

How to Print Class Roster with Photos

Use the Internet Explorer Browser

1. Navigate to Faculty Class Roster (from main faculty center page)
2. Click on 'Include Photos in List' Radio Button

The screenshot shows the 'Faculty Class Roster' page. At the top, there is a teal header with a back arrow and the text 'Faculty Class Roster'. Below this is a navigation bar with buttons for 'Faculty Center', 'Advisor Center', and 'Search'. Underneath, there are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The 'Class Roster' link is highlighted with a green circle containing the number '1'. Below the navigation is a section for 'Spring 2017 | Regular Academic Session | Univ of Wisconsin-Green Bay | Undergraduate'. A class selection box shows a dropdown arrow, a class ID '202 - 0002 (3461)', and a 'Change Class' button. Below this is the class name 'Macro Economic Analysis (Lecture)'. A table displays class details:

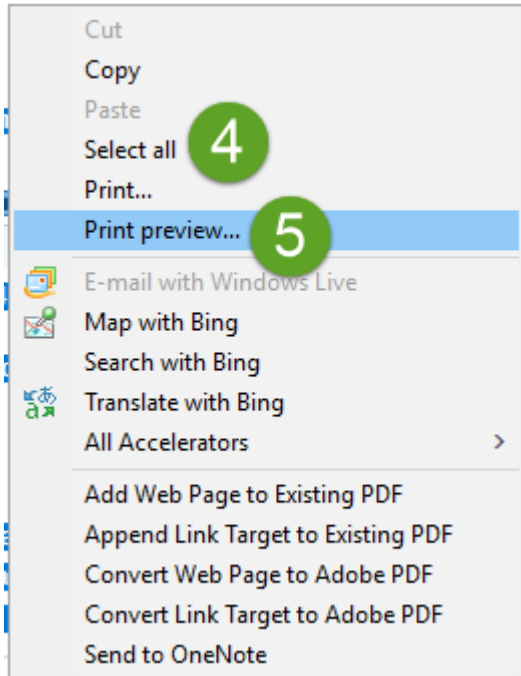
Days and Times	Room	Instructor	Dates
MoWeFr 10:35AM-11:30AM	MAC-210	[Redacted]	01/23/2017 - 05/05/2017

Below the table, there is a filter for '*Enrollment Status' set to 'Enrolled'. It also shows 'Enrollment Capacity 120' and 'Enrolled 58'. A 'Select display option' section has two radio buttons: 'Link to Photos' (selected) and 'Include photos in list'. The 'Include photos in list' option is highlighted with a green circle containing the number '2'. Below this is a section titled 'Enrolled Students' with a 'Personalize | Find | [Link]' link. The 'View All' link is highlighted with a green circle containing the number '3'.

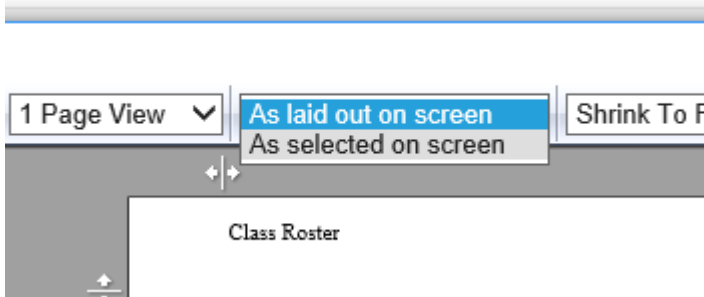
3. Click on 'View All' Link

This close-up shows the 'Enrolled Students' section. It includes a dropdown menu for 'Enrolled', the text 'Capacity 120' and 'Enrolled 58', and the 'Select display option' section. The 'Include photos in list' radio button is selected and highlighted with a green circle containing the number '3'. Below the radio buttons is a 'Find' button and a 'View All' link, which is circled in green.

4. Right-Click and choose 'Select All'
5. Right-Click again then choose 'Print Preview'



6. In Print Preview choose the drop-down selection to use 'As Selected on Screen'. (Page count will increase from 2 pages)



7. Click the Printer icon to print these pages