How to Print Rosters in Colleague

The **SROS** (Section Roster) screen in Colleague allows you to <u>print</u> class rosters.

TIP: To quickly <u>view</u> an individual class roster on screen, use **RSTR** (see the Advisor Training Manual).
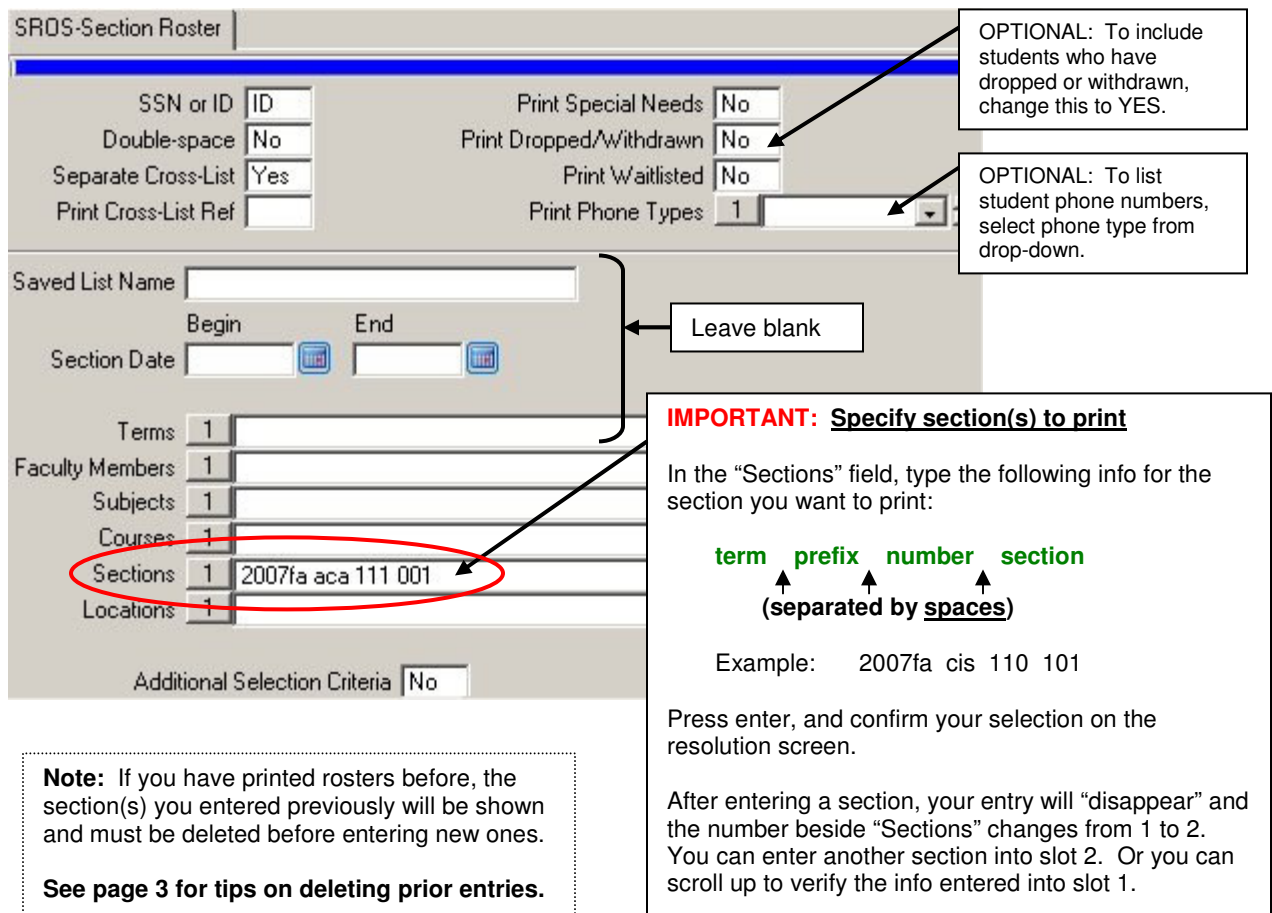
Using **SROS** you can…
- Print roster(s) for one or several selected section(s) (see steps listed below), or
- "Batch print" rosters for <u>all sections</u> of a specific course or prefix (see page 3).

To print roster(s) for one or several selected section(s):   <mark>*Recommended method for faculty*</mark>

1. Log in to COLLIVE. (Once logged in, you should be in the ST application. If not, then click the Apps menu and select ST. Then repeat.)

2. Type the mnemonic **SROS** in the "Quick Access" box and click GO.

   Quick Access `SROS` ▼ ➡ Go
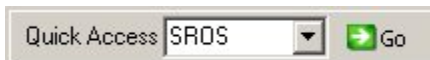
3. In the top part of the screen, fill in formatting information, as shown below. Then specify the section(s) you want to print.

OPTIONAL: To include students who have dropped or withdrawn, change this to YES.

OPTIONAL: To list student phone numbers, select phone type from drop-down.

Leave blank

IMPORTANT: **Specify section(s) to print**

In the "Sections" field, type the following info for the section you want to print:

term   prefix   number   section
(separated by <u>spaces</u>)

Example: 2007fa cis 110 101

Press enter, and confirm your selection on the resolution screen.

