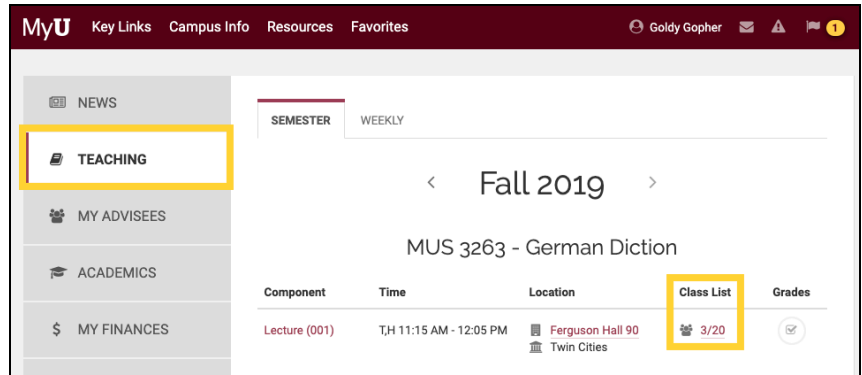# How to Print a Class Roster With Photos

Accessing PeopleSoft Class Roster

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

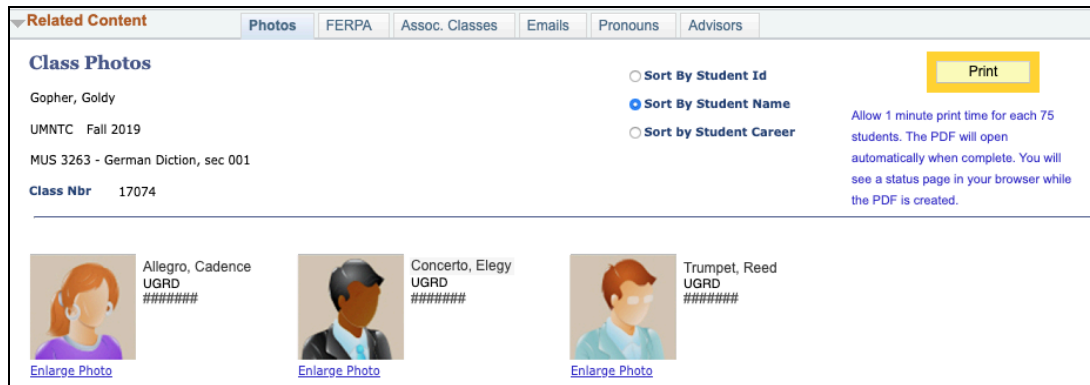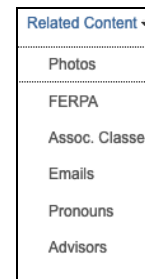2. Click on the **Teaching** tab to view your classes.

   Note: If you do not see your class(es) listed, please contact your departmental scheduler.

3. Click on the **Class List** link.

Class Roster with Photos

1. Click on **Related Content** link (upper right of page) and select **Photos**.

2. Wait for photos to load. Photos will appear at the bottom of the page.

3. Click on the **Print** button.

4. A message showing the process is queued will appear.

   Note: Photo files take time to load, especially for large classes (see below for classes over 200 students).
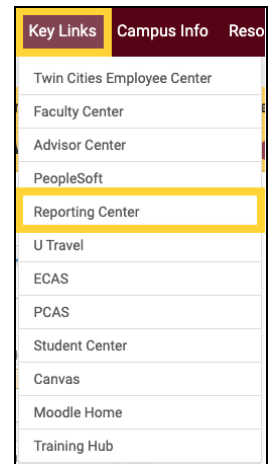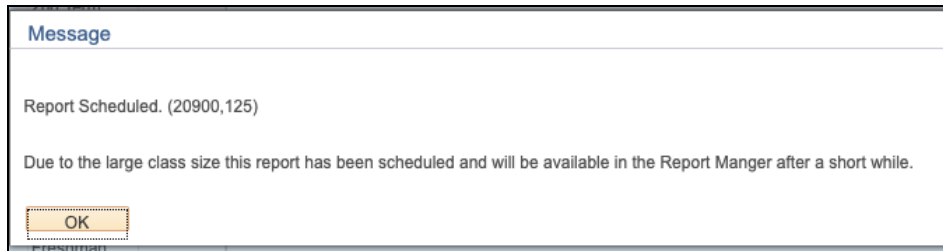
5. Print the PDF from your browser, once fully produced.
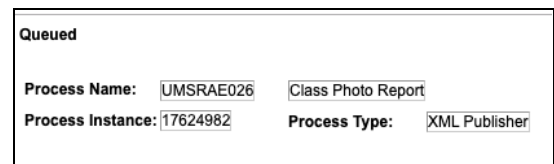
Class Rosters with over 200 Students

Class rosters with more than 200 students are sent to the Reporting Center instead of popping up in your browser.

1. Click on the **Print** button (as described on page 1, step 3).

2. You will get a pop-up message directing you to the **Reporting Center**. Click **OK**.

Message

Report Scheduled. (20900,125)

Due to the large class size this report has been scheduled and will be available in the Report Manger after a short while.

OK

3. Click on MyU: **Key Links** (upper menu) to select **Reporting Center**.

4. Select the **My Reports** tab.

5. Under **PeopleSoft Pushed Reports**, click on **STUDENT**.

6. Click on **UMSR0130007A** link.

7. Click on **UMSR0130007A.pdf**. Wait; photo files take time to load.

Key Links	Campus Info	Reso
Twin Cities Employee Center		
Faculty Center		
Advisor Center		
PeopleSoft		
Reporting Center		
U Travel		
ECAS		
PCAS		
Student Center		
Canvas		
Moodle Home		
Training Hub		

Report

Report ID	15947163	Process Instance 17230124	Message Log
Name	XMLP	Process Type XML Publisher	
Run Status	Success		

UMSR0130007A - UMSR0130007A.pdf

Distribution Details

Distribution Node CSPRD   Expiration Date 11/09/2019

File List

Name	File Size (bytes)	Datetime Created
UMSR0130007A.pdf	13,278,317	08/02/2019 11:14:30.527762AM CDT
UMSRAE026.xml	12,546	08/02/2019 11:14:30.527762AM CDT

8. Print the PDF from your browser, once produced.