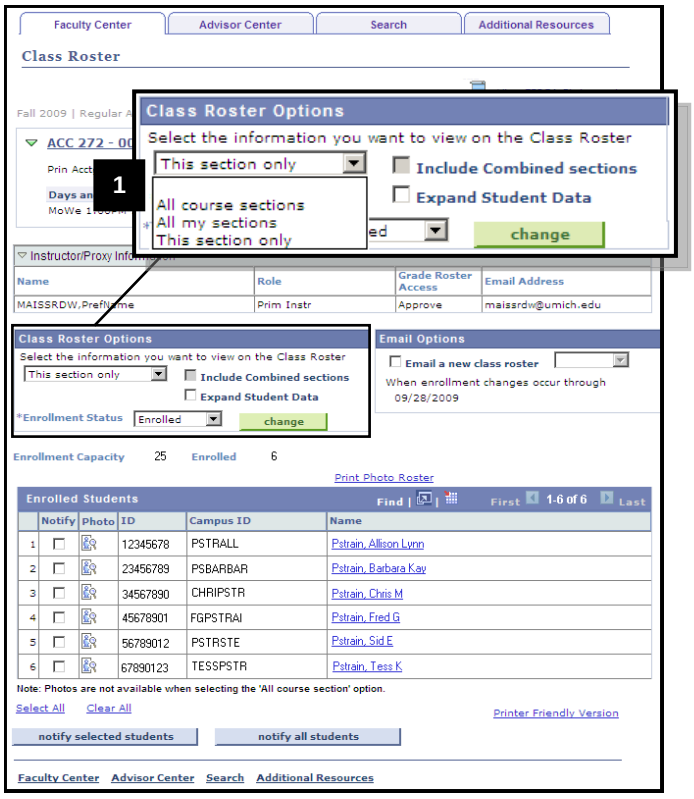
Print Photo Class Roster Using Safari

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.

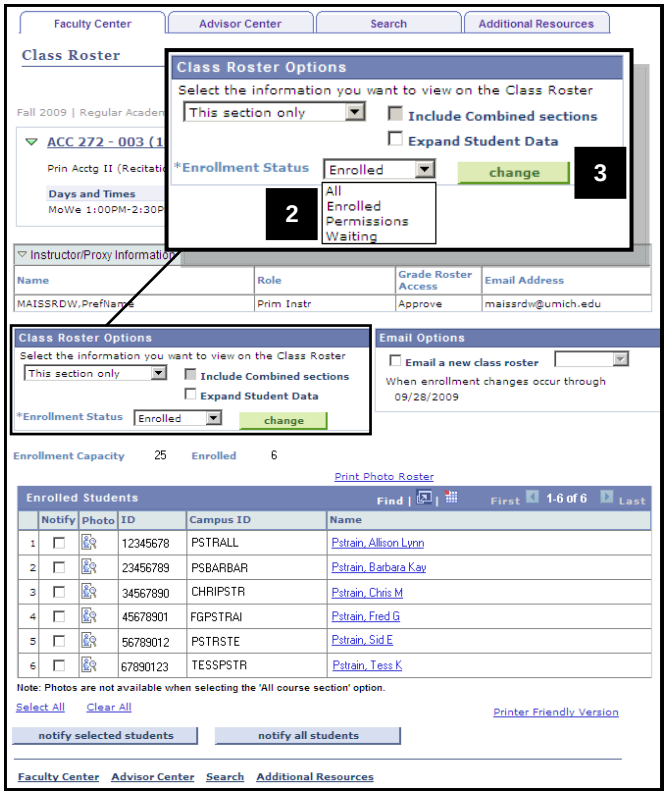
Valid Values include:

- **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



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.

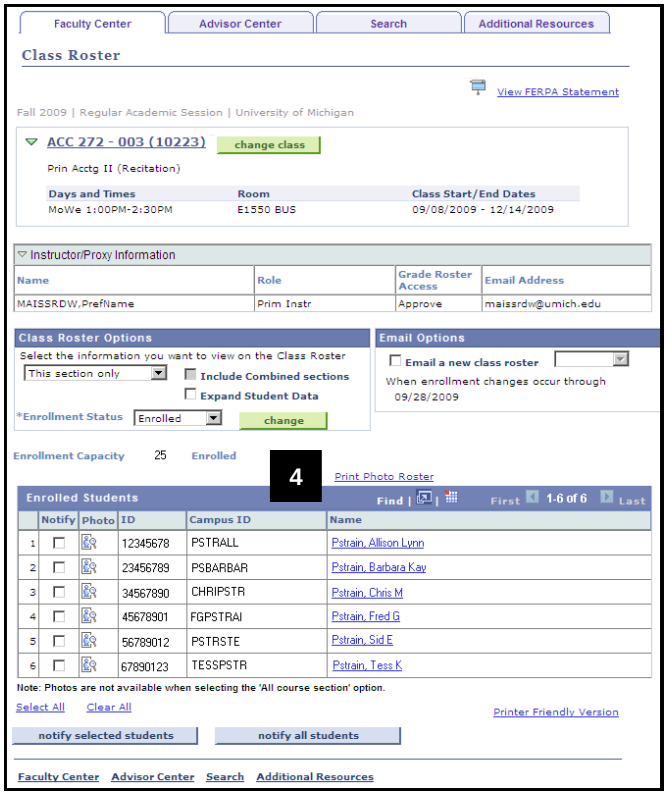
   Valid Values include:

   - **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 change 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.

