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**Introduction**

These instructions will assist you with the viewing & printing class rosters for your department...

**Class Roster Print**

**Navigation**

On the OPUS Launcher page choose - CurriculumManagement – Class Roster

A link directly to the Class Roster link is also available on the Records Tab – Course Class Information – Class Roster.

There are two links for class rosters. Choose Class Roster.
View Class Roster

Class Roster
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

- **Academic Institution:** begins with EMORY
- **Term:** begins with
- **Subject Area:** begins with
- **Catalog Nbr:** begins with
- **Class Nbr:**
- **Class Section:** begins with
- **Session:**
- **Course ID:** begins with
- **Course Offering Nbr:**

![Class Roster Form](image)

Input Dept Information for Search

In most cases, you will only need to use Academic Institution, Term, Subject Area and/or Catalog Nbr or Class Nbr when defining searches.

**Academic Institution:** Default to EMORY

**Term:** Choose the appropriate term (50X6 summer, 50X9 fall, 50X1 spring)

**Subject Area:** Chose the subject for the courses. Use the magnifying glass to drill down if you don’t know the subject definition.

**Catalog Nbr:** If a special number or group of numbers is requested, enter the course number (SPAN 202, BIOL 470, etc.) Leave blank if no specific course number is requested. All offerings for the subject will be returned.

**Class Nbr:** Enter the 4-digit class number if a specific class is requested. (SPAN 202 000 – 2149)

**Class Section:** (Optional) used to refine search.

**Session:** (Optional) used to refine search.

**Course ID:** (Optional) course catalog id used to refine search.

**Course Offering Nbr:** (Optional) assigned course offering identifying number used to refine search.
In the search above, Math classes for summer 2008 have been requested.
The illustration below is a view of Math 107 00A for Summer 2008.

The class roster includes:

**Subject, Catalog Nbr, Section, and Title of Course:** (MATH 109 00A Game ....)

**Term Information:** Summer 2008 | Six Week – First | etc.

**Meeting Information:** Days & Time, Room, Instructor, Meeting Dates

**Enrollment Status:** – the status is enrolled in the illustration but the view will change if dropped or all is chosen.

**Enrollment Capacity and Enrolled:** Max number allowed for enrollment and actual enrollment

**Enrolled Students:** Numbered list of students (enrolled for our illustration). List includes ID, Name, Grade Basis, Units, Program & Plan, and Academic Level.
Print the Class Roster

Navigation

On the OPUS Launcher page choose – Curriculum Management – Class Roster

A link directly to the Class Roster link is also available on the Records Tab – Course Class Information – Class Roster.

There are two links for class rosters. Choose Print Class Roster.

Run Control

You will need to set-up a run control the first time you use this process by “Adding a Value”. After the first time, you can re-use your search using the Existing Value”. See the illustrations below:

Use - Existing Value after 1st time and find run control – Roster (or whatever you name assigned to this run control).
Run Control ID: This is the run control id you assigned for this process.

Academic Institution: EMORY

TERM: Choose the appropriate term.

Assignment:

Session: Choose Regular, Six WK1, or Six WK2 depending on the group required. Terms with multiple sessions can be set-up by insert a row for each session using the

Display Permissions: If you want to see permissions check (optional)

Sort Options: Choose Name

Select One of the Following:

Academic Organization (department or school): Optional if all rosters are required for a specific school or department – i.e. BUSINESS or ECONOMICS

Subject Area: Skip Academic Organization and choose the specific subject.

Or if you just want a specific class number, enter the four digit number for the class.

Class Nbr: 4–digit number class number - 1967 (Use the magnifying glass to locate the specific 4-digit number with an advanced search or be prepared with the class nbr before you begin)
Students In The Report:

**Enrolled or Dropped Students:** (Usual – Enrolled but Dropped could be an option or both)
Waitlisted Students is not used at this time.

**Subject Area:** Skip Academic Organization and choose the specific subject.

**OEE Start Date Range:**
Not used.

Use [+] to add a row. In most cases, only one row will be needed for your selection, unless the criteria choice is multiple class numbers, multiple sessions, multiple organizations, or multiple subjects.

Once the set-up is complete, select [Save].
Run the Job

Click

Select Emory Class Roster, the Type = Web and Format = PDF, and click on OK.
Go to the Process Monitor

Click on the Process Monitor link.

Monitor the Success of the Job

1. Click on Refresh until the Run Status of the Job says POSTED.

2. Click on the "Details" link.
## Process Detail

### Process

<table>
<thead>
<tr>
<th>Instance</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>51593</td>
<td>SOR Report</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>EUSRRO73</td>
<td>Emory Class Roster</td>
</tr>
<tr>
<td>Run Status</td>
<td>Distribution Status</td>
</tr>
<tr>
<td>Success</td>
<td>Posted</td>
</tr>
</tbody>
</table>

### Run

<table>
<thead>
<tr>
<th>Run Control ID</th>
<th>Location</th>
<th>Server</th>
<th>Recurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>roster</td>
<td>Server</td>
<td>PSUNIX</td>
<td></td>
</tr>
</tbody>
</table>

### Date/Time

- **Request Created On**: 08/10/2008 16:58:38AM EDT
- **Run Anytime After**: 08/10/2008 16:58:35AM EDT
- **Began Process At**: 08/10/2008 16:58:50AM EDT
- **Ended Process At**: 08/10/2008 16:59:05AM EDT

### Actions

- Parameters
- Transfer
- Message Log
- Batch Timings
- View Log/Trace
Click the View Log/Trace link

<table>
<thead>
<tr>
<th>Report ID:</th>
<th>43008</th>
<th>Process Instance:</th>
<th>51583</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>EUSR073</td>
<td>Process Type:</td>
<td>SQR Report</td>
</tr>
<tr>
<td>Run Status:</td>
<td>Success</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Distribution Details**

| Distribution Node: | PSFT1 | Expand� |        |

**File List**

- SQR_EUSR073_51583.log
- eusr073_51583.pdf
- eusr073_51583.out

**Open the PDF file by right clicking the mouse and choosing “Open in New Window”**.
### Viewing the Rosters

A PDF file will appear. You may then review or print the Class Rosters that you have produced.

---

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Grading Basis</th>
<th>Units</th>
<th>Academic</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>012345</td>
<td>John Doe</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Withdrawn</td>
<td></td>
</tr>
<tr>
<td>012346</td>
<td>Jane Smith</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012347</td>
<td>Mary Johnson</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012348</td>
<td>Michael Lee</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012349</td>
<td>Susan Brown</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012350</td>
<td>David Brown</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012351</td>
<td>Elizabeth</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012352</td>
<td>Thomas Smith</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012353</td>
<td>Olivia Smith</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012354</td>
<td>Benjamin</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
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<tr>
<td>012355</td>
<td>Emma Jackson</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012356</td>
<td>William</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
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<tr>
<td>012357</td>
<td>Sophia</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>012358</td>
<td>Alexander</td>
<td>4.00</td>
<td>Ugrad Coll</td>
<td>Enrolled</td>
<td></td>
</tr>
</tbody>
</table>

Total: 21

Signature ______________________  Date ____________

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