


## PRINTING CLASS ROSTERS

### Overview

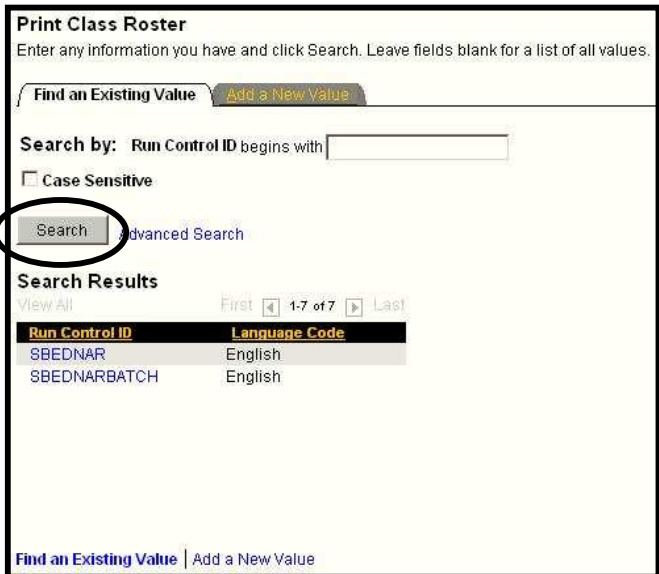
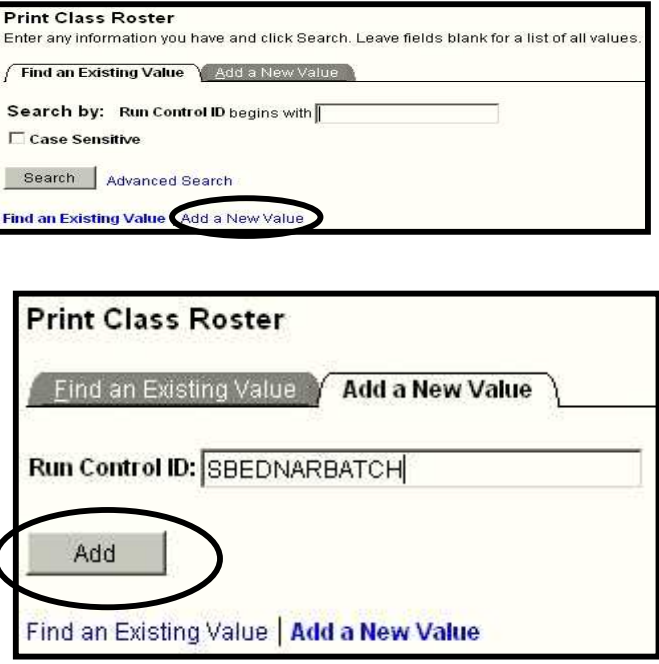
Class rosters are used to view the name and contact information of students who are enrolled in a specific class. These are run by term and by subject, for example English 090 for Spring, 2009.

The following procedures will allow you to efficiently print a class roster on PAWS V9.0. Keep in mind that this document is a summary of the steps. For a detailed list, please visit the PAWS Training website ([www.pawstraining.uwm.edu](http://www.pawstraining.uwm.edu)) and review the PAWS manual titled "Printing Transcripts and Class Rosters".

