**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**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to: Curriculum Management &gt; Class Roster &gt; Class Roster</td>
<td><img src="https://example.com/diagram.png" alt="Diagram" /></td>
</tr>
</tbody>
</table>

*Curriculum Management*: Course Catalog, Schedule of Classes, Roll, Curriculum Data, Forward, Enrollment Requirements, Combined Sections, Dynamic Dates, Facility and Event Information

- **Class Roster**: Print Class Roster
2. Click the **Search** button, if a Run Control has already been set-up.

OR

Select **Add a New Value** link, if a Run Control has not been set-up.

Type your ePanther ID and the word Batch in the **Run Control ID** field. (Ex. SBEDNAR_BATCH)

Click **Add** button. This will create the run control id.

In Run Control exits.

If Run control does not exist.

Click **Add a New Value** button.

Find an Existing Value | Add a New Value

Run Control ID: **SBEDNARBATCH**

Add
3. Enter **Academic Institution** of **UWMIL**.

4. Enter **Term** code:

<table>
<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>

5. Enter **Session** code:

- 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
6. Select **Display Permissions** checkbox if necessary.

7. Select **Sort Options:**
   - Name
   - Start Date, Name

8. Select the appropriate **Academic Organization** to print all class rosters for the school/college within the specified session.

   OR

   Select the appropriate **Subject** to print all class rosters for a subject within the specified session.

   OR

   Type the **Class Nbr.**
9. Select **Students in the Report** to include:

- **Enrolled Students** - all currently enrolled students in the class.
- **Dropped Students** - students who have dropped this class.
- **Waitlisted Students** - students on the automated wait list.

**Note:** We don’t use this option right now.

10. Enter **From** date if class is **Open Entry/Open Exit**. This is not a required field.

11. Enter **To** date if class is **Open Entry/Open Exit**. This is not a required field.
12. Click + button to add multiple rows.

Note: Repeat steps 5-11 above, if multiple rows.

13. Click Run button.

14. Enter Server Name of PSUNX.

15. Turn on the UWM Class Roster checkbox.

16. Enter Type of Web.
17. Enter **Format of PDF**.

18. Click **OK** button.

   **Note:** Page will return to the “Instant Transcript Request Page”.

19. Select **ReportManager link**.

20. Click **Refresh** button, until the job shows a **Status of Posted**.
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”.