# **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 <del>-</del>	>	Curriculum Manage	ment 🔫	>	Class Roster 👻	>	Print Class F	Roste	r
100										
CalPol	yPomona		All 🖣	Searce	ch				≫	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

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.

Favorites - Main Me	enu 🗸 💦 > Curricul	um Management 🗸	<ul> <li>Class Roster </li> </ul>	Print Class Roster	
CalPolyPomona		All - Sea	rch	Advanced Searc	ch
Print Class Roster					
Eind an Existing Value	Add a New Value		Recommendation The Run Control ID sho type of report you're rut	uld reflect the	
Run Control ID			include information suc department name, etc. recommend one of the the Class Roster repor	1 as term/qtr., n your ID. We following IDs for :	
Add			1) Class_Roster_Repc 2) Print_Class_Roster	t	

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

Favorites	Management - > Class Roster	Print Class Roster	
A		н	ome
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<b>&gt;</b>			
Print Class Roster			
Run Control ID Brint along rooter	Poport	Manager Breases Maniter Run	
	Report		
*Academic Institution POCMP 🤍 Cal Po	bly Pomona	<u>.</u>	
*Term 2207 Q			
Assignment	ennester 2020	Find Minu 4 of 1	
Assignment			
*Session 🗸 🗸 🗸	Display Permissions	+ -	
*Sort Option Name	~		
Select One of the Following	Students In The Report	OFF Start Date Range	
	Students in the Report	OLL Otart Date Range	
Academic Organization	Enrolled Students	From:	
Subject Area			
Subject Area	Dropped Students	То:	
Class Nbr 🔍	Waitlisted Students		
2.			
Save Q' Return to Search		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

Favorites -	Main Menu 🗸	> Curricu	lum Managem	ient 🗸 >	Class Roster 🗸	>	Print Class Ros	er	
Contrast Comment								Home	
CalPolyPomona			All 👻	Search			>>	Advanced Search	🗟 Last Searc
									N

### Process Scheduler Request

	User ID	012884898		Run Control ID Print_class_roster								
	Server Name	PSUNX	$\sim$	Run Date	11/12/2020	31						
	Recurrence		$\sim$	Run Time	12:35:51PM		Reset to Curre	ent Date/Time				
	Time Zone	PST Q Pacific T	ïme (US)									
Proce	ss List											
Select	Description		Process Name	Process Type		* Type	* Format	Distribution				
✓	Class Roster		SRCLSRST	SRCLSRST SQR Report V				Web  V PDF V Distribution				
OK	Cance	3		lf [	you select a rep send the repo Distribution. Ema	ort type of ort to multip il addresse by comm	Email and would ble people, click o es should be sepa has.	like to n ırated				

- 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 🗸 🛛 > Curriculur	m Management 🗸 > 🛛 Class Roster 🗣	Print Class Roster
1			Hor
CalPot	yPomona	All - Search	Advanced Search of Last S
гин оназ	5 1105101		
F	Run Control ID Print_class_roster	Report M	Ianager         Process Monitor         Run           Process Instance:4250934         Process Instance:4250934         Process Instance:4250934
*Acade	emic Institution POCMP Q Cal P	oly Pomona	
	*Term 2207 Q Fall S	Semester 2020	
Assignment			FindView All1 of 1
	*Session ~	Display Permissions	+ -
	*Sort Option Name	~	
Select On	e of the Following	Students In The Report	OEE Start Date Range
Academ	ic Organization	Enrolled Students	From:
	Subject Area	Dropped Students	То:
	Class Nbr	☐ Waitlisted Students	
Save	Return to Search		📑 Add 🛛 🖉 Update/Display

- 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

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1											Home	Add to Favor
CalPolyPomona					All 👻 Se	earch		>>	Advanced Search	🗟 Last Sea	arch Results	
Proce	Process List     Server List											
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Us	ser ID 012	884898	Q	Туре		~	Last	$\checkmark$	1	All ~	Re	efresh
s	erver		$\sim$	Name		C	Instance	From	Instanc	e To	Report I	Manager
Ru	n Status		~	Dist	ribution Sta	tus		✓ ✓ Save €	On Refresh			
Proc	ess List							Persor	nalize   Find   Vie	ew All   🖪   🔣	First 🕚 1	of 1 🕟 Last
Select	Instance	Seq.	Proces	s Type		Process Name	User	Run Date/Time		Run Status	Distribution Status	Details
	4250934		SQR F	Report		SRCLSRS	012884898	11/12/2020 12:	35:51PM PST	Success	Posted	Details

## 9. Then select View Log/Trace

Favorites  Main Menu  Curriculum Management	nt 🔹 > Class Roster 🔹 >	Print Class Roster > Process Monitor
CalPolyPomona All -	Search	>>> Advanced Search
Process Detail		
Process		
<b>Instance</b> 4250934	Type SQR Report	
Name SRCLSRST	Description Class Roster	
Run Status Success Distrib	oution Status Posted	
Run	Update Process	
Run Control ID       Print_class_roster         Location       Server         Server       PSUNX         Recurrence	Hold Request Queue Request Cancel Request Delete Request Re-send Content	Restart Request
Date/Time	Actions	
Request Created On         11/12/2020 12:36:16PM PST           Run Anytime After         11/12/2020 12:35:51PM PST           Began Process At         11/12/2020 12:36:34PM PST           Ended Process At         11/12/2020 12:37:00PM PST	Parameters Message Log Batch Timings View Log/Trace	Transfer