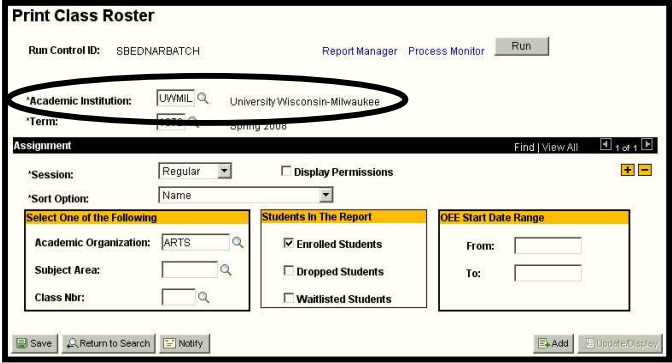
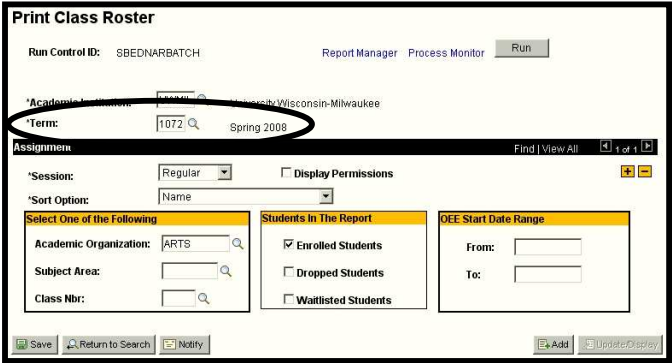
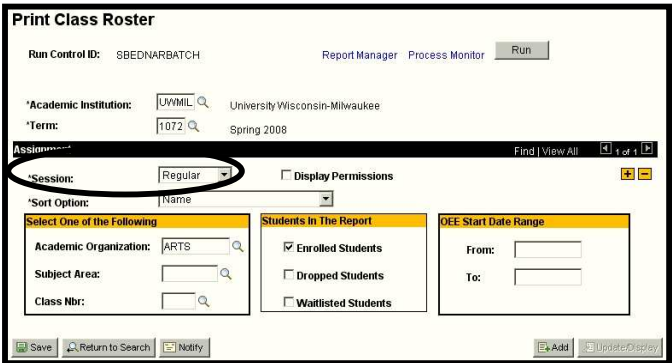
### Printing a Class Roster

Step	Action	Result
1.	Navigate to:  <b>Curriculum Management &gt; Class Roster &gt; Class Roster</b>	 <p>The screenshot shows a navigation menu with the following items:</p> <ul style="list-style-type: none"> <li>Curriculum Management (expanded) <ul style="list-style-type: none"> <li>Course Catalog</li> <li>Schedule of Classes</li> <li>Roll Curriculum Data Forward</li> <li>Enrollment Requirements</li> <li>Combined Sections</li> <li>Dynamic Dates</li> <li>Facility and Event Information</li> </ul> </li> <li>Class Roster (expanded) <ul style="list-style-type: none"> <li>Class Roster</li> <li>Print Class Roster (highlighted)</li> </ul> </li> </ul>

