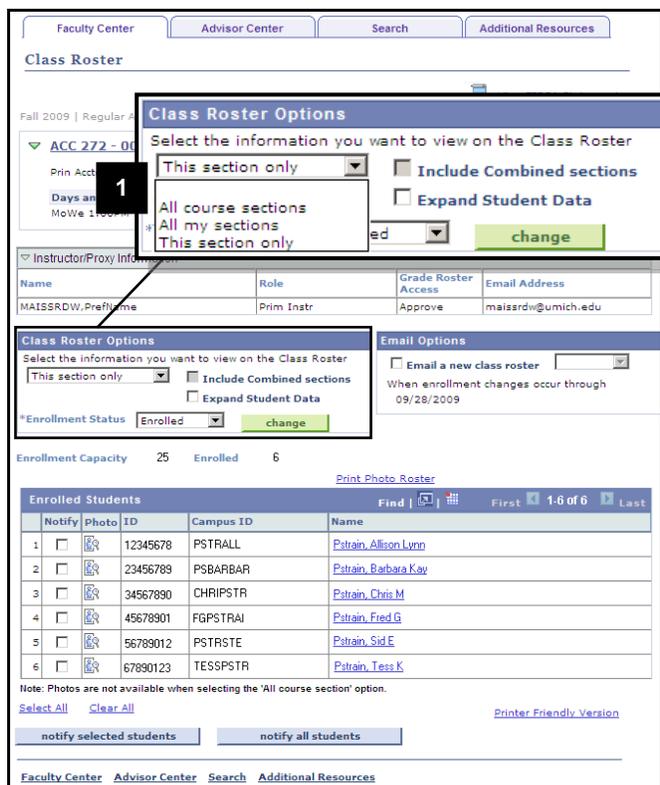


Print Photo Class Roster Using Safari

Important Information

- When using the Safari web browser to print the photo class roster, you will receive an error message and the report will not automatically display for you to view and print. When this occurs, you must navigate to the Report Manager to view and print the photo class roster.
- A student can request to have his/her Mcard photo deleted from the database by filling out the “Request for Deletion of Mcard Digitized Photograph Form” at <http://www.mcard.umich.edu/forms.htm>.
- For more information about the appropriate use of photos, see SPG 601.13 at <http://spg.umich.edu/pdf/601.13.pdf>.

Class Roster Page



1. Select **Class Roster Options**.
 The Class Roster Options box allows you to choose **class section(s)** that display in the class roster.

Valid Values include:

- **All course sections** – Displays all class rosters for all sections for the course selected.
- **All my sections** – Displays all class sections in which the user has been designated as an instructor.
- **This section only** – Class roster data appears for only the class selected. This is also the default value.

Notes:

- Photos are not available when selecting the ‘All Course Section’ option.
- The **Include Combined sections** checkbox will be turned on for any class that is cross-listed or is scheduled to meet with another section. You may choose to turn off the checkbox if you wish to see only one section of the combined class.

Class Roster Page

Class Roster Options

Select the information you want to view on the Class Roster

This section only Include Combined sections Expand Student Data

*Enrollment Status: Enrolled 3

All
Enrolled
Permissions
Waiting

2

Class Roster Options

Select the information you want to view on the Class Roster

This section only Include Combined sections Expand Student Data

*Enrollment Status: Enrolled

Email Options

Email a new class roster

When enrollment changes occur through 09/28/2009

Enrollment Capacity 25 Enrolled 6

Print Photo Roster

Notify	Photo	ID	Campus ID	Name
<input type="checkbox"/>		12345678	PSTRALL	Pstrain, Alison Lynn
<input type="checkbox"/>		23456789	PSBARBAR	Pstrain, Barbara Kay
<input type="checkbox"/>		34567890	CHRIPSTR	Pstrain, Chris M
<input type="checkbox"/>		45678901	FGPSTRAI	Pstrain, Fred G
<input type="checkbox"/>		56789012	PSTRSTE	Pstrain, Sid E
<input type="checkbox"/>		67890123	TESSPSTR	Pstrain, Tess K

Note: Photos are not available when selecting the 'All course section' option.

