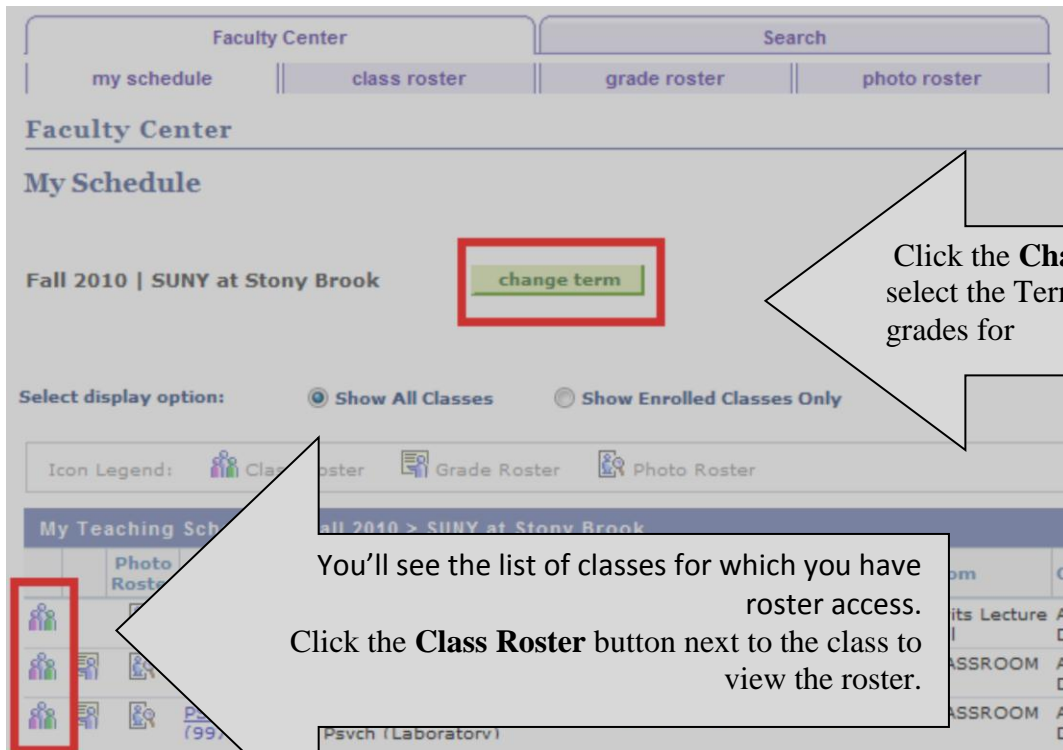


## How to Print a Photo Roster of Your Class



From the SOLAR homepage, click **Faculty Center** under **Instructor Self Service**



Click the **Change Term** button and select the Term that you are submitting grades for

You'll see the list of classes for which you have roster access.  
Click the **Class Roster** button next to the class to view the roster.



← This is the **Class Roster** button



← This is the **Grade Roster** button. You will only see this button when grades are allowed to be submitted (last day of classes).



← This is the **Photo Roster** button.

**Note:** If your class is not listed here please contact the Class Scheduler/Administrator in your Department.

**Class Roster**

View FERPA Statement

Fall 2009 | Full Fall Semester Session | SUNY at Stony Brook | Graduate

AMS 507 - 01 (92662) [change class](#)

Introduction to Probability (Lecture)

Days and Times	Room
TuTh 11:20AM-12:40PM	MELVILLE LBR W4550 WESTCAMPUS

\*Enrollment Status: Enrolled

Enrollment Capacity: 92    Enrolled: 78

Select display option:  Link to Photos     Include photos in list

[download class roster](#)

Notify	Photo	ID	Name	Units	Program and Plan	Level
1		...	...	3.00	Doctor of Philosophy - Applied Math & Statistics	G4
2		...	...	3.00	Graduate Non Matriculated SPD - Non Matriculated	G0

File Download

Do you want to open or save this file?