OK Cancel

### 10. Select the link ending with PDF

Favorites - Main Menu -	Curriculum Managemer	it ▼ → Class Roster ▼ →	Print Class Roster	> Process Monito							
CalPolyPomona	All 👻 ş	Search	>	Advanced Search							
liow Log/Trace											
Report											
Report ID 2389928	Process Instance 4250	0934 Message Log									
Name SRCLSRST Process Type SQR Report											
Run Status Success											
Class Roster											
Distribution Details		10/07/0000									
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 12:37:00.380611	PM PST								
srclsrst_4250934.PDF	116,776	11/12/2020 12:37:00.380611	PM PST								
srclsrst_4250934.out	360	11/12/2020 12:37:00.380611	PM PST								
Distribute To											
Distribution ID Tune	*Distribution ID										
Distribution iD Type											

11. Your report will look similar to the sample below

/cs/capomtst/appserv/prcs/capomtst/log_output/SQR_SRCLSRST_4250934/srcls	rst_4250934.PDF				1 / 68		
	Report ID: SRCLSRST			CLAS	PeopleSoft S ROSTER REPORT		Page No. 1 Run Date 11/12/2020 Run Time 12:36:34
	Term/Session: Course: Class#/Section: Instructor: Class Dates:	Fall Semester 2020 GSC 1100 Water in 71985 / 01 Amherst, Petrina E 08/20/2020 - 12/	- Regular a Changin 06/2020	Academi g World	c Session (Lecture)	Cal Poly	Pomona
	ENROLLED Students						
	Student ID Name/Pro	nouns	Basis	Units	Primary Academic Program	Major	Note
			GRD	3.00	Undergraduate Baccalaureate	Environmen	n
			GRD	3.00	Undergraduate Baccalaureate	Undeclared	d
			GRD	3.00	Undergraduate Baccalaureate	Environmen	n
			GRD	3.00	Undergraduate Baccalaureate	Geology	
			GRD	3.00	Undergraduate Baccalaureate	Landscape	
			GRD	3.00	Undergraduate Baccalaureate	Environmen	n
			GRD	3.00	Undergraduate Baccalaureate	Civil Eng	r
			GRD	3.00	Undergraduate Baccalaureate	Communicat	t
			GRD	3.00	Undergraduate Baccalaureate	Communicat	t Withdrawn
			GRD	3.00	Undergraduate Baccalaureate	Environmen	n
			GRD	3.00	Undergraduate Baccalaureate	Business J	λ
			GRD	3.00	Undergraduate Baccalaureate	Environmen	n
			GRD	3.00	Undergraduate Baccalaureate	Business J	λ

- 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 🗸	> Currice	ulum Manag	ement 🗸	> Class	s Rostei	r 🕶 🔿	Print Clas	s Roster			
1 Callbert	Company		_									Hor
CalPoi	yPomona		All	<ul> <li>Searc</li> </ul>	h				» Ad	vanced Se	earch	🔍 Last S
Process Sch	eduler Request											
	User ID 012884898				Run	Contro	I <b>ID</b> Pr	int_class_ro	oster			
Serv	er Name PSUNX		~	Ru	n Date 11	1/12/202	20	31				
Rec	currence		$\sim$	Ru	n Time 2:	39:12PI	М	Re	eset to Cur	rent Date/	Time	
Tir	me Zone PST	Pacific	Time (US)									
Process Lis	st		_			_						
Select Descr	iption		Process	Name	Proces	s Type		* Type	*Format	Dist	ribution	
Class	Koster		SRCLSF	(51	SQRR	сероп		vveb ~	CSV	✓ Dis	ridution	
OK	Cancel											
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Favorites - N	Main Menu 👻 > Curricu	lum Managem	ent 👻 > Clas	ss Roster 👻	> Print Cla	ass Roster	r > F	Process Monitor	Homo	Add to Equari		ian Out
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Report												
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Name SRCL	SRST Pro	cess Type SC	R Report		- 3							
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Class Roster												
Distribution Deta	ils											
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File List		0	D. L. I'm D									
Name SQR SRCLSRST 4	250935.log 1.7	13	11/12/2020	2:40:22.5695	04PM PST							
srclsrst_4250935.csv	144	4,116	11/12/2020	2:40:22.5695	04PM PST							
srclsrst_4250935.out	360	)	11/12/2020	2:40:22.5695	04PM PST							
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User	0	12884898										
srclsrst_4250935.c	sv A										Show	v all X
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2 Report ID:	SRCLSRST		CLASS ROSTER R	EPORT		Page No.	1					
3 Run Date 4 Run Time		11/12/2020 14:39:54	l									
5 Term/Session: 6 Course:	Fall Semester 2020 - Regular Aca GSC 1100 Water in a Changing W	demic Session /orld (Lecture)	Cal Poly Pomon	a								
7 Class#/Section:	71985 / 01	. ,	Amharst Datrin	۰ <i>۲</i>								
9 Class Dates:	08/20/2020 - 12/06/2020		Annerst, Petriñ	u E								
11												
12 ENROLLED Students 13												
14 Student ID 15	Name/Pronouns		Basis			Units	Primary A	Major		Note		
16						GRD	3	Undergraduate	Baccalaureate	Environmen		
18						GRD	3	Undergraduate	Baccalaureate	Undeclared		
20						GRD	3	Undergraduate	Baccalaureate	Environmen		
21 22						GRD	3	Undergraduate	Baccalaureate	Geology		
23 24						GRD	3	Undergraduate	Baccalaureate	Landscape		
25						GRD		Undergraduato	Baccalaureste	Environmen		
27						GRD		Undorgendunt	Passalar	Civil Er		
29						GKD	3	unuergraduate	baccalaureate	CIVII Engr		
30 31						GRD	3	Undergraduate	Baccalaureate	Communicat		
32 33						GRD	3	Undergraduate	Baccalaureate	Communicat	Withdrawn	