

Directions to Accessing and Printing Class Rosters in PeopleSoft

Faculty may access class rosters from **two places in PeopleSoft**. The amount of detailed student information available is different on each roster.

The **first roster** which includes the student's identification number (Empl ID), name, and academic plan, is available through the **Faculty Center**. The **second roster** also contains information such as date enrolled, home campus, telephone number, e-mail address, and academic plan. The second roster is accessed using the **KCTCS Student Administration** option. Faculty need to know the 4- or 5-digit course ID number of each course they teach to access the roster through the Student Administration panel.

Instructions for accessing rosters through both options are provided below.

1. Accessing a Class Roster Through the Faculty Center

Go to the following Web address: <https://kctcs.mycmsc.com>

- Click "STUDENT ADMIN PRD."
- Type your KCTCS user ID (i.e., jdoe0001) & password, then click SIGN IN.
- Scroll down to the Faculty Center section of the page.
- Select the appropriate semester by clicking the Change Term icon.
- Select the **Fall term (4154)**, then click Continue.
- To access a specific class roster, click the People icon which appears to the left of the class course section and number.
- Click the Enrollment Status dropdown box and select "**Enrolled.**"
- Click the Names heading to alphabetize the student names.
- To print a roster, click the "Printer Friendly Version" link shown at the bottom right corner of the roster.
- Click File on the menu bar and choose Print. Follow usual steps to select printer and to print documents.


Faculty Center

Fall 2015 | KCTCS [Change Term](#)

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[Class Roster](#) [Grade Roster](#) [Learning Management System](#)

My Teaching Schedule > Fall 2015 > KCTCS

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
 ENG 161-B501 LEC 53294	Intro to Literature (Web-enhanced)	26	MW 9:30AM – 10:45AM	Matheson Learning Resource Center	Aug. 17, 2015 – Dec. 13, 2015

This is the 5-digit course ID number referred to in the directions to accessing a class roster through the Student Administration option.

2. Accessing a Class Roster Through KCTCS Student Administration

It is suggested that faculty review this roster after drops for no show and no pay. A student who is dropped for either of these two reasons will no longer be listed on this roster. Students who officially withdraw from a class will have a “W” recorded in the grade column.

Go to the following Web address: <https://kctcs.mycmsc.com>

- Click “STUDENT ADMIN PRD.”
- Type your KCTCS user ID (i.e., jdoe0001) & password, then click on SIGN IN.
- Click the KCTCS Student Administration option in the Menu box located on the left.
- Go to KCTCS Student Records and click Advisors.
- Click Class Rosters.
- Enter the 4- or 5-digit course number in the Class Nbr. box. (The 4- or 5-digit course numbers for all your classes are listed in the Faculty Center in PeopleSoft.
- Enter the term number in the Term box (4154 is the Fall 2015 term).
- Click the Search box located at the lower left side.
- PeopleSoft will process the request and the class roster should display on the screen.
- Change the page setup to Landscape prior to printing the roster.
- Click File in the menu bar at the top of the screen.
- Choose Page Setup and click Landscape under Page Options.
- Click OK.
- Click File again on the menu bar and choose Print. Follow usual steps to select printer and to print documents.

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