Name: ...RTFMMEB6HBMVCS2HOMG\_SU\_SS\_ROSTER.xls  
Type: Microsoft Office Excel 97-2003 Worksheet  
From: psns.cc.stonybrook.edu

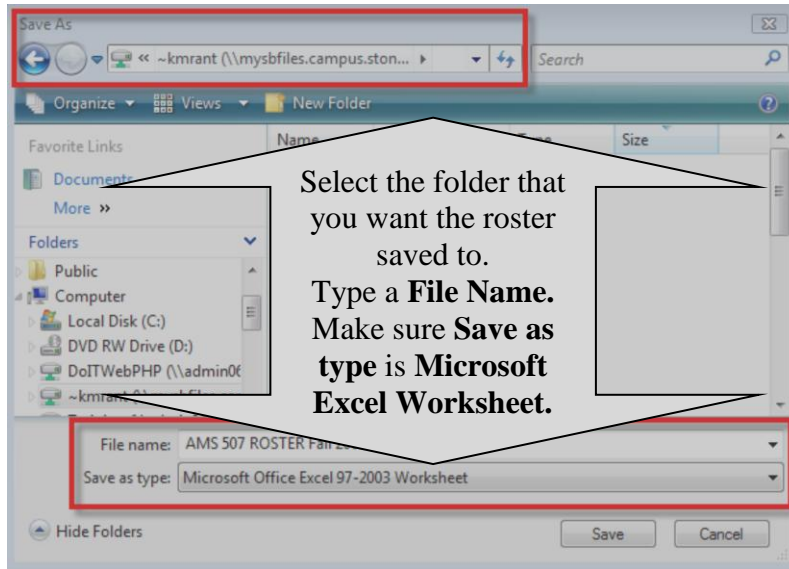
Always ask before opening this type of file

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

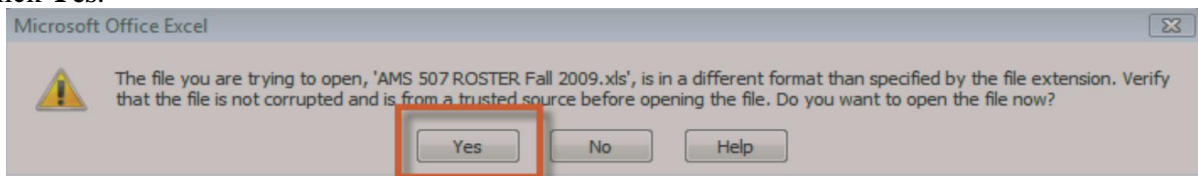
At the *File Download* dialog box click **Save** (we do not recommend clicking Open).

**Note:** If you do not receive this *File Download* dialog box please make sure that you have the following options set in **Internet Explorer**. Instructions for how to set these options are available on SOLAR Help page.

- Always **allow popups** from this site
- **Internet Security level in Internet Options** must be set to **enable automatic prompting for file downloads**

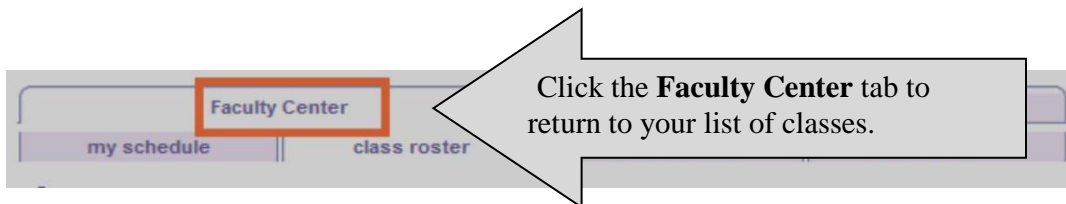


Now you can go to the folder and open the roster. If you receive the following warning message, just click **Yes**.

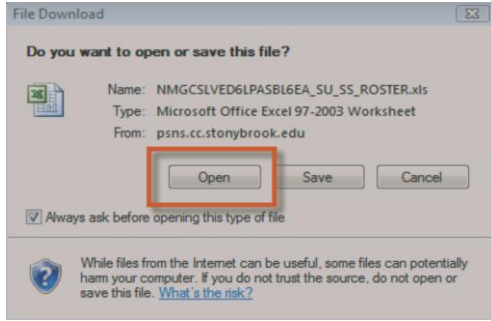


Excel opens with the Roster displayed:

