

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

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 by: Run Control ID begins with

Case Sensitive

1 [Search](#) | [Advanced Search](#)

2 **Search Results**

Run Control ID	Language Code
ClassManagementReport	English
MAISSRBI	English
RunClassManagementReport	English

[Find an Existing Value](#) | [Add a New Value](#) **3**

1. To use an existing Run Control ID, click **Search**.
2. 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

Print Class Roster

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Run Control ID: **4**

5 [Add](#)

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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**.

Class Roster Page

The screenshot shows the 'Print Class Roster' interface. At the top, there is a 'Run Control ID' field with 'MAISSR' and a 'Run' button. Below this is the '*Academic Institution' field, which is set to 'UMICH' (University of Michigan). The '*Term' field is empty. The 'Assignment' section includes a 'Session' dropdown menu set to 'Regular' and a 'Display Permissions' checkbox. The '*Sort Option' dropdown menu is set to 'Name'. A 'Students In The Report' dialog box is open, showing three options: 'Enrolled Students' (checked), 'Dropped Students' (unchecked), and 'Waitlisted Students' (unchecked). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

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**.

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Print Class Roster

Run Control ID: MAISSRBI [Report Manager](#) [Process Monitor](#)

*Academic Institution: UMICH University of Michigan

*Term:

Assignment Find | View All | 1 of 1

Session: Regular Display Permissions

*Sort Option: Name

Select One of the Following **12**

Academic Organization: **11**

Subject Area: **12**

Specific Class

Class Nbr:

Instructor: **13**

Class Status: **14**

Create Class File? **15**

Students in The Report

Enrolled Students

Dropped Students

Waitlisted Students

11. Enter a value in either the **Academic Organization** field or the **Subject Area** field.
12. 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.
 14. Select the **Class Status** you want to include in the report. Valid Values include: **Active**, **Cancelled**, or **Stop Enrl** (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 . The Process Scheduler Request page displays.

Process Scheduler Request Page

Process Scheduler Request

User ID: MAISSRBI Run Control ID: ClassManagementReport

17 Server Name: PSUNX Run Date: 04/18/2008
 Recurrence: PSOCDB Run Time: 2:34:16PM
 Time Zone: PSNT
 PSOS390
 PSUNX

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

19 OK Cancel 18

17. Select **PSUNX** from the drop-down list in the **Server Name** field.
18. 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.

Class Roster Page

Print Class Roster 20

Run Control ID: ClassManagementReport Report Manager Process Monitor Run
 Process Instance: 6670548

*Academic Institution: UMICH University of Michigan
 *Term: 1820 Winter 2007

Assignment Find | View All 1 of 1

Session: Regular Display Permissions
 *Sort Option: Name

Select One of the Following

Academic Organization: ENGLISH
 Subject Area: ENGLISH
 Specific Class
 Class Nbr:
 Instructor:
 Class Status: Active Create Class File?

Save Return to Search Notify Add Update/Display

20. Click Report Manager.

Report List Page

List Explorer Administration 21

View Reports For

Folder: Instance: to: Refresh
 Name: Created On: Last: 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 SR778P-	GRADE REPORT	SR Student Records	04/18/08 9:22AM	15754	6670481

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 **Class Roster** 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

Student ID	Name	Username	Units	Level	Career	Print Proc	Note	End Date
2749992	Pitman21, Ashley	APitman21	4.00	Freshman	02 LE5A	02 LE5A		08-DEC-2006
0113735	Pitman16, Patrick Jamie	PPitman16	4.00	Junior	02 LE5A	02 LE5A		15-DEC-2006
4984663	Pitman05, Britney Nicole	Npitman05	4.00	Freshman	02 Kine	02 Kine		08-DEC-2006
6099963	Pitman24, Amanda Lynn	LynnPitman24	4.00	Freshman	02 LE5A	02 LE5A		11-DEC-2006
9056474	Pitman08, Emily Christine	ChristiePitman08	4.00	Freshman	02 LE5A	02 LE5A		12-DEC-2006
32654782	Pitman64, David Edward	DavePitman64	4.00	Freshman	02 LE5A	02 LE5A		12-DEC-2006

25. View the Batch Class Roster Report and print it from the .PDF file. Click **X** 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.