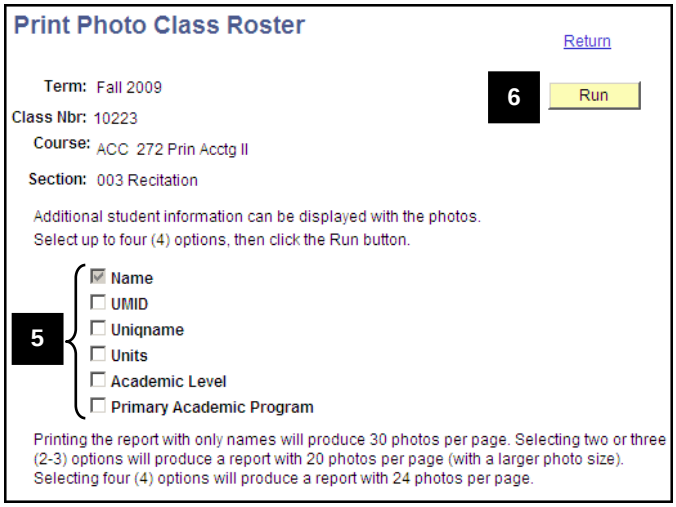
Class Roster Page



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



5. 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.

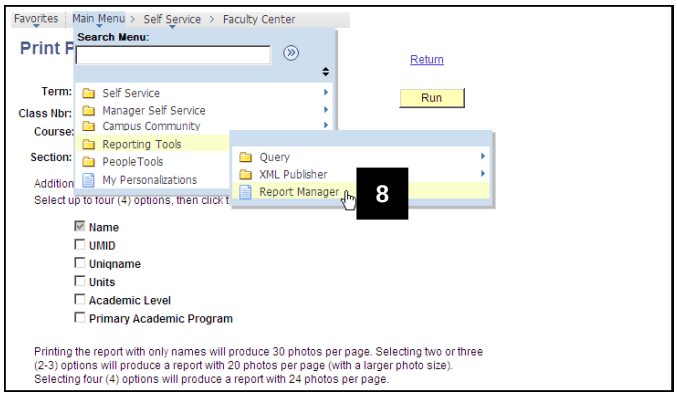
6. Click **Run**.

Error Message

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.

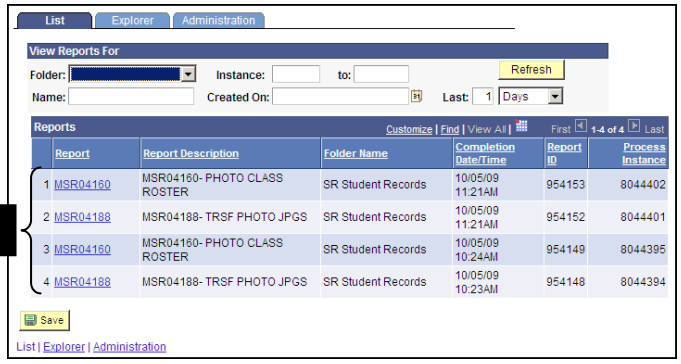
7. Click **OK**.

Print Photo Class Roster Page with Menu



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

Report Manager Page



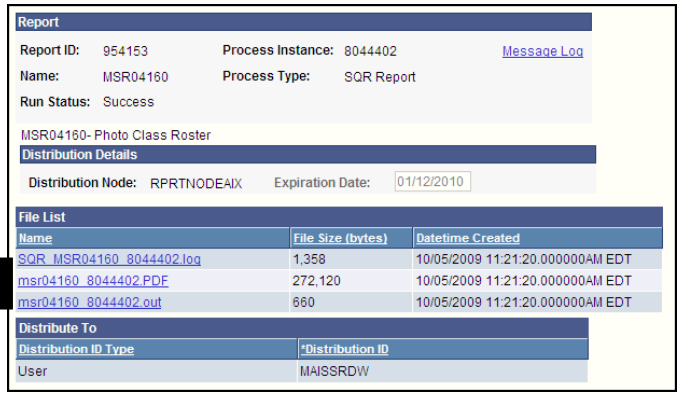
9

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

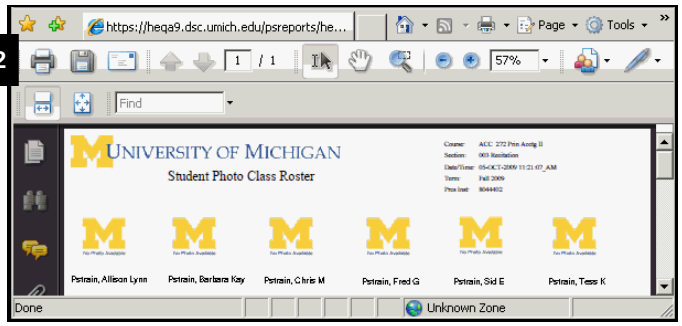


10

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

Photo Class Roster

12



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.