After entering a section, your entry will "disappear" and the number beside "Sections" changes from 1 to 2. You can enter another section into slot 2. Or you can scroll up to verify the info entered into slot 1.
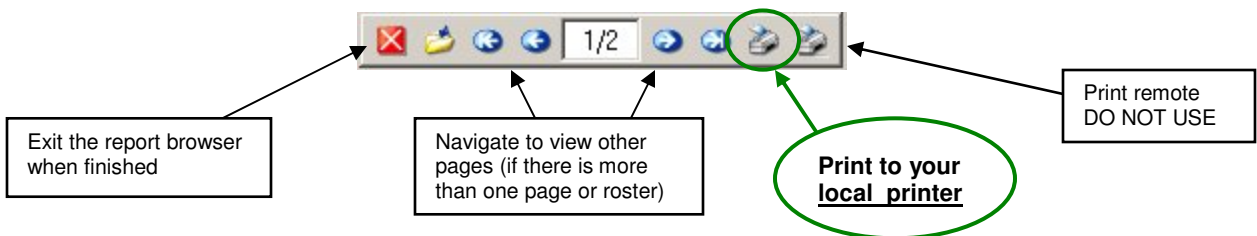
Note: If you have printed rosters before, the section(s) you entered previously will be shown and must be deleted before entering new ones.

See page 3 for tips on deleting prior entries.

4. After entering one or more sections, click the SAVE ALL icon at the top of the screen.

5. You will see the Sort Definition screen. No changes are needed. Click the SAVE ALL icon again to continue.

6. On the next screen, beside "Output Device", type the letter **H** as shown below.
   Then click SAVE ALL again.

   Peripheral: SETPTR.CDJ054.6519   Description: Section Roster
   Process...: SROS   Description: Section Roster

   Output Device H
   Printer
   Form Name

7. You will see the Job Description screen. No changes are needed. Click SAVE ALL again.

8. Wait a few moments while the report processes. Then click the FINISH button.

9. The Report Browser window opens. This allows you to view the report before printing it.

   The Report Browser toolbar (upper left) has buttons that allow you to do the following:

   1/2

   Print remote
   DO NOT USE

   Exit the report browser
   when finished

   Navigate to view other
   pages (if there is more
   than one page or roster)
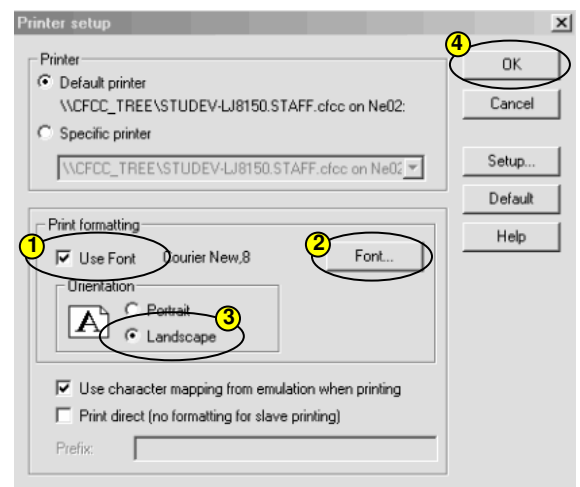
   **Print to your
   local printer**

10. Click the local printer button to print your roster.

   The printer setup box opens. To fit the report legibly on standard letter paper, you will need to change the following options:

   ① Place a check in the Use Font box
   ② Click on the Font button and select 8 or 9 point
   ③ Select Landscape for Orientation
   ④ **Click OK to begin printing**

   You need to make these print selections the first time only. Colleague will remember these settings.

   Printer setup

   Printer
   ⦿ Default printer
      \\CFCC_TREE\STUDEV-LJ8150.STAFF.cfcc on Ne02:
   ○ Specific printer
      \\CFCC_TREE\STUDEV-LJ8150.STAFF.cfcc on Ne02

   ④ OK
   Cancel
   Setup...
   Default
   Help

   Print formatting
   ① ☑ Use Font   Courier New,8   ② Font...
   Orientation
   A ○ Portrait
      ⦿ Landscape ③

   ☑ Use character mapping from emulation when printing
   ☐ Print direct (no formatting for slave printing)
   Prefix:

Deleting Previous Entries

Each time you return to SROS, you will see the info you typed in last time. This can be good! For example, you can use the same formatting and printing info and will not have to re-type this.

However, you will need to **delete your previous entries** that specify which sections to print, before typing in new sections for printing.

To delete previous entries on SROS:

① Click the number box to the left of information you want to delete.

② In the Alert window, click DELETE.

③ Use the tiny arrows to the right of a field to scroll up and down and verify that all prior info is gone. If there are multiple entries in a field, repeat until all prior data is deleted.
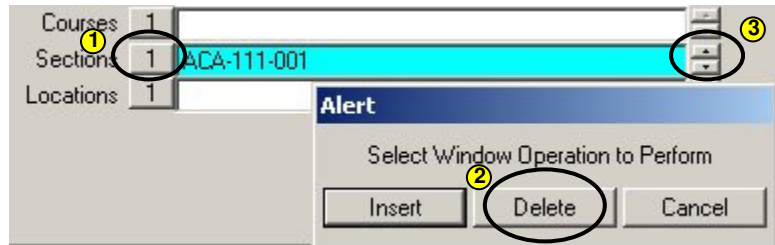
To "batch print" rosters for all sections of a specifc course or prefix:
This method may be useful at times for department secretaries, program directors, discipline chairs, etc.

1. Go to the **SROS** screen.

2. In the top part of the screen, verify that the formatting information is correct (see page 1).

3. In the lower part of the screen, delete any prior entries if needed (see above).

4. In the "Terms" field, specify the appropriate year and semester. (Example: **2007fa** or **2008sp**)

5. Use ONE of the other fields to specify which rosters you want to print.

   To print rosters for all sections of one or more prefixes, type a prefix into the SUBJECTS field and press enter. You can enter additional prefixes (one per line).

   OR

   To print rosters for all sections of one or more courses, type a prefix and section (separated by spaces or dashes) into the COURSES field and press enter. You can enter additional courses (one per line).

6. Follow steps 4 -10 on page 2 to SAVE ALL on multiple screens and to finish printing.