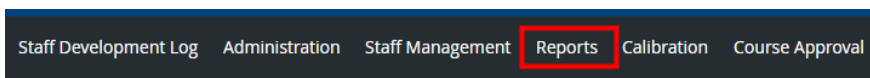


Steps to Access the Course Roster Report

1. Go to PD&E Home page

2. Reports Tab

(If you do not see the Reports Tab, select the down arrow on the far right of Navbar)

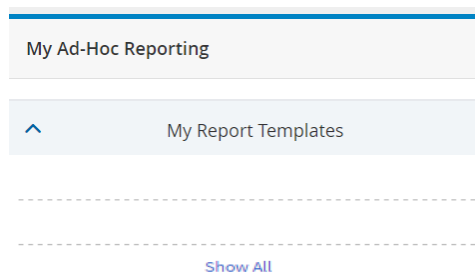


3. From My Ad Hoc Reporting, click on the "Roster: Course Roster Status Report 2023-2024, Published".



Roster: Course Roster Status Report 2023-2024, Published

Note: If the report you would like to access is not in the list and there is a '**Show All**' at the bottom of the list, select Show All to see all reports)



- To run a NEW report, click on the lightning bolt icon on the left of the report name to Run the report.



Roster: Course Roster Status Report 2023-2024, Published

- You will receive this message: "Thank you, your report has been submitted. An email will be sent when view-able within My Cached Reports." The email might take a few minutes to arrive given the amount of data in the report.
- After the email arrives, return back to your My Cached Reports at the bottom of the page. Your report should be at the top of the list.



My Cached Reports

- Click on the eyeball icon to open the report. *Note: You will also have a link in your email. You can click on the link and it will open the report in PD&E.*



Course Roster Status Report 2023-2024, Published

- When in the report, look to the top right of your screen. You can choose to select to download to a CSV file.

Printer-friendly display

Download CSV