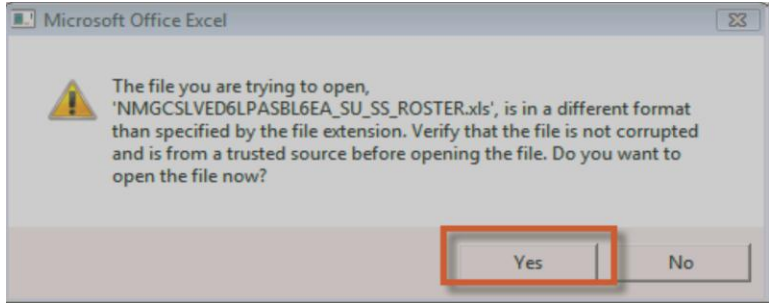
	A	B	C	D	E	F	G	H	I	J
1	<b>Term</b>	<b>Student ID</b>	<b>Grade</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subject</b>	<b>Catalog Nbr</b>	<b>Sctn</b>	<b>Class Nbr</b>	<b>Statu</b>
2	1098	01190111111		Ali	Lorilla	AMS	507	1	92662	Enroll
3	1098	01190111111		Blount	David	AMS	507	1	92662	Enroll
4	1098	01190111111		Bush	Charles	AMS	507	1	92662	Enroll
5	1098	01190111111		Cassidy	Andrew	AMS	507	1	92662	Enroll
6	1098	01190111111		Chen	Thomas	AMS	507	1	92662	Enroll
7	1098	01190111111		Chen	Thomas	AMS	507	1	92662	Enroll
8	1098	01190111111		Chen	Tom	AMS	507	1	92662	Enroll
9	1098	01190111111		Chen	Joseph	AMS	507	1	92662	Enroll
10	1098	01190111111		Chen	Lin	AMS	507	1	92662	Enroll
11	1098	01190111111		Chen	Lin	AMS	507	1	92662	Enroll



# FYS 101 Instructor Resource Guide

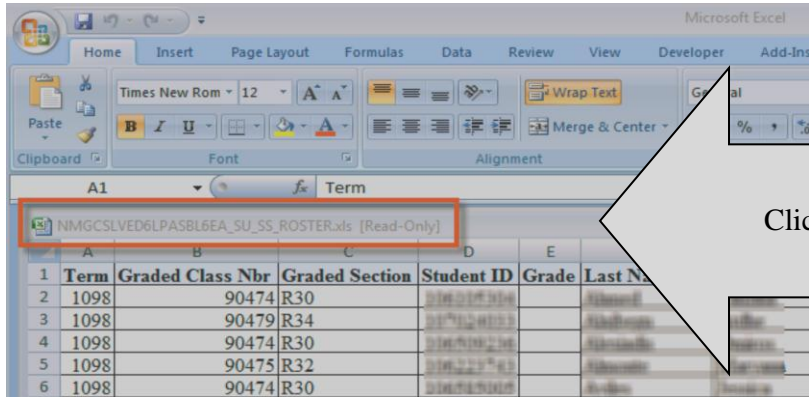


Note: If you clicked **Open** at this dialog box instead of Save, you will have to do the following:

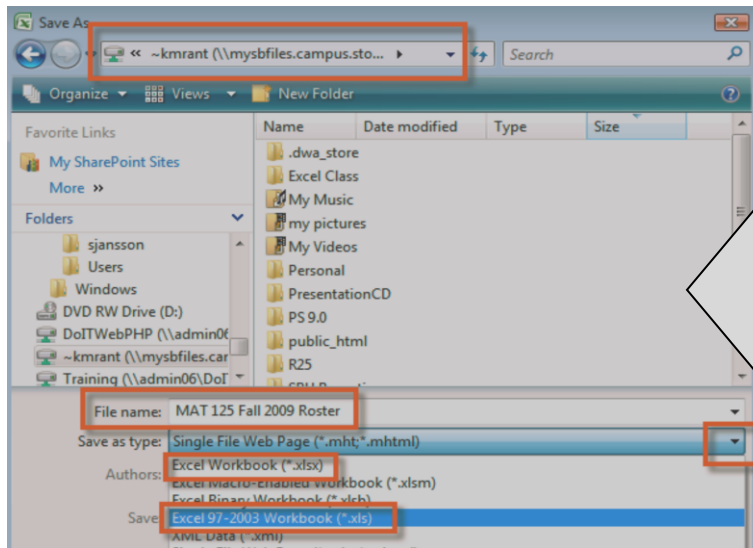


Click Yes

The roster will open in Excel as “**read-only**”.



Click **File > Save as**



Select the folder that you want the roster saved to  
Type a **File Name**  
**IMPORTANT!!** Make sure click on the drop down arrow and change the **Save as type** to one of the **Excel Workbooks (.xls or .xlsx)**

If you need assistance or would like to report a problem with your Roster, click the **To Report Problems** link in SOLAR and submit a trouble ticket. Someone will contact you by phone or email.

For a video tutorial feel free to visit:

[http://it.cc.stonybrook.edu/site\\_documents/get\\_help/solar/solarprintphotoroster\\_demo/solarprintphotoroster\\_demo.htm](http://it.cc.stonybrook.edu/site_documents/get_help/solar/solarprintphotoroster_demo/solarprintphotoroster_demo.htm)

Prepared by Client Support 632-9800