



Viewing, Printing, and Downloading Class Rosters

1. Log into PROMT
2. Under employee self-service, click "my faculty center"

The screenshot shows the PROMT Employee Self Service menu. The 'Enterprise Menu' is expanded to show 'Employee Self Service'. Under this menu, 'My Faculty Center' is highlighted with a red arrow. A tooltip is visible over 'My Faculty Center' with the text: 'Use the Faculty center to manage all your class, student and advisee related activities.' Other options in the menu include 'My Personal Information', 'Associate Service Center', 'PeopleSoft', 'PeopleTools', 'My System Profile', and 'My Dictionary'. Below the menu is a 'Quick Links' section.

3. Click on the Class Roster icon for the class that you want to see and you will be taken to the class roster.

The screenshot shows the 'Faculty Center' page. At the top, there are tabs for 'my schedule', 'class roster', and 'grade roster'. Below this is the 'My Schedule' section for '2015 Spring | Peralta Community College Dist'. There are buttons for 'change term', 'term workload', and 'pay detail', along with a link for 'Grade Instructions'. The 'Select display option:' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. The main content is a table titled 'My Teaching Schedule > 2015 Spring > Peralta Community College Dist'. A red arrow points to the 'Class Roster' icon in the first row of the table.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HLTOC 201- A1 (21703)	MED TERMINOLOGY I (Lecture)	65	Sa 9:00AM - 10:50AM	A-D 119	Jan 20, 2015- May 22, 2015
HLTOC 202- A1 (21704)	MED TERMINOLOGY II (Lecture)	32	Sa 11:00AM - 12:50PM	A-D 119	Jan 20, 2015- May 22, 2015
HLTOC 203- A1 (21705)	MEDICAL TRANSCRIP I (Lecture)	13	Sa 1:00PM - 1:50PM	A-D 114	Jan 20, 2015- May 22, 2015
HLTOC 203- A1L (21706)	MEDICAL TRANSCRIP I (Laboratory)	13	Sa 2:00PM - 4:50PM	A-D 114	Jan 20, 2015- May 22, 2015
HLTOC 204- A1	MEDICAL TRANSCRIP II (Lecture)	7	Sa 5:00PM - 5:50PM	A-D 114	Jan 20, 2015- May 22, 2015

4. Click the *Printable* link

The screenshot shows a web interface with a dark blue header containing the text "My Page". Below the header are three navigation tabs: "my schedule", "class roster", and "grade roster". The "class roster" tab is selected. Below the tabs is a section titled "Class Roster" with a horizontal line underneath. Underneath this line, the text "15 Spring | Regular Academic | Peralta Community College Dist | Undergraduate" is displayed. Below this is a class entry for "HLTOC 201 - A1 (21703)" with a "change class" button. Below the class entry is a table with the following data:

Days and Times	Room	Instructor	Dates
Sa 9:00AM-10:50AM	A-D 119	Naren Dave'	01/20/2015 - 05/22/2015

To the right of the class entry is a "To Do" section with a dark blue header. It contains the following items:

- Class Roster:** [Printable](#) (indicated by a red arrow)
- No Show Roster:** Not Available
- Census Roster:** 02/02/2015 - 02/09/2015 at 11:59 pm
- Attendance Roster:** 04/25/2015 - 05/02/2015 at 11:59 pm

5. The *Download Class Roster* for the selected class is displayed. Click the Download Class Roster button to save the roster as an MS Excel file (pop-ups must be enabled on your browser).

The screenshot shows a web browser window. The top right corner of the browser has a "Home" button and several icons. Below the browser window, a grid is displayed. The grid has a header row with the following text: "Personalize | [icon] | [icon]". A red arrow points to the second icon in the header. Below the header row, the grid consists of 15 columns and 10 rows. The first row of the grid contains the following text: "W- Th- F- M- T- W- Th- F- M- T- W- Th- F- M- T- W- Th- F-".