

Print a Class/Grade Roster

Navigation:

SBU > SBU Student Records > Report > SU Class Rosters

SU Class Roster(s)

Enter any information you have and click Search. Leave fields blank for a

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

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

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** link and enter 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**

*Academic Institution: SUNY at Stony Brook

*Term: Fall 2007

Assignment Find | View All 1 of 1

*Session:

Sort Options:

Select One of the Following

Academic Organization:

Subject Area:

Catalog Nbr:

Class Nbr:

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

Report Print Options



Display Class Info (CSV Only)

Display Grades

Display Permissions

Save **Add** **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 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 all classes in a particular Subject Area.
 - **Subject Area** and **Catalog Number** if you want rosters for all classes in a particular Subject Area/Catalog Number.
 - **Class Nbr** if you want a roster for one particular 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. **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.

Administration Archives

View Reports For

User ID: SRDPTSCH Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7725	2525802	Class Roster Report	12/20/2007 3:53:25PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7724	2525801	Class Roster Report	12/20/2007 3:51:08PM	Acrobat (*.pdf)	Processing	

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to SU Class Roster\(s\)](#)

Save

When the status displays “Posted” you will see a **Details** link. Click it to open the **Report Detail** page.

Report Detail

Report

Report ID: 7725 Process Instance: 2525802 [Message Log](#)

Name: SU_SR011 Process Type: SQR Report

Run Status: Success

Class Roster Report

Distribution Details

Distribution Node: psnsrepos1 Expiration Date: 12/27/2007

File List

Name	File Size (bytes)	Datetime Created
SQR_SU_SR011_2525802.log	1,735	12/20/2007 3:58:21.000000PM EST
su_sr011_2525802.PDF	108,120	12/20/2007 3:58:21.000000PM EST
su_sr011_2525802.out	36,449	12/20/2007 3:58:21.000000PM EST

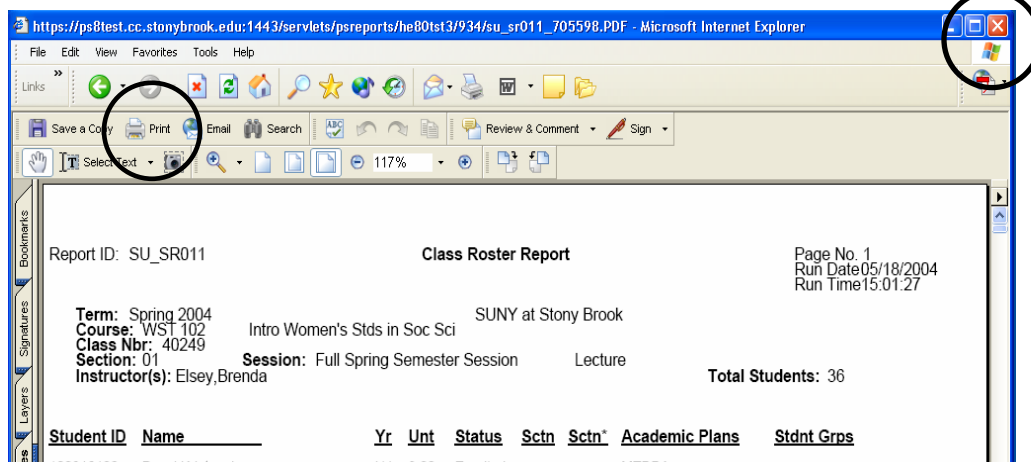
Distribute To

Distribution ID Type	*Distribution ID
User	SRDPTSCH

Click the *pdf* or *csv* file.

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 SU Class Rosters page to make sure they are correct then run your report again.

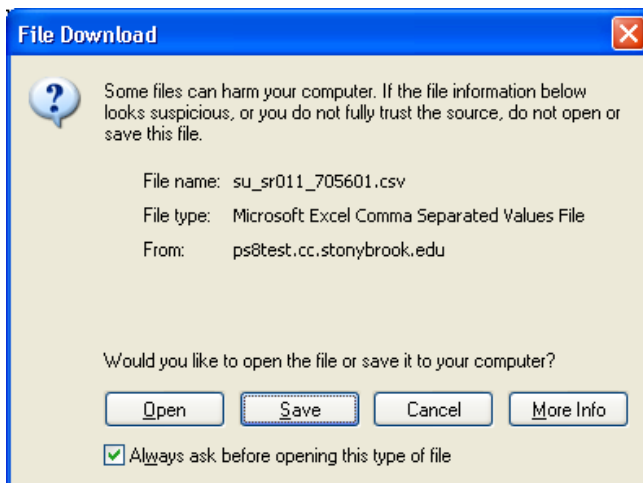
The *pdf* file will open Adobe Acrobat displaying the roster. Click the **Print** button within Adobe Acrobat to print the roster.



Click the **Close** button (**X**) in the upper right corner of the Adobe window to close it. This returns you to the **Report List** page.

Click **Cancel** to close the **Report Detail** page.

If your report was generated in *csv* format the following *File Download* dialog box is displayed:



Click **File>Save As** to save the report on your computer.

You can open in Excel later.

Click **Go back to SU Class Rosters** to return to the SU Class Rosters page.