

**Class Rosters –
Print the GRCC Custom**

This document will guide you through the steps necessary to print the GRCC Class Roster found in GRCC Custom.

1. Log into **PeopleSoft**
2. In the **Menu**, navigate to:
GRCC Custom → Student Records → GRCC Class Roster
3. Click **[Search]** to choose an existing Run Control or click the **Add a New Value** tab to add a new Run Control ID
- If you are adding a new name, type in a new Run Control ID and click **[Add]**
4. Type in the **Term**
5. Choose **Class List** from the **Class List Type** drop-down
6. In the **Assignment** section, choose the **Regular Session** and desired **Sort Option**
7. In the **Select One of the Following** section, choose either the **Academic Organization, Subject Area, Class Nbr, Course Component** or any combination of these.
- Click on the Magnifying Glass icon for a list of options
8. In the **Students in The Report** section, check **Enrolled Students and/or Dropped Students**.
- We do not have any Waitlisted Students
9. In the Begin Date section, choose a Begin and End date if you want to run the class lists from a range of dates. Leave blank if you want all classes.
- This works great for late starting classes
10. Click **[Run]**
11. On the Process Scheduler Request page, choose **PSNT** for the **Server Name**
12. In the Process List section, verify that the **SRCLGRCC** has a check in the select box and that the **Type is Web** and the **Format is PDF** and click **[OK]**
13. Click on the **Process Monitor** link (left of the [Run] button) and click on the **[Refresh]** Button until you see a Run Status of **Success**
14. Click on the **Details** link, and then click on the **View Log/Trace** link and then click on the name that ends in **PDF** from the File List section