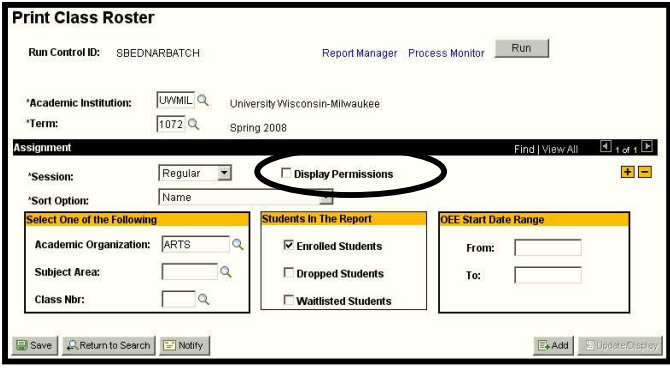
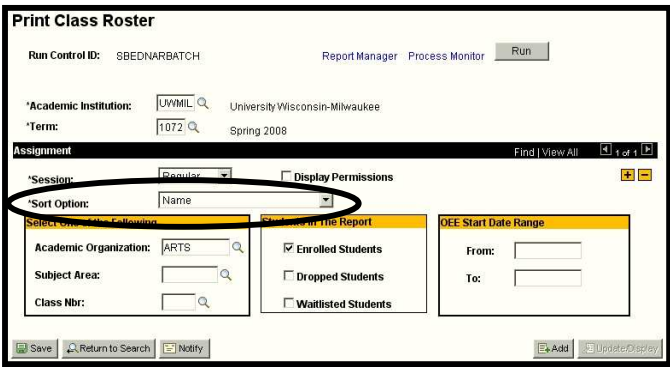
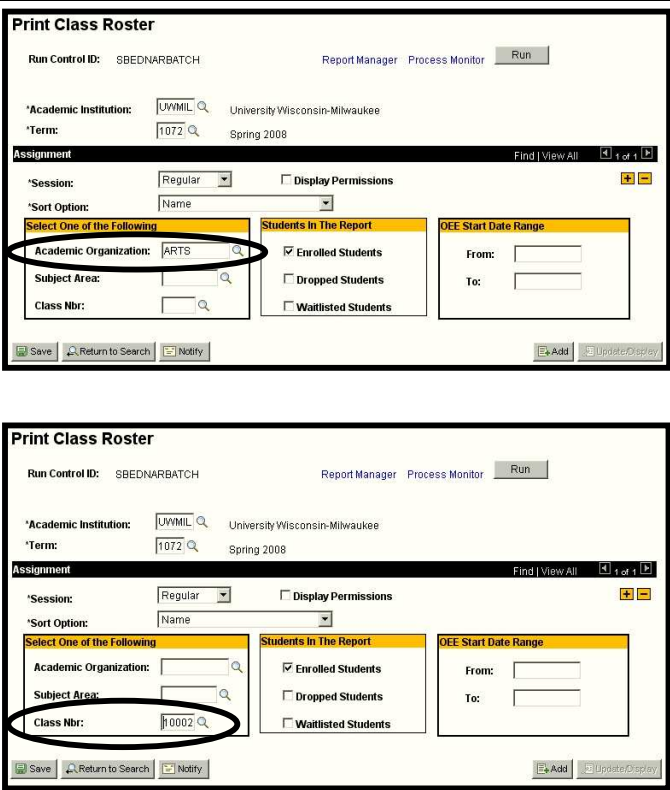


<p>2.</p> <p>Click the <b>Search</b> button, if a Run Control has already been set-up.</p> <p>OR</p> <p>Select <a href="#">Add a New Value</a> link, if a Run Control has not been set-up.</p> <p>Type your ePanther ID and the word Batch in the <b>Run Control ID</b> field. (Ex. SBEDNAR_BATCH)</p> <p>Click <b>Add</b> button. This will create the run control id.</p>	<p>In Run Control exits.</p>  <p>If Run control does not exist.</p> 
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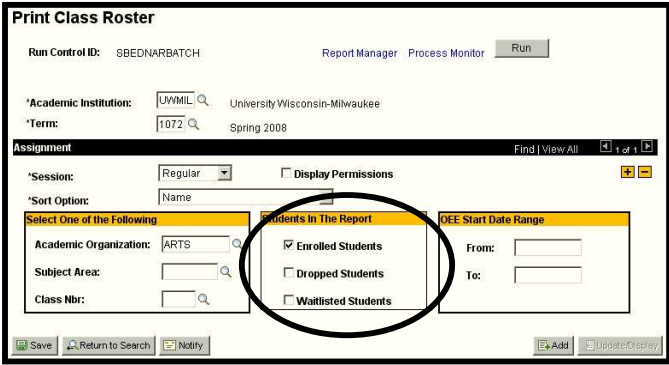
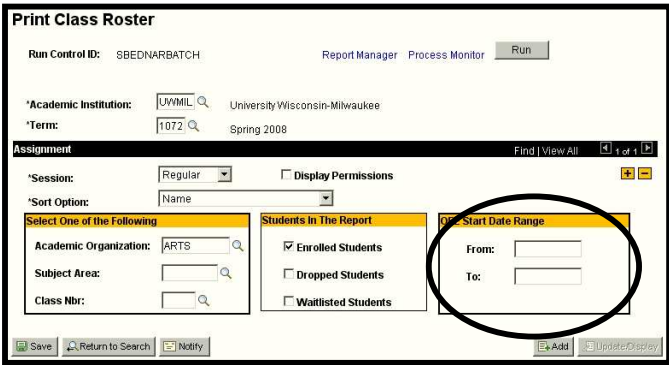
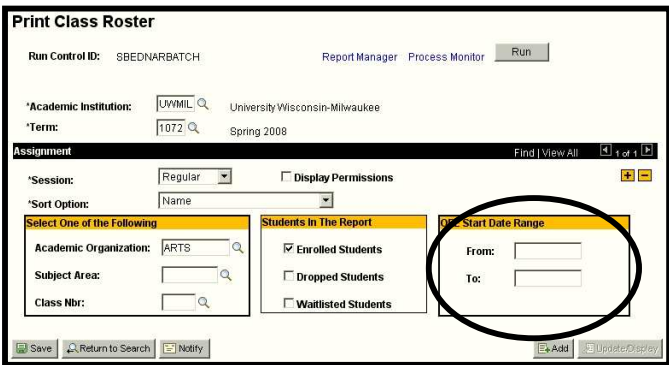


