

# Class Rolls (zcm\_class\_roll)

SAP Screen Shots  
The University of Mississippi  
5/2011

SAP Support: 662.915.5222

Email: sap@olemiss.edu

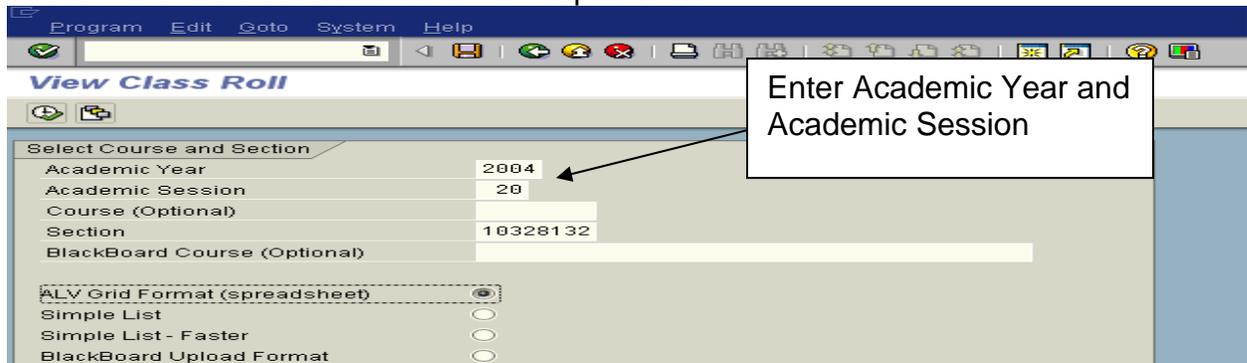
This document will demonstrate how to run a Class Roll from the SAP GUI. Instructors can run their own Class Roll from the web by using their Web ID.

## Transaction Codes: zcm\_class\_roll

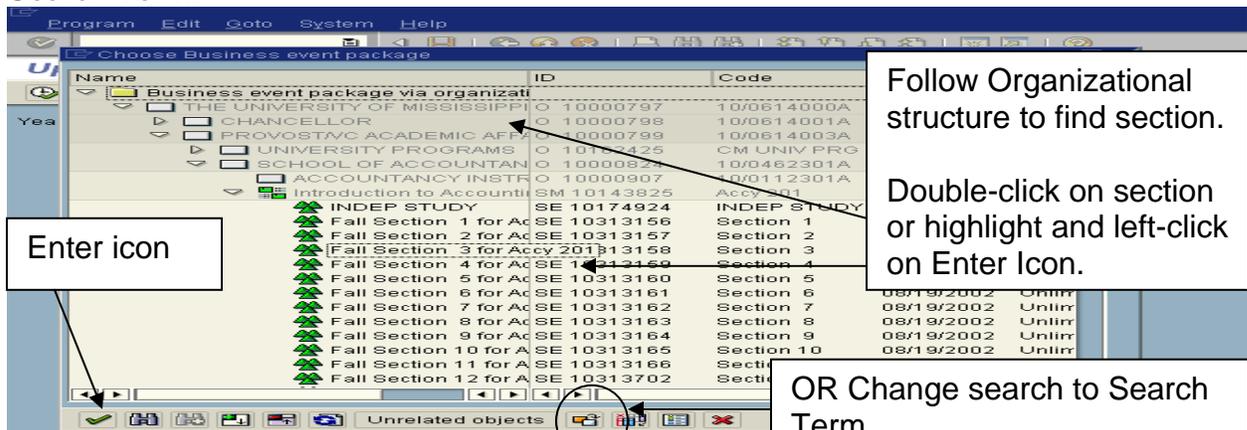


**Select Course and Section:** Enter Academic Year, Academic Session, etc. Remember you can use drop-down boxes to find valid selections.

