Printing Class Rosters from UI Web

1. Log into UI Web
2. Type RSTR (Academic Roster Inquiry) in the Form Search Bar and hit Enter

3. Enter the name of the course (example: 10/FA CS 790 61) and hit Enter

4. The Roster will appear
5. If there are less than 14 students you can use the following steps to print the roster
   a. Click on the Printer Icon
   b. Print the form with the student names

6. If there are more than 14 students you can use the following steps to print the roster
   a. Click on Export all Rows to CSV
b. Click on Open

![File Download dialog box]

- Open
- Save
- Cancel

- Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What’s the risk?](#)

c. The Roster is exported to Excel where you can print the roster

![Excel screenshot]