

## Printing Class Rosters with student photos from the Faculty Center

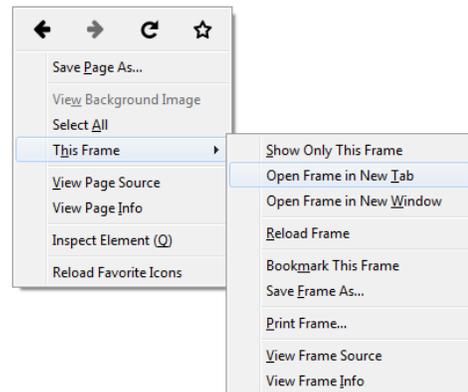
The new Faculty Center, the suite of online class management resources, came online for the fall of 2015 as part of the campus-wide switch to a new student information system. While this system offers new features, it also has some limitations. Based on feedback we have received at the [Center for Teaching, Learning, and Technology](#), one of the most common limitations is the inability to print or export the roster easily with student photos intact.

The method outlined below allows you to print your class roster from the new Faculty Center. You must do this in the Firefox web browser (on either PC or Mac). Other browsers no longer have the "This Frame" feature found in step 4.

1. On your Windows PC or Mac, launch Firefox and log into Faculty Center<sup>1</sup>.
2. Click the icon  next to the desired course to open up its Class Roster.

3. Move the cursor just to the right of the roster and right-click (Mac users with a one-button mouse can do this by holding down the Control key and clicking).

4. On the pop-up menu that appears, move the cursor over **This Frame** to reveal the submenu.



5. On the submenu, select **Open Frame in New Tab**.

6. Go to the new tab. You should see the same list, but without the extra content at the top of the page.

7. Above the list, select the radio button labeled **Include photos in list**. This will display the photo for the first student on the list.

8. In the blue navigation bar above the entry, click on **View all**. This will display the first 100 students enrolled in your course.

9. Print the new page (Shortcut: CNTL-P)

10. If you have more than 100 students in the class use the arrow icon in the blue navigation bar to select the next group of students, and repeat steps 5 through 9.

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<sup>1</sup> If you need help accessing your Class Roster in the Faculty Center, you can download a help guide from the [Administrative Technologies](#) website.