

CLASS ROSTERS

How to print a class roster with photos in Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

Accessing PeopleSoft Faculty Center


Log in to MyU.umn.edu with your Internet ID and password.

Click on the **Teaching** tab. From here, you will see your classes listed.

To get to the Faculty Center, you can either click on the **Class List** link, or click **Faculty Center** at the bottom of the page.

The screenshot shows the MyU Faculty Center interface. The 'Teaching' tab is selected in the left-hand navigation menu. The main content area displays a list of classes for the Fall 2014 semester. Each class entry includes the course ID (e.g., CMB 5594), the class title, and links for 'Grade Rosters', 'Bookstore', 'Library', 'Class List', 'Add Class URL', and 'Moodle'. A 'Faculty Center' link is visible at the bottom of the class list area.

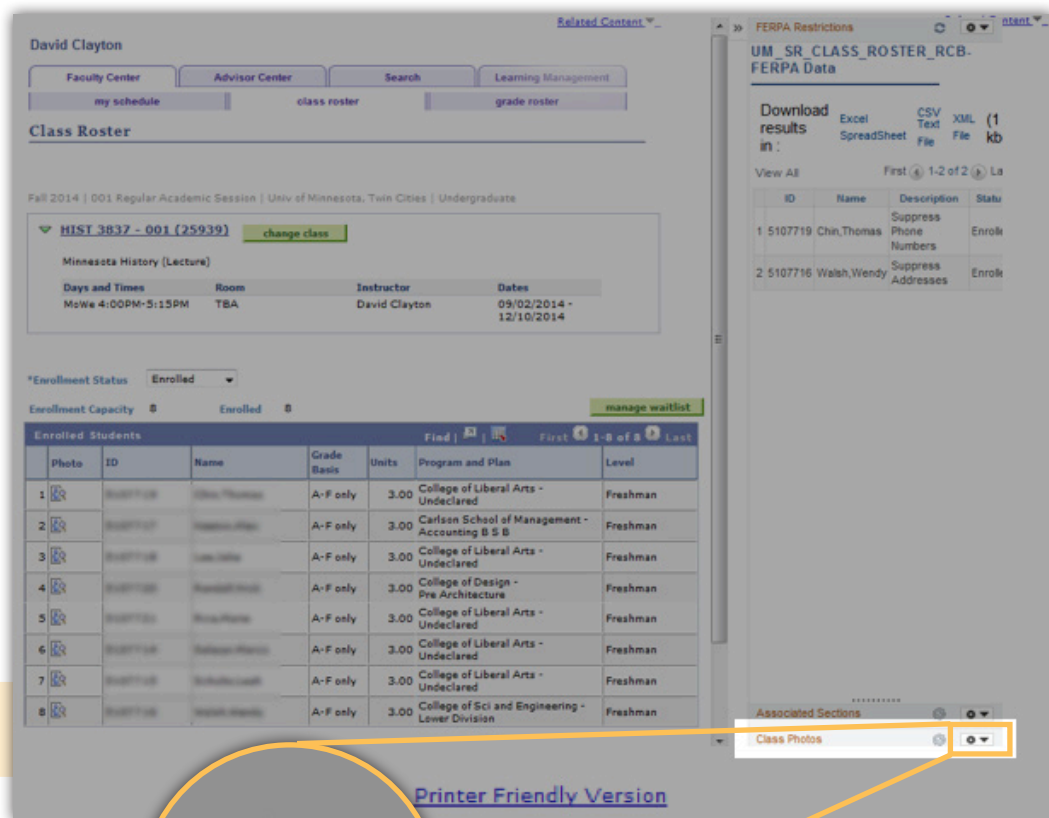
VIEWING CLASS ROSTERS - available as soon as students enroll in the class

To view a roster, click the **Class Roster** icon  next to a class or click the **class roster** sub tab under Faculty Center.

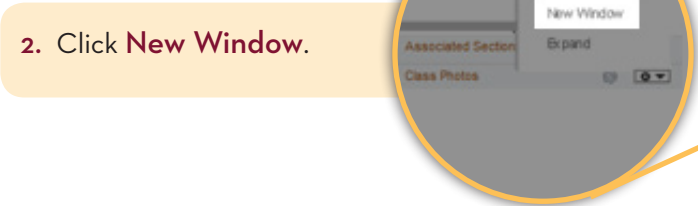
The screenshot shows the 'Faculty Center My Schedule' page for Fall 2014. It includes a 'change term' button and links for 'View Personal Data Summary' and 'My Exam Schedule'. Below the navigation options, there is a table of teaching classes. Each row in the table includes a 'Class Roster' icon, the class ID, class title, enrolled count, days and times, room, and class dates. The table data is as follows:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AMIN 3312-001 (27587)	AmIn Envl Issues/Perspectives (Lecture)	0	TBA	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3417-001 (20605)	Food in History (Lecture)	8	MoWe 8:15AM - 9:30AM	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3426-001 (26290)	Pirates of the Caribbean (Lecture)	10	MoWe 11:15AM - 12:30PM	TBA	Sep 2, 2014- Dec 10, 2014
HIST 3837-001 (25939)	Minnesota History (Lecture)	8	MoWe 4:00PM - 5:15PM	TBA	Sep 2, 2014- Dec 10, 2014

PRINTING CLASS ROSTERS WITH PHOTOS



1. Click the icon.



3. A new window opens showing a yearbook-style class list. This window can be converted to a PDF and printed by clicking the **Print** button.