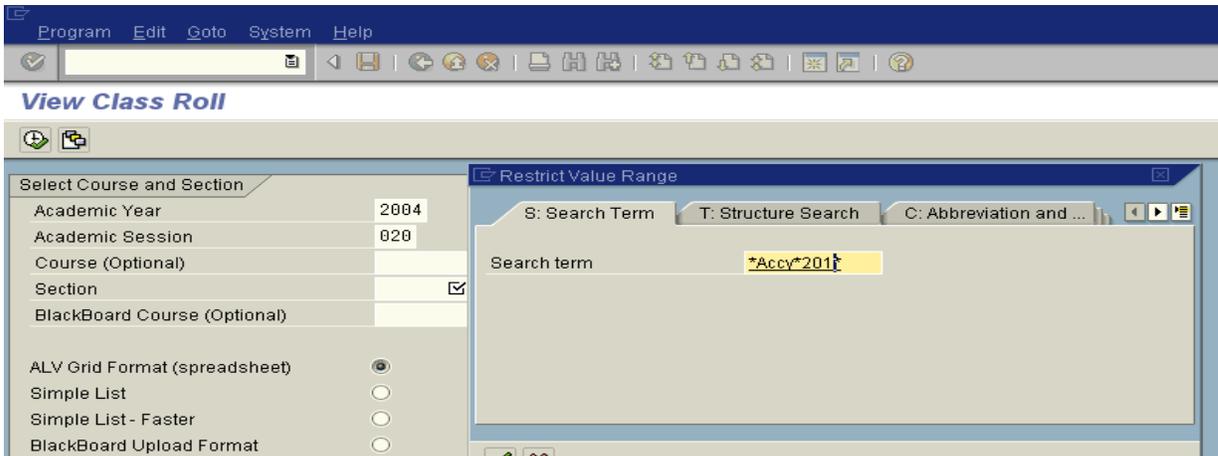
**Course (Optional):** Entering the course is optional; unless it is cross-listed course. For Cross listed courses the Course (Optional) needs to be the SM (Module) and the Section needs to be the Section for the home department.



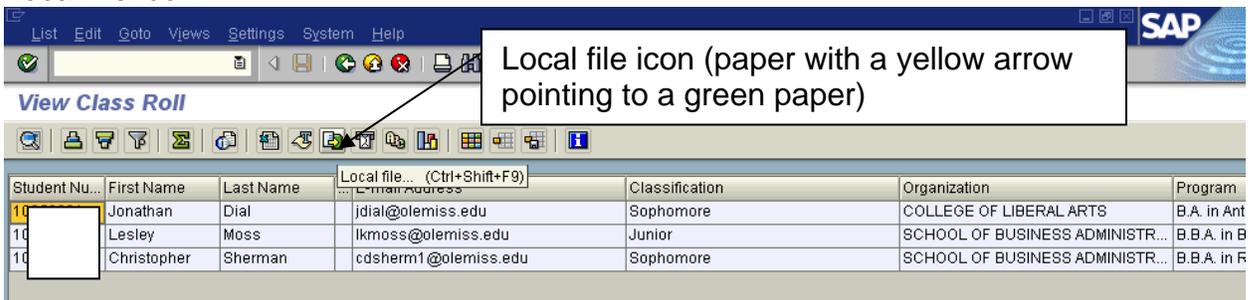
**Structure Search:** The University of Mississippi > Provost/VC Academic Affairs > Select School > Select Course > Select Section. Select Section by double-clicking on section or highlight and left-click on Enter Icon (green check). OR you can change and search by Search Term.



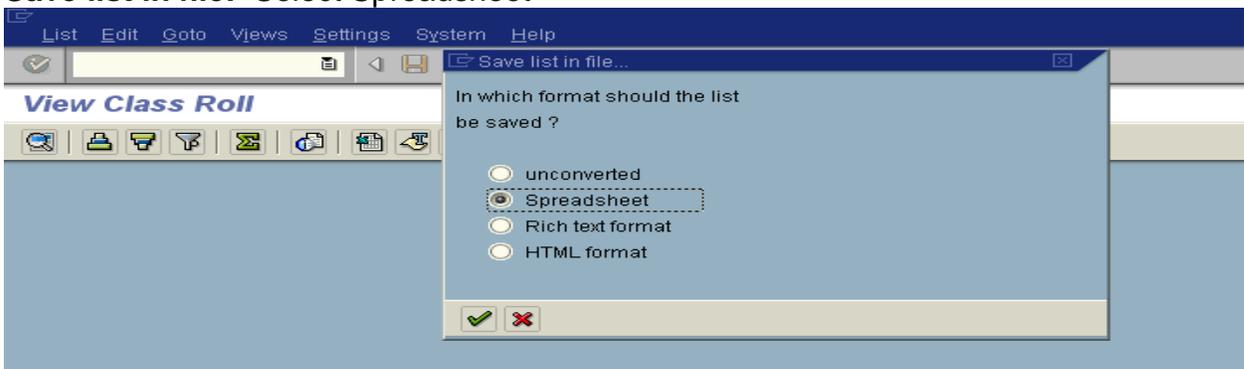
**Search Term:** The system is looking for Term, Section # for course abbreviation (Spring Section 3 for Accy 201), so if you are not sure how it is listed use \*.



