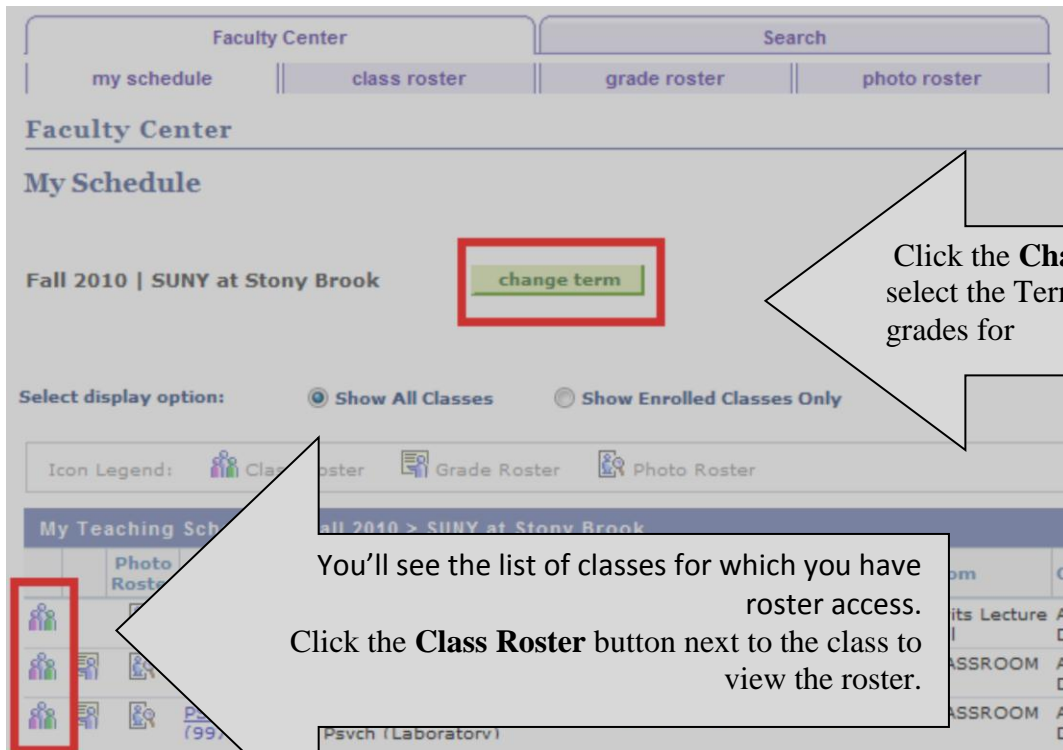# *How to Print a Photo Roster of Your Class*

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.