Select All Clear All Printer Friendly Version

2. Select the **Enrollment Status**.

The Enrollment Status Options allow you to choose the enrollment status of the students who display in the class roster.

Valid Values include:

- **All** – All students associated with the course by enrollment, waitlist, or permissions.
- **Enrolled** – All enrolled students.
- **Permissions** – All students who have been issued a class permission to enroll but have not done so.
- **Waiting** – All students who are enrolled on the waitlist.

3. Click to update the Class Roster results.

Note: The Photo Class Roster will return ONLY those students you define to see in the Class Roster View Options.

Class Roster Page

Class Roster

Fall 2009 | Regular Academic Session | University of Michigan

ACC 272 - 003 (10223)

Prin Actg II (Recitation)

Days and Times: MoWe 1:00PM-2:30PM Room: E1550 BUS Class Start/End Dates: 09/08/2009 - 12/14/2009

Instructor/Proxy Information

Name	Role	Grade Roster Access	Email Address
MAISSRDW,PrefixName	Prim Instr	Approve	maisrdw@umich.edu

Class Roster Options

Select the information you want to view on the Class Roster

This section only Include Combined sections Expand Student Data

*Enrollment Status: Enrolled

Email Options

Email a new class roster

When enrollment changes occur through 09/28/2009

Enrollment Capacity 25 Enrolled 6

Print Photo Roster

Notify	Photo	ID	Campus ID	Name
<input type="checkbox"/>		12345678	PSTRALL	Pstrain, Alison Lynn
<input type="checkbox"/>		23456789	PSBARBAR	Pstrain, Barbara Kay
<input type="checkbox"/>		34567890	CHRIPSTR	Pstrain, Chris M
<input type="checkbox"/>		45678901	FGPSTRAI	Pstrain, Fred G
<input type="checkbox"/>		56789012	PSTRSTE	Pstrain, Sid E
<input type="checkbox"/>		67890123	TESSPSTR	Pstrain, Tess K

Note: Photos are not available when selecting the 'All course section' option.

Select All Clear All Printer Friendly Version

4

4. Click [Print Photo Roster](#).

Note: You can view individual student photos by clicking the photo icon for a specific student.

Print Photo Class Roster Page

Print Photo Class Roster [Return](#)

Term: Fall 2009 **6**

Class Nbr: 10223

Course: ACC 272 Prin Acctg II

Section: 003 Recitation

Additional student information can be displayed with the photos.
Select up to four (4) options, then click the Run button.

5 Name
 UMIID
 Uniqname
 Units
 Academic Level
 Primary Academic Program

Printing the report with only names will produce 30 photos per page. Selecting two or three (2-3) options will produce a report with 20 photos per page (with a larger photo size).
Selecting four (4) options will produce a report with 24 photos per page.

- Turn on the appropriate checkboxes for the information you would like displayed.

Notes:

- The **Name** field is automatically selected. You can select up to 3 additional fields.
- The number of options you choose to display on the Photo Class Roster determines how many pictures display on a page and the size of those pictures.

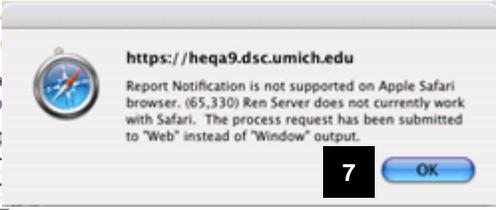
- Click **Run**.

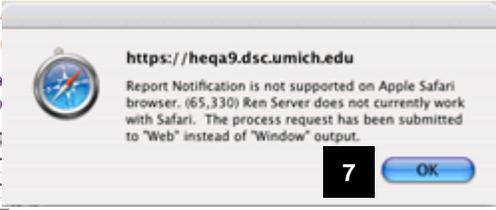
Error Message

Print Photo Class Roster [Return](#)

Term: Fall 2009

Class Nbr: 10223

Course: 

Section: 

Additional Information: 

Select up to four (4) options, then click the Run button.

