

# **Print Batch Class Roster Report**

# Important Information

Batch Class Roster Reports are run for multiple classes. To run a Class Roster for one specific class, see the *Use the Class Roster step-by-step procedure*.

# **Navigation**

Menu > Curriculum Management > Class Roster > Print Class Roster

# Find an Existing Value Page



- To use an existing Run Control ID, click
   Search
- Select the desired Run Control ID from the search results.
- 3. To add a new Run Control ID, click Add a New Value.

### Add a New Value Page



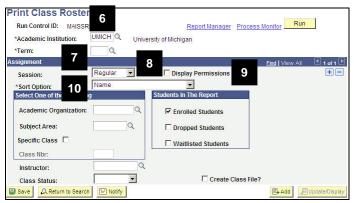
4. Type the ID in the **Run Control ID** field.

Note: The Run Control ID is associated only with your Operator ID. It is helpful to assign the Run Control ID a name that is easy to remember so that you can find and reuse the Run Control ID in the future (e.g., ACCClassRosters).

5. Click Add

Step-By-Step Procedure

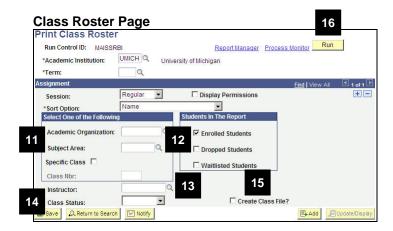
# **Class Roster Page**



- 6. Confirm that the **Academic Institution** field defaults to **UMICH**.
- 7. Select the term from the drop-down list in the **Term** field.
- 8. Select the session from the drop-down list in the **Session** field.
- 9. If desired, turn on the **Display Permissions** checkbox to view permissions in the report.

**Note:** The Batch Class Roster Report cannot be run using just Display Permissions. A checkbox must also be selected in the Students In the Report box.

10. Confirm that the **Sort Option** field defaults to **Name**.



- 11. Enter a value in either the **Academic Organization** field or the **Subject Area**field.
- Turn on the Enrolled Students and/or Waitlisted Students checkboxes in the Students in the Report box.

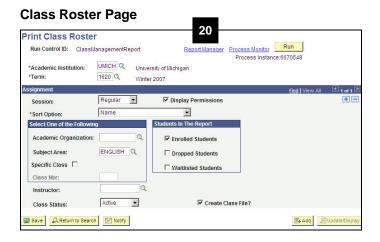
#### Notes:

- At least one value must be selected.
- Including "Enrolled Students" and "Display Permissions" may result in duplicate student information. The information in the report is accurate, but students with permissions may display twice.
- Including Dropped Students in the Class Roster Report is not necessary because dropped students are not tracked in this system.
- 13. If desired, type or select an **Instructor EmplID** in the **Instructor** field.
- Select the Class Status you want to include in the report. Valid Values include: Active, Cancelled, or Stop EnrI (Stop Enrollment).
- 15. If desired, turn on the Create Class File? checkbox to generate a Batch Class Roster Report csv file (used to import Batch Class Roster Report into Excel) for each class returned based on the run control criteria.
- 16. Click Run . The Process Scheduler Request page displays.

# **Process Scheduler Request Page**



- 17. Select **PSUNX** from the drop-down list in the **Server Name** field.
- Verify Web is selected in the Type field and PDF is selected in the Format field.
- 19. Click OK You will automatically be taken back to the Print Class Roster page.



20. Click Report Manager.

# **Report List Page**



21. The Report List Page will appear. Click the **Administration** page tab.

# Report/Log Viewer Page



Note: If the Status of the report reads

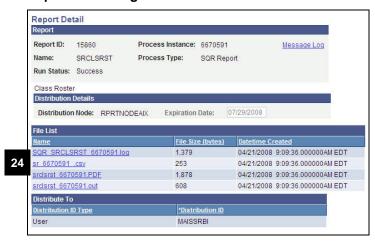
Processing, click Refresh until the Status reads Posted

22. To view the Batch Class Roster Report from the .PDF file, click <u>Class Roster</u> in the Description column.

**Note:** The .PDF file will be launched in a new window.

23. To view the Batch Class Roster Report in Excel, click **Details**. The Report Detail page displays.

# **Report Detail Page**



24. Click on the **csv** file link to open the Batch Class Roster Report in Excel.

### **PDF Batch Class Roster Report**



25. View the Batch Class Roster Report and print it from the .PDF file. Click to close the .PDF file.

**Note:** The Report List page is still open in the original window. Use your explorer to return to the Report List page.

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