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**

Select the folder that you want the roster saved to.
Type a **File Name.**
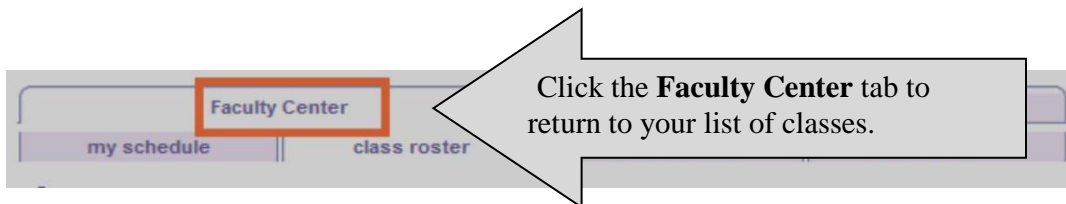Make sure **Save as type** is **Microsoft Excel Worksheet.**
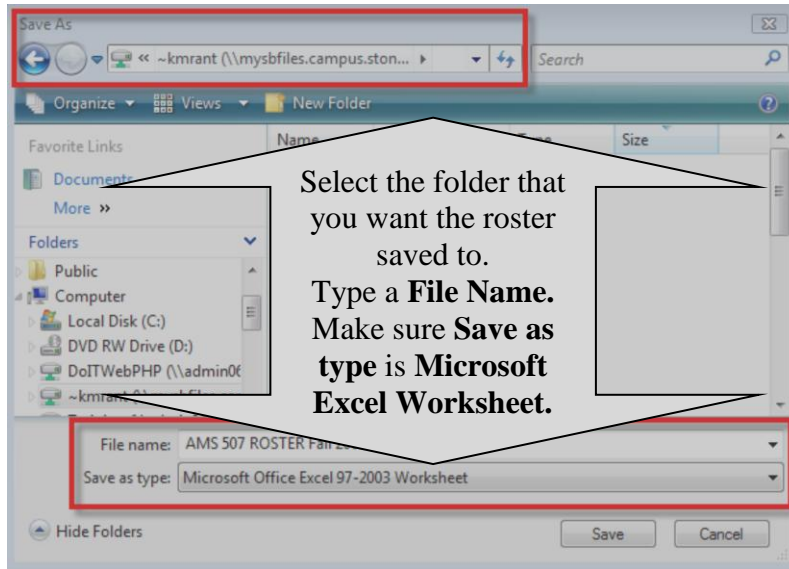
Now you can go to the folder and open the roster. If you receive the following warning message, just click **Yes**.
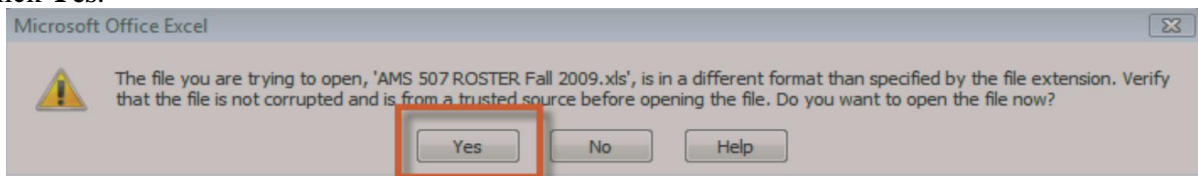
Excel opens with the Roster displayed:
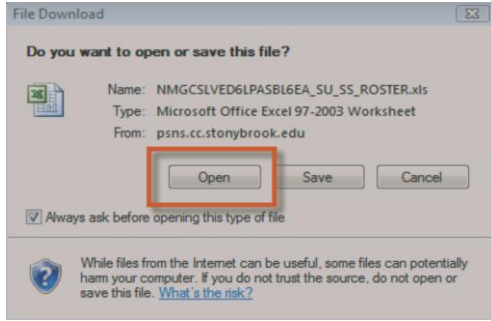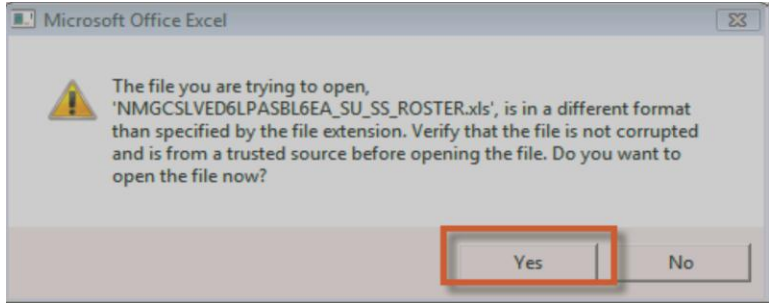

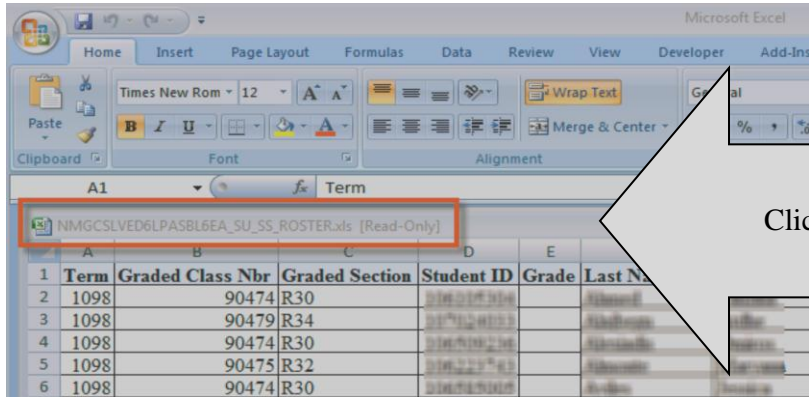Click the **Faculty Center** tab to return to your list of classes.

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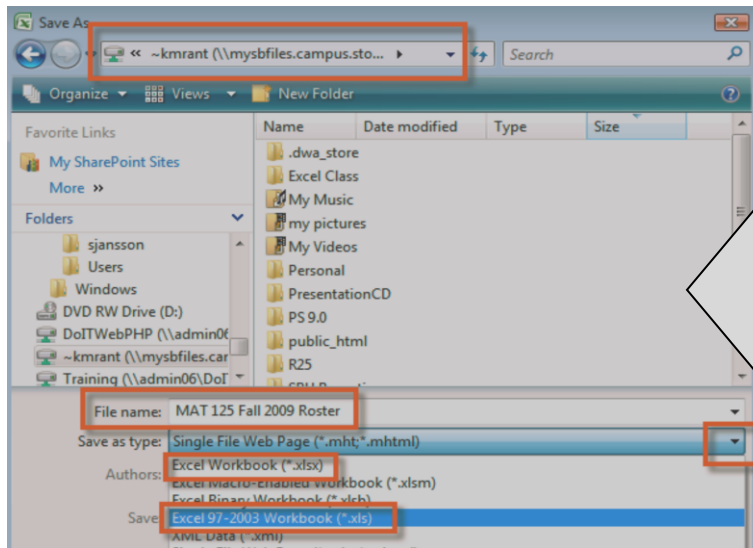

Click **Yes**

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

Prepared by Client Support 632-9800