

## How Do I? View Class Roster

(Using your First initial and last name) PeopleSoft Version 9

- 1. Sign In to LEONet Version 9 using your first initial and last name as your User ID. Remember to use CAPS when entering your User ID.
- 2. Select Curriculum Management > Class Roster > Class Roster.
- 3. Search for your class. Complete the Term, Subject Area, Catalog Nbr and Class Section fields.
- 4. Click the **Search** button. Your Class Roster displays.
- 5. If you would like to create an electronic Class Roster for use as a grade/attendance book::
  - a. Click the calendar icon at the top of your class roster.
  - b. Your class roster will be downloaded into an Excel file. Save the file to your computer.
- 6. Remember to Sign Out of LEONet when you have finished your session.

## Things to Remember

when viewing your Class Roster:

• You may only view the class roster of those classes you are assigned.

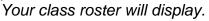
You may print your Class Roster by clicking the print button on your web browser tool bar.

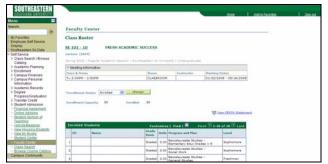
## View Class Roster (Using your W#)

- Sign In to LEONet Version 9 using your W# as your User ID. Remember to use CAPS when entering your User ID.
- 2. Select Self Service > Faculty Center. Your courses will be displayed to the right of the Menu Column.

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3. Click the houtton next to the class roster you would like to view.





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- b. Your class roster will be downloaded into an Excel file.
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