

View/Print Photo Course Roster from the Teaching Tab

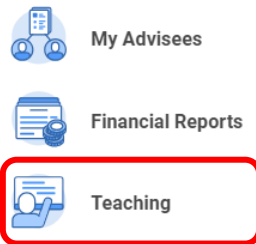


The Photo Course Roster is located on the Teaching tab of the Teaching application in UR Student.

View and Print Student Rosters

1. Log into [UR Student](#) and click the **Teaching** application on the home page

Your Top Apps



2. On the **Teaching** tab, select **Photo Course Roster** on the right-hand side
3. Enter the **Academic Period** (e.g., Fall 2024 AS&E) for which you want to generate a Photo Roster and click OK. The roster will be produced for each of your course sections for the academic period.

Photo Course Roster ✕

Instructions Please note: Due to the complicated nature of this report, it may take up to three minutes to run for certain instructors. This report includes all current academic periods by default. If running the report for the current academic period, simply click OK without entering an academic period.

If you want to look at past or future academic periods, please enter the academic period(s) of the course sections you want to see.

If you want to look at current and future academic periods together, please enter the current and future academic periods of the course sections you want to see.

Hidden course sections will be displayed if there are registrations for that section.

Academic Period: ✕ Fall 2024 AS&E

Registration Status: ✕ Completed ✕ Registered

Filter Name:

Manage Filters: 1 Saved Filters

OK

4. A report will display with a row for each of the students in your sections for the term. This is NOT the final roster. Use the Print button at the bottom left to generate a version with larger photos.

Photo Course Roster 🔍

Academic Period: Fall 2024 AS&E Registration Status: Completed Registered

To view the course roster in the appropriate format, print the course roster by using the Print button at the bottom left of the report or by clicking the printer icon in the top right of the report. Afterwards, click on Notify Me Later and then click on the notification icon on the top right of the screen (looks like a bell). Once there, you will see the course roster as a PDF show up. If you do not see the course roster, click on the notification icon again until it shows up.

Photo	Student (Preferred Name)	Process	Student ID	Process to this Student (Building)	Section	HOCT LAY Primary Institutional Email Address	Academic Unit	Academic Level	Class Year	Registration Status	Registered Date	Program of Study	Latest Intern Rate
	[Redacted]	(Dn/He)	[Redacted]	(Dn/He)	CHEM 137-1 - Chem Principles for Engineers	[Redacted]	High School of Engineering and Applied Sciences	Undergraduate	AS&E Class of 2028	Registered	08-07-2024 09:31:18.975 AM	Computer Science [332] Intermed B.S. Major	
	[Redacted]	(Dn/He)	[Redacted]	(Dn/He)	CHEM 137-1 - Chem Principles for Engineers	[Redacted]	High School of Engineering and Applied Sciences	Undergraduate	AS&E Class of 2028	Registered	08-07-2024 08:22:05.036 AM	Mechanical Engineering [ME] Intermed B.S. Major	
	[Redacted]	(Dn/He)	[Redacted]	(Dn/He)	CHEM 137-1 - Chem Principles for Engineers	[Redacted]	High School of Engineering and Applied Sciences	Undergraduate	AS&E Class of 2028	Registered	08-07-2024 08:11:28.713 AM	Mechanical Engineering [ME] Intermed B.S. Major	
	[Redacted]	(Dn/He)	[Redacted]	(Dn/He)	CHEM 137-1 - Chem Principles for Engineers	[Redacted]	High School of Engineering and Applied Sciences	Undergraduate	AS&E Class of 2027	Registered	07-18-2024 08:38:46.467 AM	Civil Engineering [CPE] Intermed B.S. Major	
	[Redacted]	(Dn/He)	[Redacted]	(Dn/He)	CHEM 137-1 - Chem Principles for Engineers	[Redacted]	High School of Engineering and Applied Sciences	Undergraduate	AS&E Class of 2028	Registered	08-07-2024 08:19:16.936 AM	Mechanical Engineering [ME] Intermed B.S. Major	
	[Redacted]	(Dn/He)	[Redacted]	(Dn/He)	CHEM 137-1 - Chem Principles for Engineers	[Redacted]	High School of Engineering and Applied Sciences	Undergraduate	AS&E Class of 2028	Registered	08-07-2024 08:11:43.473 AM	Mechanical Engineering [ME] Intermed B.S. Major	

Print

5. Depending on the size of the roster, you may be asked if you want to be notified later. You can wait for the roster to appear, or you can select **Notify Me Later**.
6. If you chose **Notify Me Later**, the roster will appear in your notification log, which you can access at the top right of the page. You will get a notification when it is ready. You may need to refresh the page to see it.



7. The Photo Course Roster will appear as a notification item. Just click on the hyperlink to access the roster.

Notifications

Viewing All Sort By: Newest

From Last 30 Days

Document Available

Print Layout - Photo Course Roster - 2024-08-28 05_22 PDF.pdf is now available in My Reports

2 minute(s) ago

[Details](#)

Document Available

Print Layout - Photo Course Roster - 2024-08-28 11_12 PDF.pdf is now available in My Reports

7 day(s) ago

View/Print Photo Course Roster from the Teaching Tab



Depending on the number of course sections and students, you will more than likely receive a Photo Course Roster that is multiple pages. You can see the academic period and the course section at the top of each page.

The black bar at the top can be used to **view, download or print** the Photo Course Roster. You can navigate between the pages using the arrows at the top in the middle of the page. You can choose to download or print the roster using the download or printer icons at the top right of the page. You may find it more useful to print the roster and re-order the pages to fit your preference (they will appear in alphabetical order by course section (subject, course number, section number), which may cause cross listed sections with multiple course subjects to not appear on adjacent pages).

Print Layout - Photo Course Roster - 2024-08-28 05_22 PDT.pdf

1 of 15

Photo Roster

Fall 2024 AS&E

CHEM 137-1 - Chem Principles for Engineers

Aug 28, 2024 8:23 AM

(She/Her)

(He/Him)

(She/Her)

(She/Her)

(He/Him)

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