Printing a Class Roster

This guide will cover how to access a printer friendly version of your class roster with student photos.

1) From the Catalyst Faculty Homepage, select the Faculty Center Tile. You will be directed to the My Schedule page that will display a list of classes you are currently teaching for the term.

2) On the My Schedule page, select the class roster icon (image of multiple people) for the specific class you want to view.

3) On the Class Roster page, you will see a list of students who are enrolled into your class.

Under Display Options, you can choose to have your class roster list link to a photo of a student or embed the photos within your class roster.
4) To embed the student’s photos, select the radio button, **Include photos in list**. Next, choose the **View All link**. This will display all student photos in a linear list.

![Class Roster with Photos](image1.png)

**NOTE:** In compliance with FERPA, student images, UCIDs, programs, and levels have been redacted in the screen shot above.

5) Want to print the class roster with images? Select the **Printer Friendly Version** link located at the bottom of the page.

6) You will be directed to a new Class Roster page that displays your class roster without the display options listed above the Class Roster table.

   Select the **Print Roster** link to receive a printer-friendly version of your class roster.

![Class Roster without Photos](image2.png)