<p>3.</p>	<p>Enter <b>Academic Institution</b> of <b>UWMIL</b>.</p>	 <p>The screenshot shows the 'Print Class Roster' interface. The 'Academic Institution' field is highlighted with a red oval and contains 'UWMIL' with a search icon. Below it, 'University Wisconsin-Milwaukee' is displayed. Other fields include 'Term' (Spring 2008), 'Session' (Regular), and 'Students In The Report' (Enrolled Students checked).</p>																		
<p>4.</p>	<p>Enter <b>Term</b> code:</p> <table border="1" data-bbox="373 813 767 1146"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1078</td> <td>UWinteriM, 2009</td> </tr> <tr> <td>1080</td> <td>Spring, 2009</td> </tr> <tr> <td>1082</td> <td>Summer, 2009</td> </tr> <tr> <td>1084</td> <td>Fall, 2009</td> </tr> <tr> <td>1086</td> <td>UWinteriM, 2010</td> </tr> <tr> <td>1088</td> <td>Spring, 2010</td> </tr> <tr> <td>1090</td> <td>Summer, 2010</td> </tr> <tr> <td>1092</td> <td>Fall, 2010</td> </tr> </tbody> </table>	Code	Description	1078	UWinteriM, 2009	1080	Spring, 2009	1082	Summer, 2009	1084	Fall, 2009	1086	UWinteriM, 2010	1088	Spring, 2010	1090	Summer, 2010	1092	Fall, 2010	 <p>The screenshot shows the 'Print Class Roster' interface. The 'Term' field is highlighted with a red oval and contains '1072' with a search icon. Below it, 'Spring 2008' is displayed. Other fields include 'Academic Institution' (UWMIL), 'Session' (Regular), and 'Students In The Report' (Enrolled Students checked).</p>
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<p>5.</p>	<p>Enter <b>Session</b> code:</p> <p>Regular (full term)          Three-week (Early)          First Four-week (Early)          Second Four-week          Third Four-week          First Six-week          Second Six-week          Third Six-week          Fourth Six-week          Eight-week          Twelve-week</p>	 <p>The screenshot shows the 'Print Class Roster' interface. The 'Session' field is highlighted with a red oval and contains 'Regular'. Other fields include 'Academic Institution' (UWMIL), 'Term' (Spring 2008), and 'Students In The Report' (Enrolled Students checked).</p>																		


