
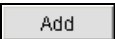

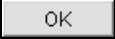






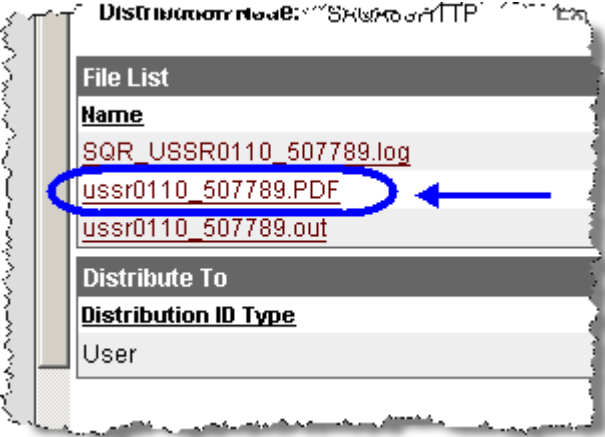
## Batch Print Class Rosters Job Aid

Use the UM Class Roster page to print a single roster, or batches of rosters for your department.

1.	MyView Menu navigation: <b>UM Processes and Reports &gt; UM Student Records &gt; Catalog/Schedule of Classes &gt; Class Roster</b>
2.	<p>The first time, and only the first time that you print a roster you need to create a Run Control ID. Your print report settings are saved with the ID and you will use that same Run Control ID each time you print rosters.</p> <p>After you have created a Run Control ID, the next time you print rosters you will use the Find an Existing Value tab and can just click the Search button to bring up your saved Run Control ID and skip to step 6.</p>
3.	If you do not have a saved Run Control ID, then Click the  tab.
4.	In the <b>Run Control ID</b> field enter " <b>ROSTERPRINT</b> " for your Run Control ID.
5.	Click the <b>Add</b> button. 
6.	In the <b>Term</b> field enter the appropriate 4-digit term number.
7.	In the <b>Group Box</b> Fill in one field to identify the roster(s) you want to print.
8.	NOTE: If you are entering Academic Organization and you are using the lookup icon to search for your department, be sure to choose the result <b>without</b> the word "Department" following it.
9.	In the <b>Students In The Report</b> box select one or more options (Enrolled Students, Dropped Student, Waitlisted Students).
10.	Click the <b>Run</b> button. 
11.	<p>If you are working with a saved Run Control ID skip to step 13.</p> <p>The first time you are setting up your Run Control ID, you must setup the values on the Process Scheduler Request page. Click in the <b>Server Name</b> list box and select <b>PSUNX</b> as the server name.</p>
12.	The report Type should be <b>Web</b> and the Format should be <b>PDF</b> .
13.	Click the <b>OK</b> button. 
14.	On the UM Class Roster page, click the <b>Process Monitor</b> link to the left of the Run button. <a href="#">Process Monitor</a>
15.	<p>Initially, the report Run Status is "Initiated" and the Distribution Status is "N/A".</p> <p>Click the <b>Refresh</b> button.</p> 

# View and Download a Class Roster Job Aid



16.	<p>Clicking the Refresh button allows you to see the updated Run and Distribution Statuses. Click the <b>Refresh</b> button until the Run Status is “<b>Success</b>” and the Distribution Status is “<b>Posted</b>”.</p> 
17.	<p>When the Run Status is “Success” and the Distribution Status is “Posted”, click the <b>Details</b> link to the right of the status columns.</p> <p><a href="#">Details</a></p>
18.	<p>On the Process Details page click the <b>View Log/Trace</b> link at the bottom of the page.</p> <p><a href="#">View Log/Trace</a></p>
19.	<p>In the File List grid, your report is the file that ends with the extension <b>PDF</b>.</p>  <p>Click on your <b>report file link</b>.</p> <p><a href="#">ussr0110_507789.PDF</a></p>
20.	<p>The PDF file with your roster(s) will open in your browser, or you will be given the option to save the PDF file and then open it.</p>
21.	<p>You can choose to print all or some of the roster pages on any printer that your computer is setup to access.</p>
22.	<p>To print additional rosters, on the View Log/Trace page click the Return button. Click the OK button on the Process Details page. On the Process List tab, click the <a href="#">Go back to UM Class Roster</a> .</p>