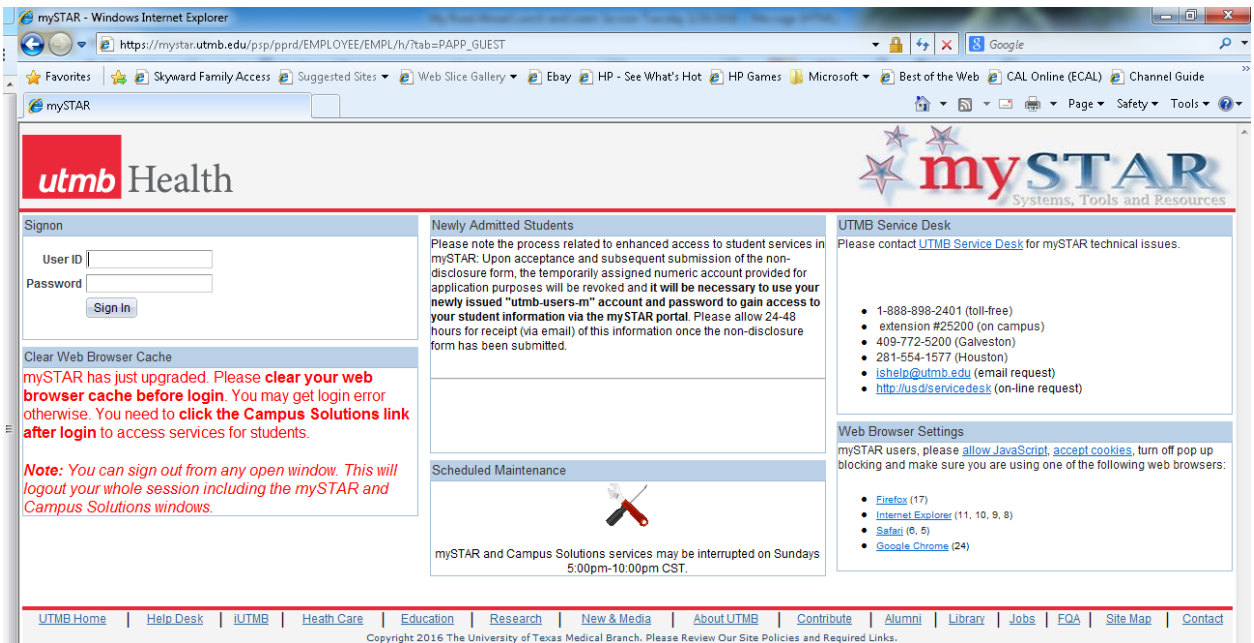
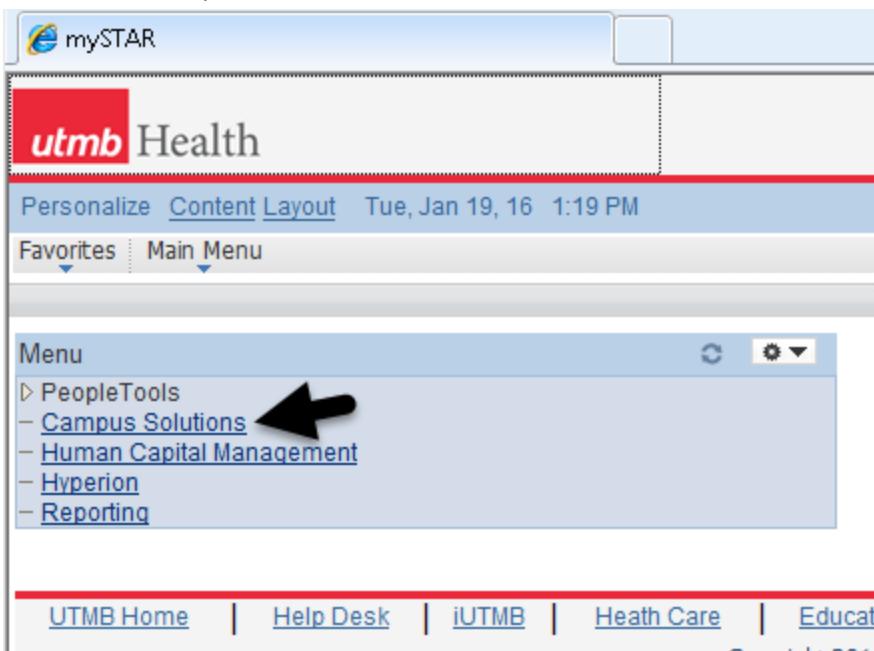


How to print a class roster with student photos

1. Log into MySTAR



2. Click on the Campus Solutions link



3. Under Faculty Center, click the My Schedule link

Favorites | Main Menu

Menu

Search:

- My Favorites
- UTMB Menu
- Self Service
- Campus Community
- Student Admissions

Faculty Center

Use the Faculty center to manage all your class related activities.

- [My Schedule](#)
- [Class Roster](#)
- [Grade Roster](#)

4. Click the class roster icon at the beginning of the row for the desired class.

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Patricia Richard

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

2013 Summer | UTMB-Galveston [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2013 Summer > UTMB-Galveston

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	GNRS_5395-01 (1255)	CNL Healthcare and Finance (Lecture)	5	TBA	TBA	May 6, 2013-Jul 25, 2013
	GNRS_6039-007 (1288)	Research Practicum (Practicum)	1	TBA	TBA	May 6, 2013-Aug 16, 2013

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2013 Summer > UTMB-Galveston

You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

5. The view will default to the first student. Select the radio button for “Include photos in list” to change the display option. If you have more than one student in the class, click the link to View All.

The screenshot shows a web browser window with the URL http://gvrmpis04.utmb.edu:8090/psp/csprd2/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?PORTALPARAM_PTCNAV=HC_SS. The page is titled "My Schedule" and shows the user "Patricia Richard". There are navigation tabs for "Faculty Center", "Advisor Center", and "Search". Below these are buttons for "my schedule", "class roster", and "grade roster". The "Class Roster" section shows a class selection dropdown for "GNRS 6039 - 007 (1288)" with a "change class" button. The class details table is as follows:

Days and Times	Room	Instructor	Dates
TBA	TBA	Belinda Vela, Patricia Richard	05/06/2013 - 08/16/2013

Below the table, the enrollment status is "Enrolled" with a dropdown arrow. The enrollment capacity is 30 and the number of enrolled students is 1. The display options are "Link to Photos" (unselected) and "Include photos in list" (selected). The student profile card shows a photo of a woman and the following details:

Notify	<input type="checkbox"/>
ID	
Name	
Grade Basis	GSBS
Units Taken	3.00
Program & Plan	GRAD Sch Biomedical Sciences - Nursing
Level	Graduate
Status	Enrolled
Status Note	

At the bottom of the page, there are links for "Select All", "Clear All", and "Printer Friendly Version". A red callout box points to the "Printer Friendly Version" link with the text: "Note: Printer Friendly Version will not display photos".

6. Although there is a Printer Friendly Version link at the bottom of the page, you will need to use your browser's print command/function to print the roster with the photos.