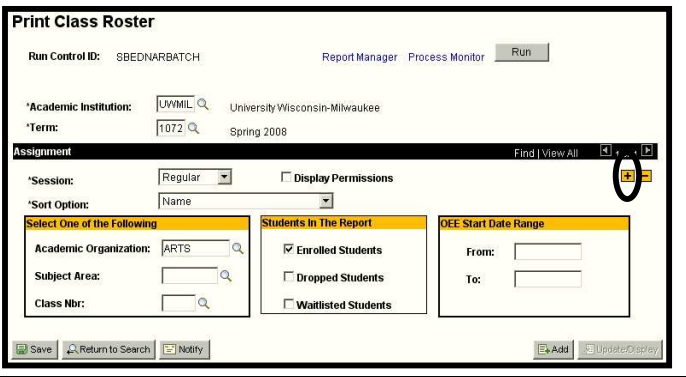

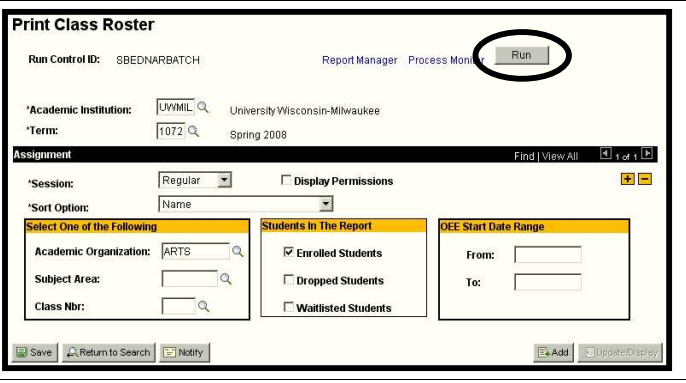

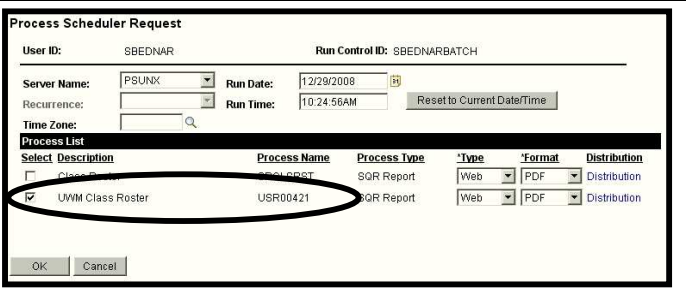
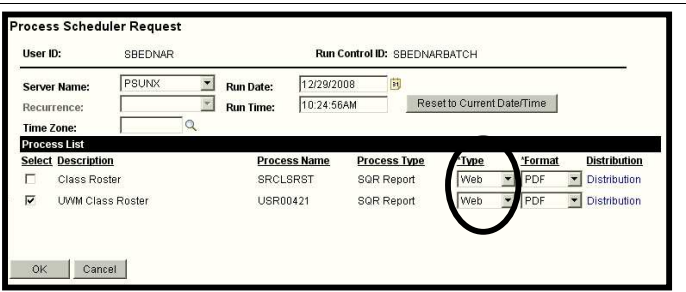


<p>6.</p>	<p>Select <b>Display Permissions</b> checkbox if necessary.</p>	 <p>The screenshot shows the 'Print Class Roster' form. The 'Display Permissions' checkbox is circled in red. Other fields include 'Academic Institution' (UWML), 'Term' (1072), 'Session' (Regular), and 'Sort Option' (Name).</p>
<p>7.</p>	<p>Select <b>Sort Options:</b> <b>Name</b> <b>Start Date, Name</b></p>	 <p>The screenshot shows the 'Print Class Roster' form. The 'Sort Option' dropdown menu is circled in red and set to 'Name'. Other fields include 'Academic Institution' (UWML), 'Term' (1072), 'Session' (Regular), and 'Students In The Report' (Enrolled Students checked).</p>
<p>8.</p>	<p>Select the appropriate <b>Academic Organization</b> to print all class rosters for the school/college within the specified session.</p> <p>OR</p> <p>Select the appropriate <b>Subject</b> to print all class rosters for a subject within the specified session.</p> <p>OR</p> <p>Type the <b>Class Nbr.</b></p>	 <p>The top screenshot shows the 'Print Class Roster' form with 'Academic Organization' set to 'ARTS' and circled in red. The bottom screenshot shows the same form with 'Class Nbr.' set to '10002' and circled in red. Both screenshots have 'Enrolled Students' checked under 'Students In The Report'.</p>


