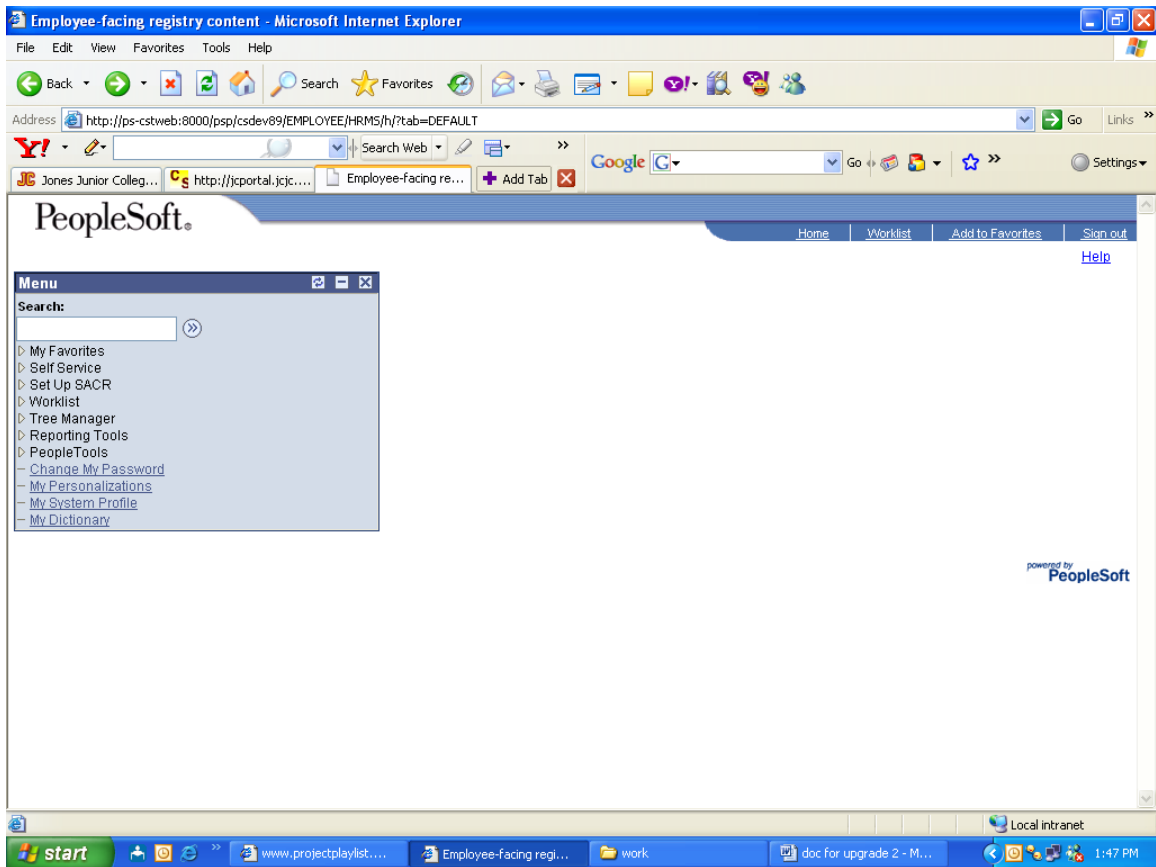


ACCESSING YOUR CLASS ROSTER

Log in to PeopleSoft.

Click “Self Service”.



