

The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

Class Roster Job Aid



THE UNIVERSITY *of*
NEW ORLEANS



Class Roster

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

Participate at the end of this module, you will be able to.....
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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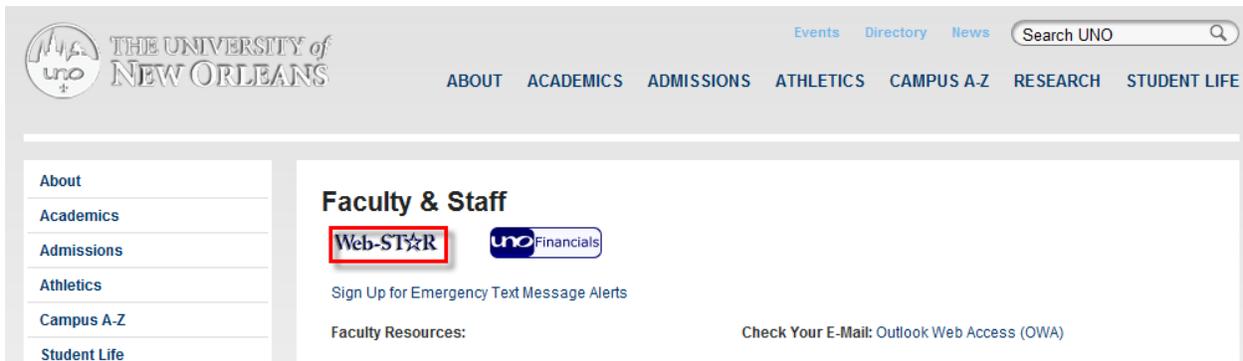
Class Roster

Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: http://www.uno.edu/
Step 2.	Select the Faculty & Staff link.



Step 3.	Select the  logo.
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Class Roster

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.

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PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p>Set Trace Flags</p>	<p>Select a Language:</p> <table border="0"> <tr> <td>English</td> <td>Español</td> </tr> <tr> <td>Dansk</td> <td>Deutsch</td> </tr> <tr> <td>Français</td> <td>Français du Canada</td> </tr> <tr> <td>Italiano</td> <td>Magyar</td> </tr> <tr> <td>Nederlands</td> <td>Norsk</td> </tr> <tr> <td>Polski</td> <td>Português</td> </tr> <tr> <td>Suomi</td> <td>Svenska</td> </tr> <tr> <td>Čeština</td> <td>日本語</td> </tr> <tr> <td>한국어</td> <td>Русский</td> </tr> <tr> <td>ไทย</td> <td>简体中文</td> </tr> <tr> <td>繁體中文</td> <td>العربية</td> </tr> <tr> <td>UK English</td> <td></td> </tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
English	Español																								
Dansk	Deutsch																								
Français	Français du Canada																								
Italiano	Magyar																								
Nederlands	Norsk																								
Polski	Português																								
Suomi	Svenska																								
Čeština	日本語																								
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ไทย	简体中文																								
繁體中文	العربية																								
UK English																									

Class Roster

View/Print Class Roster

Step 1. To view your class roster select the class roster icon  next to the class you desire to view.

ORACLE®
 Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center Search
 my schedule class roster grade roster

Faculty Center

My Schedule

2007 Spring | University of New Orleans [change term](#)

[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2007 Spring > University of New Orleans

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL 100-001 (28116)	Intensive English Int Students (Seminar)	16	MoWe 9:30AM - 12:15PM	Engineering Building 320	Jan 13, 2007- May 1, 2007
	ENGL 2238-006 (20456)	Introduction to Fiction (Lecture)	22	MoWe 12:30PM - 1:45PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007
	ENGL 2238-007 (20457)	Introduction to Fiction (Lecture)	26	MoWe 2:00PM - 3:15PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007

[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > 2007 Spring > University of New Orleans

You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Class Roster

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 Printer Friendly Version 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.

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Favorites | Main Menu > Self Service > Faculty Center > My Schedule

▼ ENGL 100 - 001 (28116) **change class**

Intensive English for International Students (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 9:30AM-12:15PM	Engineering Building 320	Barbara Gaffney	01/13/2007 - 05/01/2007

*Enrollment Status **Enrolled** ▼

Enrollment Capacity 20 Enrolled 16

Select display option: Link to Photos Include photos in list

Enrolled Students Find |  First 1-16 of 16 Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Electrical Engineering	Freshman
2	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Electrical Engineering	Freshman
3	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Hotel Restaurant & Tour Admin	Freshman
4	<input type="checkbox"/>				PUF	6.00	General Studies Undergraduate - General Studies	Senior
5	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Finance	Freshman
6	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Management	Freshman
7	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Mechanical Engineering	Senior
8	<input type="checkbox"/>				PUF	6.00	Sciences Undergraduate - Pre-Medical	Sophomore
9	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Mechanical Engineering	Senior
10	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Mechanical Engineering	Freshman
11	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Business Administration	Post-Bacc
12	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Marketing	Post-Bacc
13	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Naval Arch&Marine Engr	Freshman
14	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Marketing	Post-Bacc
15	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Finance	Freshman
16	<input type="checkbox"/>				PUF	6.00	Liberal Arts Undergraduate - Liberal Arts (Undeclared)	Sophomore

Download Class Roster to an Excel Spreadsheet.