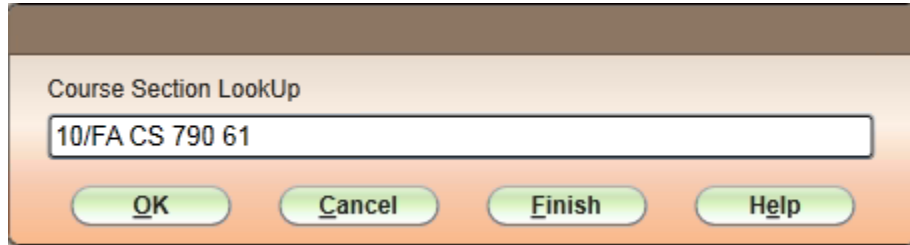


## Printing Class Rosters from UI Web

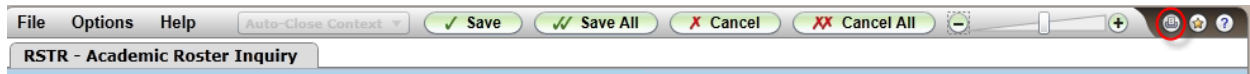
1. Log into UI Web
2. Type RSTR (Academic Roster Inquiry) in the Form Search Bar and hit Enter



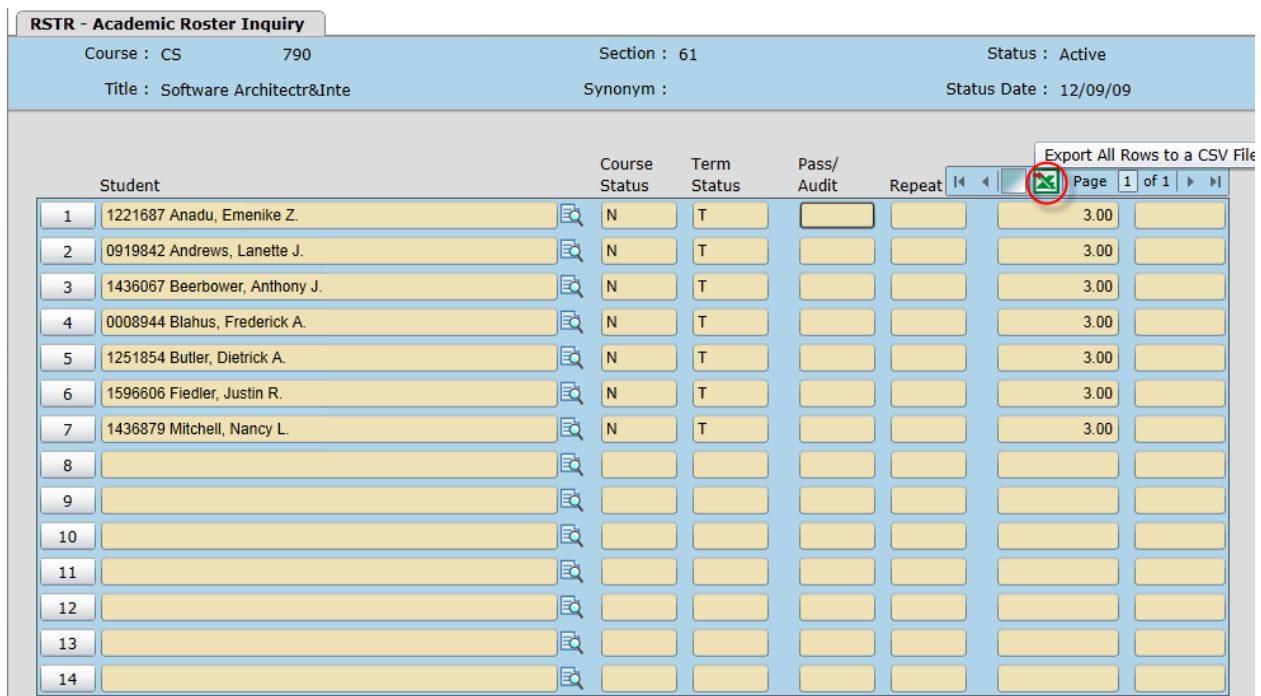
3. Enter the name of the course (example: 10/FA CS 790 61) and hit Enter

A screenshot of a dialog box titled "Course Section LookUp". It contains a text input field with the text "10/FA CS 790 61". Below the input field are four buttons: "OK", "Cancel", "Finish", and "Help".

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

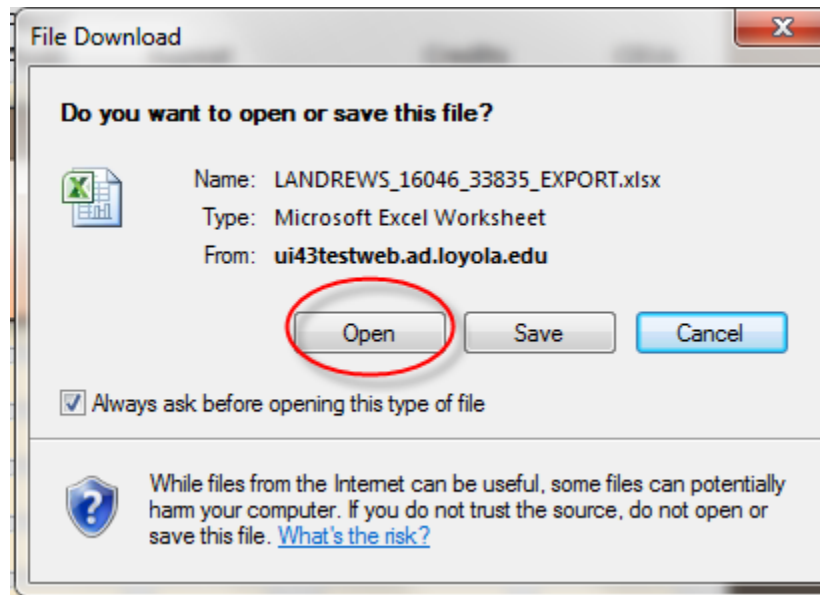


RSTR - Academic Roster Inquiry

Course : CS 790 Section : 61 Status : Active  
Title : Software Architectr&Inte Synonym : Status Date : 12/09/09

Student	Course Status	Term Status	Pass/Audit	Repeat	Page 1 of 1
1 1221687 Anadu, Emenike Z.	N	T			
2 0919842 Andrews, Lanette J.	N	T			
3 1436067 Beerbower, Anthony J.	N	T			
4 0008944 Blahus, Frederick A.	N	T			
5 1251854 Butler, Dietrick A.	N	T			
6 1596606 Fiedler, Justin R.	N	T			
7 1436879 Mitchell, Nancy L.	N	T			
8					
9					
10					
11					
12					
13					
14					

b. Click on Open



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

Student	Course Status	Term Status	Pass/Audit	Repeat	Credits	CEUs
1221687 Anadu, Emenike Z.	N	T			3.00	
0919842 Andrews, Lanette J.	N	T			3.00	
1436067 Beerbower, Anthony J.	N	T			3.00	
0008944 Blahus, Frederick A.	N	T			3.00	
1251854 Butler, Dietrick A.	N	T			3.00	
1596606 Fiedler, Justin R.	N	T			3.00	
1436879 Mitchell, Nancy L.	N	T			3.00	