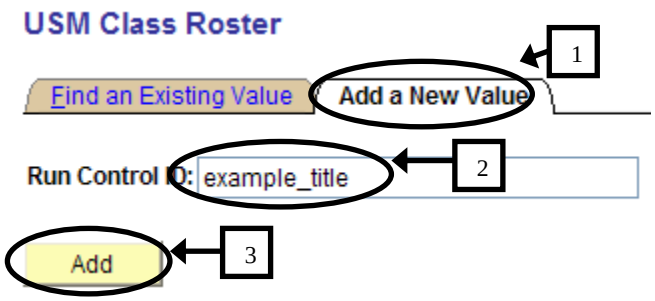
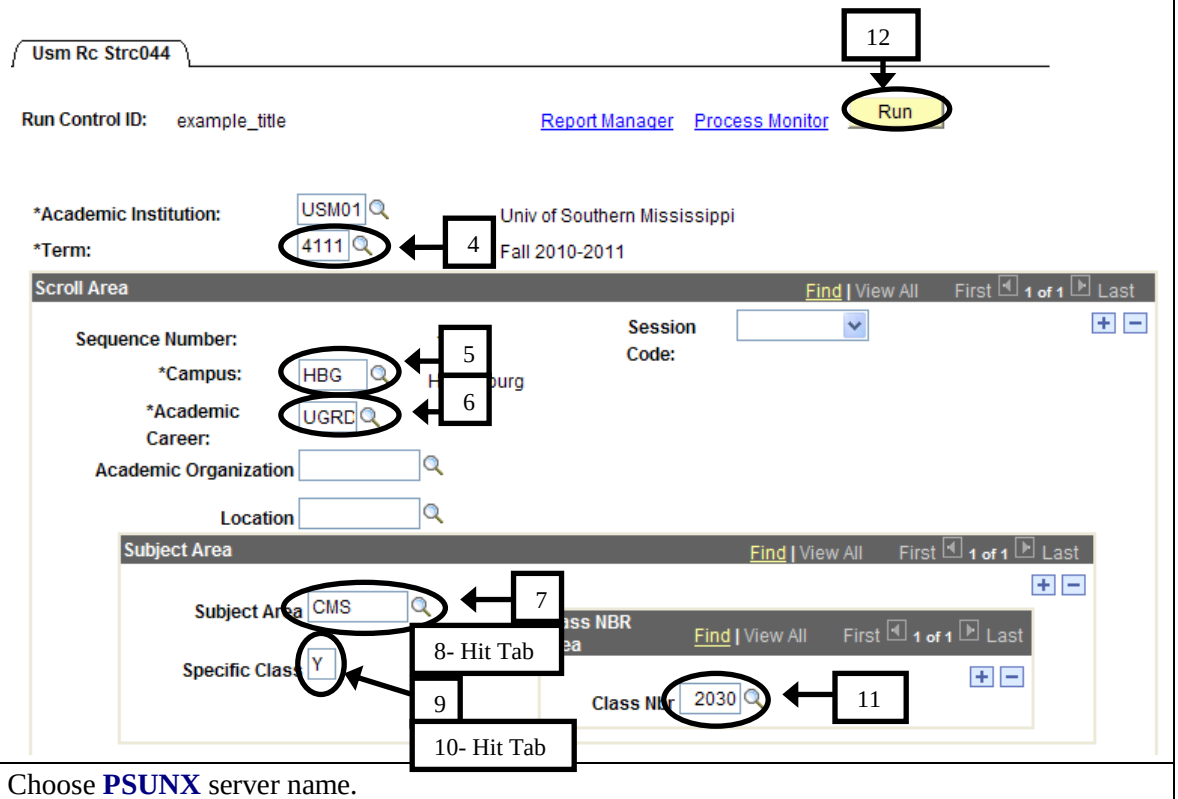
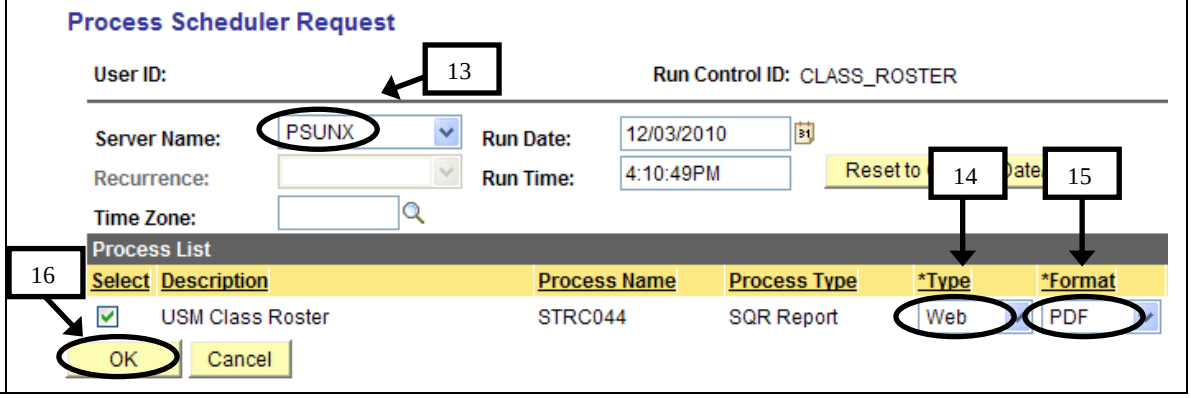
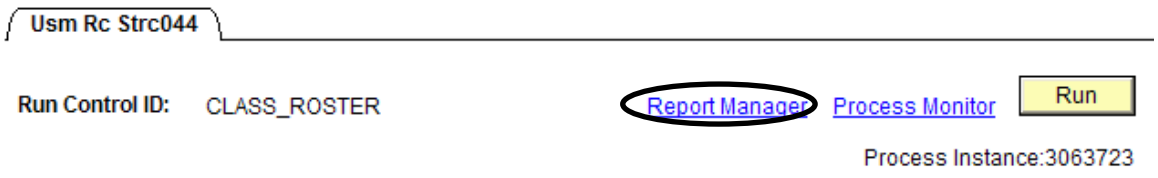
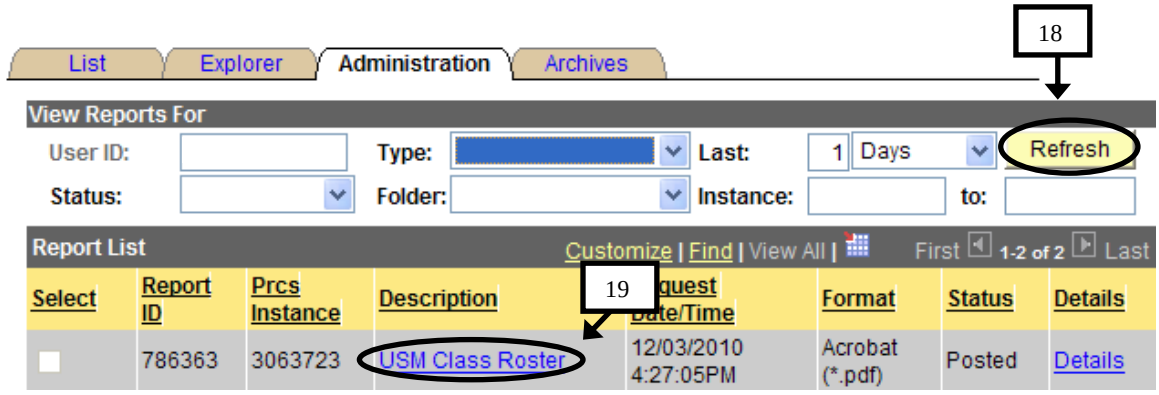
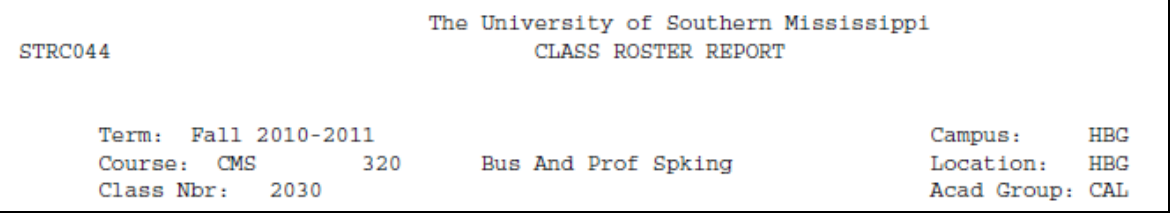
Navigation: Home > Campus Community > USM Campus Community > Reporting > USM Class Roster

