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.

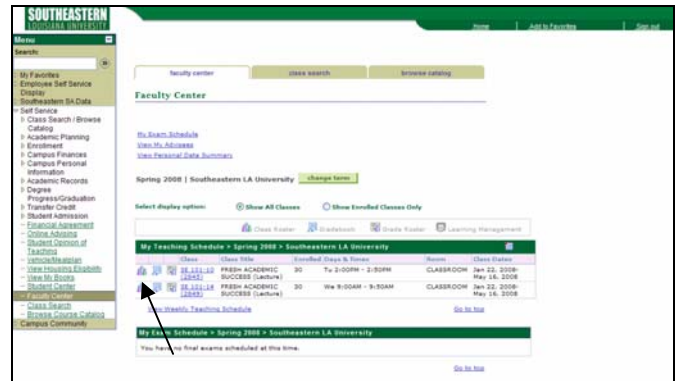## *Things to Remember*
when viewing your Class Roster:

- 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.
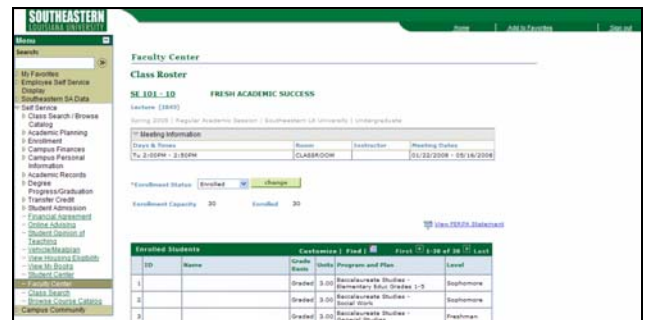
View Class Roster
(Using your W#)

1. 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.*

3. Click the button next to the class roster you would like to view. *Your class roster will display.*

4. 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.