Print a Class/Grade Roster

Navigation:

SBU > SBU Student Records > Curriculum Management > Class Rosters

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).

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.

### Class Roster

- **Run Control ID:** PSREPORTS
- **Report Manager:** Process Monitor
- **Run** button

**Academic Institution:** SUNY at Stony Brook

**Term:** Fall 2007

### Assignment

**Session:** Full Fall Semester Session

**Sort Options:** Status, Last Name, First Name

### 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.

### 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**
   - **Subject Area**
   - **Subject Area** and **Catalog Number**
   - **Class Nbr**
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.

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

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

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.