The University of New Orleans
Web-STAR (PeopleSoft Campus Solutions v 9.0):
Class Roster Job Aid
Welcome to the Class Roster job aid! This aid contains the information and tools needed to learn the common task of working with the class roster as a Faculty member.

Goal
To have the skills and knowledge to manage course

Objectives
1. View/Print Class Roster

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.
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Navigation to Web-STAR

Step 1. Navigate to the UNO Home Page: [http://www.uno.edu/](http://www.uno.edu/)

Step 2. Select the Faculty & Staff link.

Step 3. Select the Web-STAR logo.
Step 4. Select the Faculty link.

Step 5. Enter your UNO username and password. Note: Your user name is the same password used to login to your email, computer or blackboard course.
View/Print Class Roster

Step 1. To view your class roster select the class roster icon next to the class you desire to view.
Step 2. To filter the enrollment status, select the drop down menu item list.

Step 3. Use the change class button to change the roster to another class.

Steps 1-2.

Step 4. To print a suitable class roster select the link at the bottom of the page. Note: You may need to scroll to the bottom on the page using the right scroll bar. If you prefer to download the class the class roster the a spreadsheet click the download icon on the grid.

Step 5. Select the Faculty "Faculty Center" tab to return to the Faculty Center Home page. Note: Do not use the back browsers.

View the Oracle system interface with a class roster and instructions on how to filter, change, and download the roster.