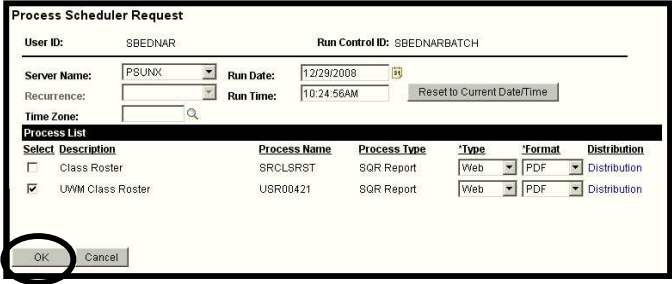
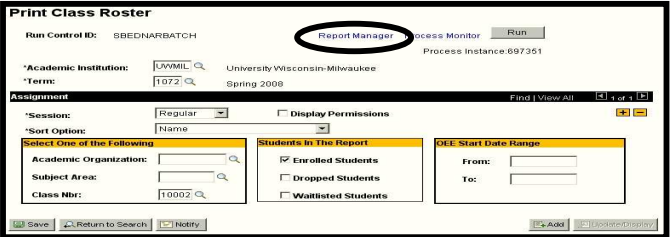



<p>9.</p> <p>Select <b>Students in the Report</b> to include:</p> <p><b>Enrolled Students</b> - all currently enrolled students in the class.</p> <p><b>Dropped Students</b> - students who have dropped this class.</p> <p><b>Waitlisted Students</b> - students on the automated wait list.</p> <p><b>Note: We don't use this option right now.</b></p>		 <p>The screenshot shows the 'Print Class Roster' interface. The 'Students In The Report' section has three checkboxes: 'Enrolled Students' (checked), 'Dropped Students' (unchecked), and 'Waitlisted Students' (unchecked). A black circle highlights this section.</p>
<p>10.</p> <p>Enter <b>From</b> date if class is <b>Open Entry/Open Exit</b>. This is not a required field.</p>		 <p>The screenshot shows the 'Print Class Roster' interface. The 'Start Date Range' section has 'From:' and 'To:' input fields. A black circle highlights the 'From:' field.</p>
<p>11.</p> <p>Enter <b>To</b> date if class is <b>Open Entry/Open Exit</b>. This is not a required field.</p>		 <p>The screenshot shows the 'Print Class Roster' interface. The 'Start Date Range' section has 'From:' and 'To:' input fields. A black circle highlights the 'To:' field.</p>



<p>12.</p> <p>Click  button to add multiple rows.</p> <p><b>Note: Repeat steps 5-11 above, if multiple rows.</b></p>	
<p>13.</p> <p>Click  button.</p>	
<p>14.</p> <p>Enter <b>Server Name of PSUNX.</b></p>	
<p>15.</p> <p>Turn on the <b>UWM Class Roster</b> checkbox.</p>	
<p>16.</p> <p>Enter <b>Type of Web.</b></p>	



