

Print a Class/Grade Roster

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Find an Existing Value | Add a New Value

Search by: Run Control ID begins with

Case Sensitive

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Search Results

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Run Control ID	Language Code
psreports	English

If you already have a Run Control ID click **Search** and then choose the Run Control ID from the list (as shown in this example).

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

Run Control ID: psreports

Add



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

If you do not have a Run Control ID click the **Add a New Value** tab and add the new Run Control ID (we suggest that you call it “psreports”).

This will bring you to the **Class Roster** page.

The screenshot shows the 'Class Roster' web application interface. At the top, it displays 'Run Control ID: PSREPORTS' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this, there are search fields for '*Academic Institution:' (containing 'USBNY') and '*Term:' (containing '1078'), with corresponding results 'SUNY at Stony Brook' and 'Fall 2007'. A main section titled 'Assignment' contains a '*Session:' dropdown menu set to 'Full Fall Semester Session' and 'Sort Options:' set to 'Status, Last Name, First Name'. To the left of this section is a 'Select One of the Following' panel with search fields for 'Academic Organization:', 'Subject Area:' (containing 'AMS'), 'Catalog Nbr:', and 'Class Nbr:'. To the right is a 'Students In The Report' panel with checkboxes for 'Enrolled Students' (checked), 'Dropped Students', and 'Waitlisted Students'. Further right is a 'Report Print Options' panel with checkboxes for 'Display Class Info (CSV Only)', 'Display Grades', and 'Display Permissions'. At the bottom of the interface are buttons for 'Save', 'Add', and 'Update/Display'.

Enter the parameters for your report:

1. Enter the **Term** and the appropriate **Session** for that Term. (The Session Code is required!)
2. Choose the **Sort Options**.
3. Select one of the following:
 - **Academic Organization** if you want rosters for all of the classes in your department.
 If you do not know the Academic Organization code for your department click the **Lookup** button to search for it.
 - **Subject Area** if you want rosters for classes in a specific Subject Area.
 - **Subject Area** and **Catalog Number** if you want rosters for classes in a specific Subject Area and Catalog Number.
 - **Class Nbr** if you want a roster for one specific class.
 If you do not know the Class Number click the **Lookup** button and choose the Advanced Search link to search for the class by Subject Area, Catalog Number and Class Section.

IMPORTANT! If you have a value in one field the other fields will gray out. To “un-gray” the grayed out fields you must remove the value from the field and then press your TAB key.

4. Select the group(s) of students that you want included in your report – **Enrolled, Dropped, Waitlisted**.

5. Select the **Report Print Options**: Class Rosters print in **.pdf** format by default.

If you want your class roster(s) in **.csv** format so that you can save it as an Excel spreadsheet you must select **Display Class Info (CSV Only)**.

Select the **Display Grades** checkbox if you want your roster to include grades. This option is only available in **.pdf** format.

6. Click **Run**

To Retrieve Your Report:

Click the **Report Manager** link to go to the **Report List** page.

Your report will only be listed in the Report Manager once the process has run successfully on the server.

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Administration' and 'Archives'. Below that, there's a 'View Reports For' section with fields for 'User ID' (SRDPTSCH), 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance'. A 'Refresh' button is highlighted with a red box. Below this is a 'Report List' table with columns: 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. Two reports are listed: one with ID 7725 and status 'Posted', and another with ID 7724 and status 'Processing'. The 'Status' and 'Details' columns are highlighted with a red box. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Go back to SU Class Roster(s)' link. At the bottom left is a 'Save' button.

Keep clicking the **Refresh** button to refresh the page status

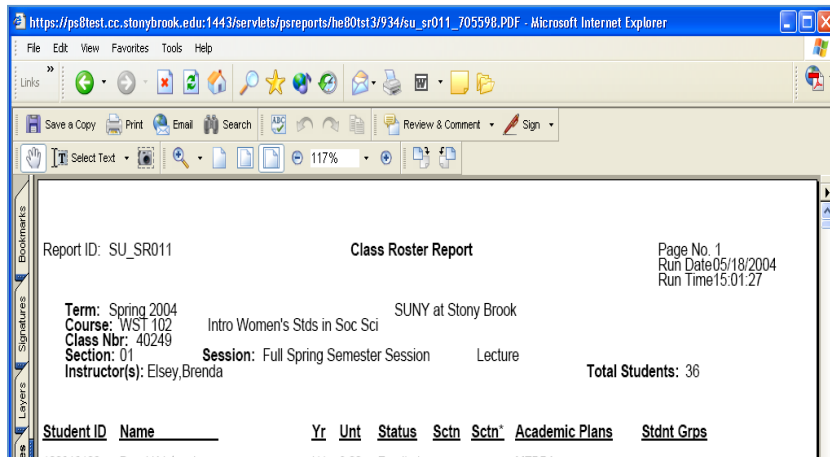
When the status displays "Posted" click the **Details** link to retrieve your report

The screenshot shows the 'Report Detail' page. It includes fields for 'Report ID: 7725', 'Process Instance: 2525802', 'Name: SU_SR011', and 'Process Type: SQR Report'. Below that, it shows 'Run Status: Success' and 'Class Roster Report'. There's a 'Distribution Details' section with 'Distribution Node: pnsrepos1' and 'Expiration Date: 12/27/2007'. The 'File List' section has columns 'Name', 'File Size (bytes)', and 'Datetime Created'. Three files are listed: 'SQR_SU_SR011_2525802.log', 'su_sr011_2525802.PDF' (highlighted with a red box), and 'su_sr011_2525802.out'. Below that is a 'Distribute To' section with 'Distribution ID Type' and '*Distribution ID' columns, and a 'User' field with the value 'SRDPTSCH'.

Click the **.pdf** or **.csv** file listed on this page.

Note: If you do not see a **.pdf** for **.csv** file, the process ran but did not produce any output for a report. Go back and check the parameters entered on the **Class Rosters** page to make sure they are correct then run your report again.

The **.pdf** report will open in Adobe Acrobat.

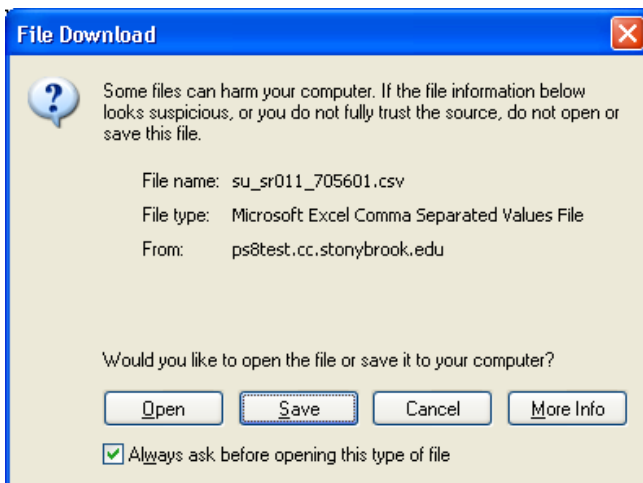


Click the **Print** button to print it.

Click the **Close** button (**X**) in the upper right corner of the Adobe window to close it.

Cancel out of the **Report Detail** window.
Click **Go back to Class Rosters** to return to that page.

The **.csv** report will display this dialog box:



Click **Save**.

You can open the report in Excel later.

After saving, cancel out of the **Report Detail** window.
Click **Go back to Class Rosters** to return to the **Class Rosters** page.