CLICK ON FACULTY CENTER

The screenshot shows a Microsoft Internet Explorer browser window displaying a PeopleSoft Self Service page. The browser's address bar shows a URL starting with 'http://ps-cstweb:8000/ps/psdev89/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath'. The page features a 'Main Menu >' section with a 'Self Service' header. Below this, there are several service tiles: 'Faculty Center' (with a description: 'Use the Faculty center to manage all your class, student and advisee related activities.'), 'Class Search/Browse Catalog' (with a description: 'Use search criteria to find a class or browse the course catalog.'), and 'Campus Personal Information' (with a description: 'Maintain your personal information and review holds and to dos pending to your record.'). Under 'Campus Personal Information', there are links for 'Addresses', 'Names', and 'Phone Numbers', followed by '13 More...'. A 'Menu' sidebar on the left contains a search box and a tree view with 'Self Service' expanded, showing 'Campus Personal Information', 'Advisement', 'Faculty Center', 'Class Search/Browse Catalog', 'Set Up SACR', 'Worklist', 'Tree Manager', 'Reporting Tools', and 'PeopleTools'. The 'Faculty Center' link is highlighted. The Windows taskbar at the bottom shows the 'start' button, several open applications, and the system clock at 1:55 PM.

You can select the term needed by using the dropdown list provided.

Click on the “Class Roster” icon next to the class that you wish to view.

The screenshot shows the PeopleSoft Faculty Center interface. At the top, the user is identified as Charlotte Williams. The main section is titled 'Faculty Center' and features a 'Select Term' dropdown menu currently set to 'Fall 2006'. Below this, there are radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A navigation bar includes icons for 'Class Roster', 'Gradebook', 'Grade Roster', and 'Learning Management System'. The primary content is a table titled 'My Teaching Schedule > Fall 2006 > Jones County Junior College'. The table has columns for Class, Class Name, Days and Time, Location, Class Dates, and Enrolled. The first row is highlighted, and a 'Class Roster' icon is visible in the 'Enrolled' column. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 1:53 PM.

Class	Class Name	Days and Time	Location	Class Dates	Enrolled			
BOA 1413-01 LEC 1318	Keyboarding (Lecture)	TuTh 10:00AM - 11:15AM	Stringer-Huff Bus. Ctr Rm. 215	Aug 17, 2006- Dec 14, 2006	19			
BOA 2533-01 LEC 1320	Word Processing (Lecture)	TuTh 8:30AM - 9:45AM	Stringer-Huff Bus. Ctr Rm. 215	Aug 17, 2006- Dec 14, 2006	11			
BOA 2613-01 LEC 2367	Business Communication (Lecture)	MWF 8:30AM - 9:20AM	Stringer-Huff Bus. Ctr Rm. 215	Aug 17, 2006- Dec 14, 2006	9			
Intro to Computer			Stringer-					

2302 - BOA 1413 - Keyboarding

Class Roster Information

Course Title	BOA 1413 Keyboarding	Institution	Jones County Junior College
Class Number	2302	Term	Fall 2007
Class Section	W04	Session	WWW
Component	Lecture	Career	Undergraduate

Day	Sat	Instructor	Williams,Charlotte
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Enrollment Status

Total Students 23 **Enroll Capacity** 35

18	0161249	Nutter,Kasey C	Graded	3.00	Associate Degree Nursing - Pre-Associate Degree Nursing	Sophomore
19	0195454	Sowden,Michael Graham	Graded	3.00	Liberal Arts - Pre-Business Administration	Sophomore
20	0186716	Thompson,Nekeia D	Graded	3.00	Liberal Arts - Pre-Family and Consumer Sci Ed	Freshman
21	0120961	Tisdale,Reegan Ashlee	Graded	3.00	Liberal Arts - Pre-Accounting	Freshman
22	0197055	Turnage,Amanda Kay	Graded	3.00	Liberal Arts - Pre-Radiologic Technology	Freshman
23	0194058	Washington,Trelondy KeShon	Graded	3.00	Technical - Child Development Technology	Sophomore

[PRINTER FRIENDLY VERSION](#)

[CANCEL](#)

The "Enrollment Status" field allows you to view students who are enrolled or who have dropped. Click the drop down menu to change enrollment status.

You may print your class roster from this screen by clicking "Printer Friendly Version."

Click on "Cancel" located at the bottom of the page to return to the list of your class rosters.