<p>17.</p>	<p>Enter <b>Format of PDF.</b></p>	 <p><b>Process Scheduler Request</b></p> <p>User ID: SBEDNAR Run Control ID: SBEDNARBATCH</p> <p>Server Name: PSUNX Run Date: 12/29/2008          Recurrence: Run Time: 10:24:56AM Reset to Current Date/Time</p> <p>Time Zone:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Class Roster</td> <td>SRCLSRST</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>UWM Class Roster</td> <td>USR00421</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web	PDF	Distribution	<input checked="" type="checkbox"/>	UWM Class Roster	USR00421	SQR Report	Web	PDF	Distribution
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<p>18.</p>	<p>Click <b>OK</b> button.</p> <p><b>Note: Page will return to the "Instant Transcript Request Page".</b></p>	 <p><b>Process Scheduler Request</b></p> <p>User ID: SBEDNAR Run Control ID: SBEDNARBATCH</p> <p>Server Name: PSUNX Run Date: 12/29/2008          Recurrence: Run Time: 10:24:56AM Reset to Current Date/Time</p> <p>Time Zone:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Class Roster</td> <td>SRCLSRST</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>UWM Class Roster</td> <td>USR00421</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web	PDF	Distribution	<input checked="" type="checkbox"/>	UWM Class Roster	USR00421	SQR Report	Web	PDF	Distribution
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<p>19.</p>	<p>Select <b>Report Manager</b> link.</p>	 <p><b>Print Class Roster</b></p> <p>Run Control ID: SBEDNARBATCH Report Manager Process Monitor Run</p> <p>*Academic Institution: UWMIL University Wisconsin-Milwaukee          *Term: 1072 Spring 2008 Process Instance: 697351</p> <p>Assignment: Regular Display Permissions Find   View All 1 of 1</p> <p>*Session: Subject Area: Class Nbr: 10002</p> <p>Select One of the Following: Academic Organization, Subject Area, Class Nbr</p> <p>Students in the Report: <input checked="" type="checkbox"/> Enrolled Students, <input type="checkbox"/> Dropped Students, <input type="checkbox"/> Waitlisted Students</p> <p>DEE Start Date Range: From: To:</p> <p>Save Return to Search Notify Add Remove</p>																					
<p>20.</p>	<p>Click <b>Refresh</b> button, until the job shows a <b>Status of Posted.</b></p>	 <p><b>Administration</b></p> <p>View Reports For</p> <p>User ID: SBEDNAR Type: Last: 1 Days Refresh</p> <p>Status: Folder: Instance: to:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>590023</td> <td>697351</td> <td>UWM Class Roster</td> <td>12/29/2008 10:27:18AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Select All Deselect All</p> <p>Delete Click the delete button to delete the selected report(s)</p> <p>Go back to Print Class Roster</p> <p>Save</p>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	590023	697351	UWM Class Roster	12/29/2008 10:27:18AM	Acrobat (*.pdf)	Posted	Details					
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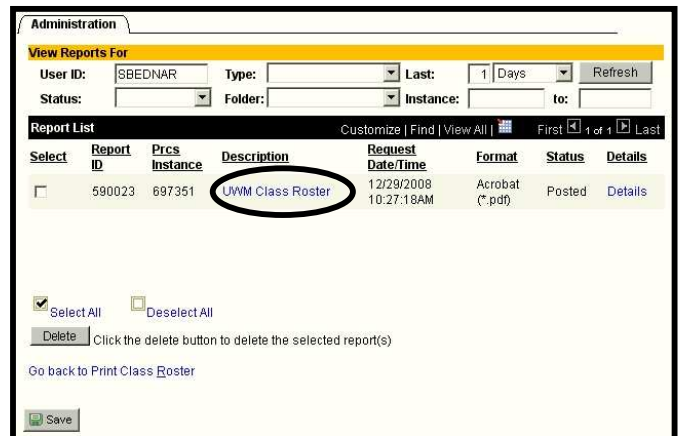
21. When the job is **Posted**, select the **UWM Class Roster** link.

OR

Select **Details** link.

When the **Report Details** page opens, select the **.PDF** file name.

**Note:** If “Pop-up Blocker” is turned on in your browser, use the **Details** link OR turn off your “Pop-Up Blocker”.



OR