Units
 Academic Level
 Primary Academic Program

Printing the report with only names will produce 30 photos per page. Selecting two or three (2-3) options will produce a report with 20 photos per page (with a larger photo size).
Selecting four (4) options will produce a report with 24 photos per page.

7

Note: An error message will display. Instead of the report automatically opening in a new window, you must navigate to another web page to open it.

- Click **OK**.

Print Photo Class Roster Page with Menu

Favorites: Main Menu > Self Service > Faculty Center

Print Photo Class Roster [Return](#)

Term: Self Service

Class Nbr: Manager Self Service

Course: Campus Community

Section: Reporting Tools

Additional Information: My Personalizations

Select up to four (4) options, then click the Run button.

Name
 UMIID
 Uniqname
 Units
 Academic Level
 Primary Academic Program

Printing the report with only names will produce 30 photos per page. Selecting two or three (2-3) options will produce a report with 20 photos per page (with a larger photo size).
Selecting four (4) options will produce a report with 24 photos per page.

8

- From the menu, click **Report Manager**.

Report Manager Page

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last: 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 MSR04160	MSR04160- PHOTO CLASS ROSTER	SR Student Records	10/05/09 11:21AM	954153	8044402
2 MSR04188	MSR04188- TRSF PHOTO JPGS	SR Student Records	10/05/09 11:21AM	954152	8044401
3 MSR04160	MSR04160- PHOTO CLASS ROSTER	SR Student Records	10/05/09 10:24AM	954149	8044395
4 MSR04188	MSR04188- TRSF PHOTO JPGS	SR Student Records	10/05/09 10:23AM	954148	8044394

Save

List | Explorer | Administration

9. Click the report link of the appropriate Photo Class Roster report in the **Report** field.

Notes:

- It may take several minutes for the report to display on this list.
- Currently, the report description does not reference the course or class. Use the Completion Date/Time field for identification when running multiple photo class roster reports.

Report Page

Report

Report ID: 954153 Process Instance: 8044402 [Message Log](#)

Name: MSR04160 Process Type: SQR Report

Run Status: Success

MSR04160- Photo Class Roster

Distribution Details

Distribution Node: RPRTNODEAIX Expiration Date: 01/12/2010

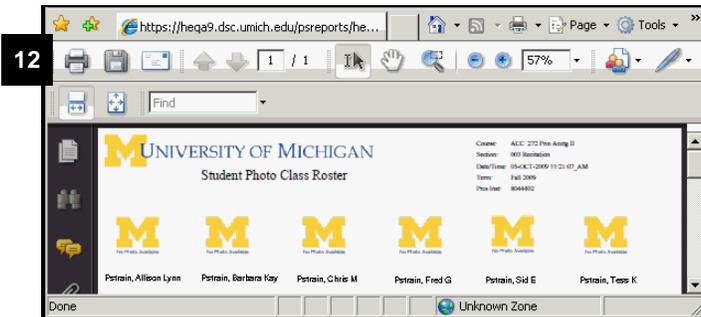
Name	File Size (bytes)	Datetime Created
SQR MSR04160_8044402.log	1,358	10/05/2009 11:21:20.000000AM EDT
msr04160_8044402.PDF	272,120	10/05/2009 11:21:20.000000AM EDT
msr04160_8044402.out	660	10/05/2009 11:21:20.000000AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	MAISSRDW

10. Click the PDF file from the File List in the **Name** field.

Photo Class Roster



11. The Photo Class Roster will open in a new window. (For privacy purposes, no pictures display in this example.)

12. View and Print the Photo Class Roster. Use the web browser or Adobe PDF print function to print the Class Roster.

Note: If there is no photo for the student, **No Photo Found** displays.

13. Close the report window.

Note: To return to the Faculty Center, use this menu navigation: Self Service > Faculty Center.