓ Save On Refresh			
Proc	ess List					Personalize Find Vi	ew All 🗾 🔣	First 🚯 1 o	of 1 🕟 Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	4250934		SQR Report	SRCLSRST	012884898	11/12/2020 12:35:51PM PST	Success	Posted	Details

9. Then select View Log/Trace

. Then select View Log/Trace					
Favorites Main Menu Curriculum	Manageme	ent 👻 > Class Roster 👻 >	Print Class Roster	> Process Mor	itor
CalPolyPomona	All 👻	Search	*	Advanced Search	٥
Process Detail					
Process					
Instance 4250934		Type SQR Report			
Name SRCLSRST		Description Class Roster			
Run Status Success	Distri	bution Status Posted			
Run		Update Process			
Run Control ID Print_class_roster		Hold Request			
Location Server		Queue Request			
Server PSUNX		Cancel Request			
Recurrence		Re-send Content	Restart	Request	
Date/Time		Actions			
Request Created On 11/12/2020 12:36:16	SPM PST	Parameters	Transfer		
Run Anytime After 11/12/2020 12:35:51	IPM PST	Message Log			
Began Process At 11/12/2020 12:36:34	IPM PST	Batch Timings			
Ended Process At 11/12/2020 12:37:00	PM PST	View Log/Trace			

OK Cancel

10. Select the link ending with PDF

CalPolyPomona	All 👻	Search	X	Advanced Search
/iew Log/Trace				
Report				
Report ID 2389928	Process Instance 425	0934 Message Log		
Name SRCLSRST	Process Type SQ	R Report		
Run Status Success				
Class Roster				
Distribution Details				
Distribution Node CAPOMTST	Expiration Dat	e 12/27/2020		
File List				
Name	File Size (bytes)	Datetime Created		
SQR_SRCLSRST_4250934.log	1,689	11/12/2020 12:37:00.380611P	M PST	
srclsrst_4250934.PDF	116,776	11/12/2020 12:37:00.380611P	M PST	
srclsrst_4250934.out	360	11/12/2020 12:37:00.380611P	M PST	
Distribute To				
Distribution ID Type	*Distribution ID			
User	012884898			

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		
24	port ID: SRCLSRST Term/Session: Course: Class/Section: Instructor: Class Dates:	Fall Semester 2020 GSC 1100 Water in 71995 / 01 Anherst, Petrina R 08/20/2020 - 12/	a Changin	CLAS:		Cal Poly	Page No. 1 Run Date 11/12/2020 Run Time 12:34:34 Pomona
	ENROLLED Students						
	Student ID Name/Pror	nouns	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

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

Favorites 🗸	Main Menu 🗸	> Curricu	ulum Managem	ent 🗸 > Cla	ss Roster	r 🕶 🔿	Print Class	s Roster			
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Caipol	lyPomona		All 👻	Search				» Ad	lvanced S	earch	🗟 Last
rocess Scl	neduler Reques	t									
				_							
	User ID 01288489	98		Ru	n Contro	ID Pr	int_class_ro	ster			
Serv	ver Name PSUNX		~	Run Date	11/12/202	20	31				
Re	currence		\checkmark	Run Time	2:39:12PI	М	Re	set to Cur	rent Date/	Time	
	me Zone PST	Pacific	c Time (US)								
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	s Roster		SRCLSRST		Report		Web ~	CSV		tribution	
OK	Cancel										
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Favorites 👻	Main Menu 😽 🔰 Cu	urriculum Manageme	ent 🗸 > Class R	coster 👻 > Print (Class Roster	r > F	Process Monitor				
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-		All 👻	Search		» A	dvanced	Search 🧕 La	st Search Re	esults		
ew Log/Trace											
Report ID 2389	1929 Pr o	cess Instance 42	50935 M	lessage Log							
Name SRC		Process Type SQ									
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