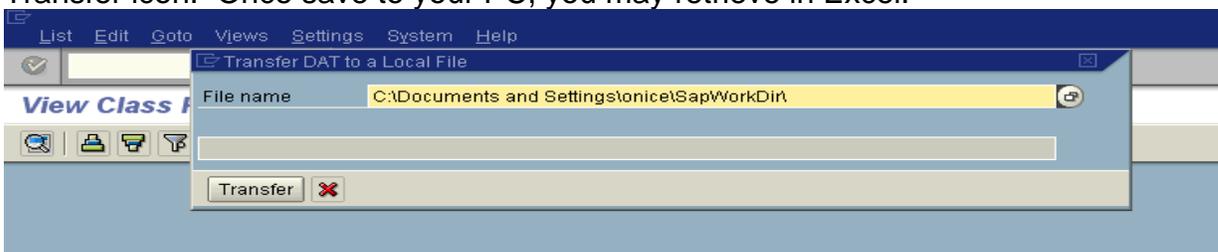
**ALV Grid Format (Spreadsheet):** Example of Report. To transport into Excel, use the Local file icon.



**Save list in file: Select Spreadsheet**



**Transfer data to a local file:** Save to your PC by giving it a file name and left-click on Transfer icon. Once save to your PC, you may retrieve in Excel.



**Simple List:** Example of Report

SAP

List Edit Goto System Help

View Class Roll

View Class Roll

Spring Semester Spring Semester  
 Accy 201 Introduction to Accounting Principles I Section 3  
 Conner Room 212 JINNETTE, JIMMY JR

Class roll generated on 02/04/2004 at 13:36:56 .

Number of students found: 49

Student #	Last Name	First Name	E-mail Address	SSN	FRP	Classification	Organization
10	Adkins	Suzanne	seadkins@olemiss.edu			Freshman	COLLEGE OF LIBERAL ARTS
10	Aldredge	Courtney	ccaaldred@olemiss.edu			Sophomore	SCHOOL OF APPLIED SCIENCES
10	Anderson	Andrea	adanders@olemiss.edu			Freshman	SCHOOL OF ACCOUNTANCY
10	Barbrey	Austin-Gray	atbarbre@olemiss.edu			Sophomore	SCHOOL OF BUSINESS ADMINIS
10	Belger	James	jrbelger@olemiss.edu			Junior	SCHOOL OF BUSINESS ADMINIS

### Simple List – Faster: Example of Report

SAP

List Edit Goto System Help

View Class Roll

View Class Roll

Spring Semester Spring Semester  
 Accy 201 Introduction to Accounting Principles I Section 3  
 Conner Room 212 JINNETTE, JIMMY JR

Class roll generated on 02/04/2004 at 13:34:39 .

Number of students found: 49

Student #	Last Name	First Name	Att Cred	Status
1	Adkins	Suzanne	3.00000	Booked
1	Aldredge	Courtney	3.00000	Booked
1	Anderson	Andrea	3.00000	Booked
1	Barbrey	Austin-Gray	3.00000	Booked
1	Belger	James	3.00000	Booked
1	Brown	Nathan	3.00000	Booked
1	Burch	Carrie	3.00000	Booked
1	Cain	Marquita	3.00000	Booked
1	Cofer	Anne	3.00000	Booked
1	Coker	Thomas	3.00000	Booked
1	Everitt	Elliott	3.00000	Booked

**Blackboard upload Format:** Used by Faculty Technology Lab to upload to Blackboard for instructors.