Step	Action
1.	For first report of this type, click the **Add a New Value** tab. Use the **Find an Existing Value** tab for future runs of this report.
2.	Enter a "**title**" for this process into the **Run Control ID** box.
3.	Click the **Add** button. 
4.	Enter the appropriate **term code** or choose from magnifying glass search. Fall 2010 - 4111 Spring 2011 - 4115 Summer 2011 - 4118
5.	Enter the desired **campus** or choose from magnifying glass search.
6.	Enter the appropriate **academic career** or choose from magnifying glass search.
7.	Enter the appropriate **subject area** code or choose from magnifying glass search.
8.	Press the **Tab** key on your keyboard.
9.	To run the roster for a specific class, type **Y** for yes.
10.	Press the **Tab** key on your keyboard.
11.	Enter the **class number**.

Step	Action
12.	Click the **Run** button. 
13.	Choose **PSUNX** server name.
14.	Choose **Web** type.
15.	Choose the **PDF** Format.
16.	Click the **OK** button. 

Step	Action
17.	Click the **Report Manager** link. 
18.	Click the **Refresh** button until you see **Posted** in the Status column.
19.	Once the report is **Posted**, click the **USM Class Roster** link. 
20.	NOTE: Your report displays in a new window, so **turn OFF pop-up blockers**.