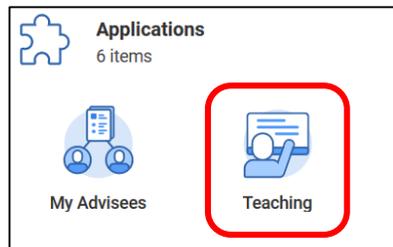


View/Print Student Rosters from Teaching Tab

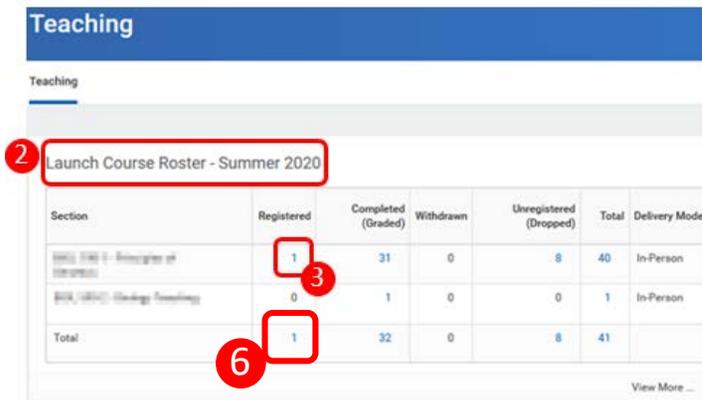
Course Rosters with photos are located on the Teaching tab of the Teaching application in UR Student.

View and Print Student Rosters

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



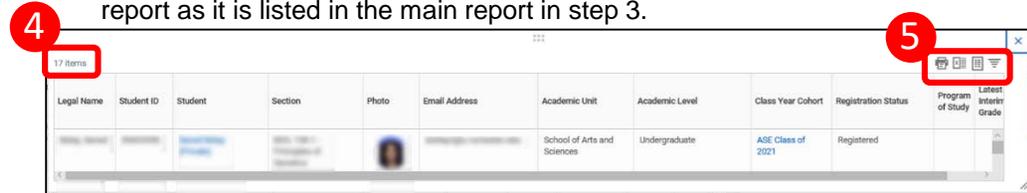
2. On the **Teaching** tab, 2 roster reports are listed (2 most recent terms) entitled, **Launch Course Rosters** – term that list out all the course sections you are teaching.
3. To view a class roster, click the **blue** linked number within the **Registered** column associated with the appropriate course section to view the (pop up) roster report with photos



Section	Registered	Completed (Graded)	Withdrawn	Unregistered (Dropped)	Total	Delivery Mode
BIOL 1001 - Principles of Biology	1	31	0	8	40	In-Person
BIOL 1002 - Biology Teaching	1	1	0	0	1	In-Person
Total	1	32	0	8	41	

Important Tip: Notice the **blue** links in this report. When clicking on a numeric **blue** link, a pop up window will appear showing the related information associated with that linked number. This action is called “drilling down” into the report.

4. Scroll to see **Registered** students and relevant information about each; including legal student name, ID, email address, photo and class year. Notice the students registered is the same listed at the top of this pop up report as it is listed in the main report in step 3.

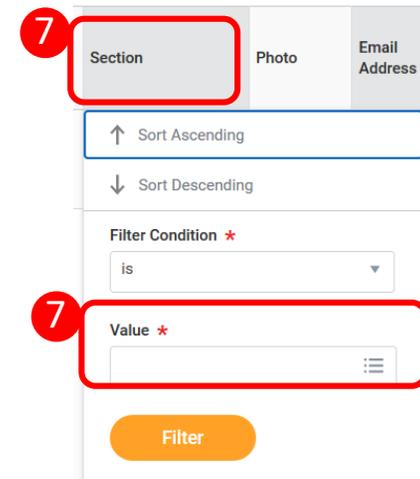


Legal Name	Student ID	Student	Section	Photo	Email Address	Academic Unit	Academic Level	Class Year Cohort	Registration Status	Program of Study	Latest Inactive Grade
						School of Arts and Sciences	Undergraduate	ASE Class of 2021	Registered		

5. To print from the pop up window, select the **Print** icon at the top of the report then click **Download**. Exporting to Excel will list all data elements on the report except photos.

For Cross Listed / Co-located Course Sections

6. If you teach **cross listed** sections, and you want to see all the students in the cross list, click the **blue** linked **Total** at the bottom of the **Registered** column instead of the linked number inline with a course section.
7. Once the roster loads click the **section** column header and filter to the cross listed sections only.



The screenshot shows a filter interface with the following elements:

- A red box highlights the 'Section' column header.
- Buttons for 'Sort Ascending' and 'Sort Descending'.
- A 'Filter Condition' dropdown menu set to 'is'.
- A red box highlights the 'Value' input field.
- A 'Filter' button at the bottom.