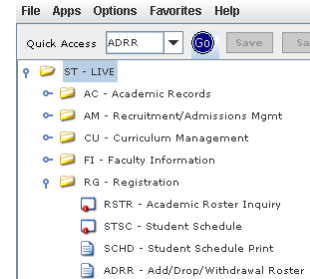




Colleague Roster Printing

Accessing the Course Roster Print Screen

1. Login to Colleague Web at <http://webui.twu.edu>
2. Browse to
 - **RG – Registration**
 - **ADRR – Section Roster**
- OR -
 - Use the mnemonic **ADRR** in the **Quick Access** tool.



Choosing a Section to Print

1. Use the bottom half of the ADRR screen to choose the desired courses. You may use any combination of these fields to filter out which section rosters to print.

Terms	1	07/SP Spring 2007	▲▼
Faculty Members	1		▲▼
Subjects	1		▲▼
Courses	1		▲▼
Sections	1	MATH*3053*01	▲▼
Locations	1		▲▼

Additional Selection Criteria

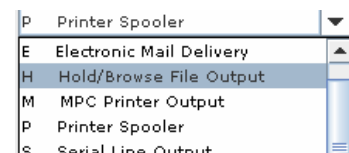
- **Terms:** type the 2 digit year and 2 letter term abbreviation (i.e. 07/SP).
- **Faculty Members:** type the last name of the faculty to filter by instructor.
- **Subjects:** type the 2-4 letter department abbreviation (i.e. MATH for mathematics).
- **Courses:** type the department prefix and course number with a space between (i.e. MATH 3053).
- **Sections:** type the department prefix, course number and section number with a space between each (i.e. MATH 3053 01).

Note: you may enter either Course information or Section information, but not both.











- **Locations:** enter . . . and press <TAB> to see a list of possible locations.
2. After selecting the desired sections click **Save All**.

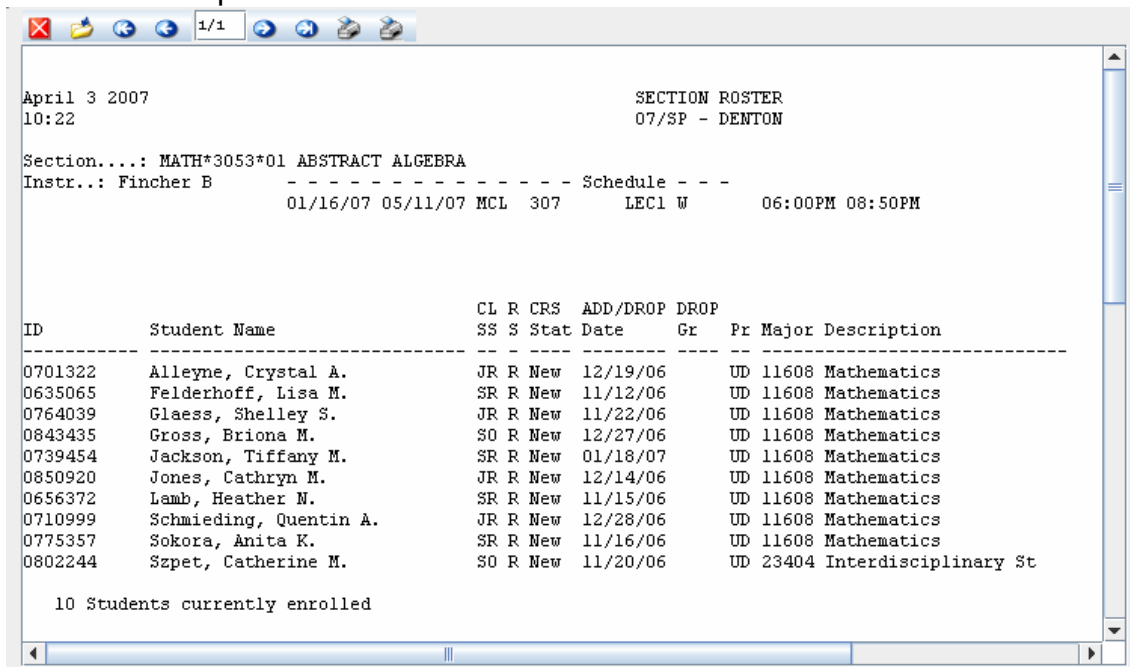
Submitting the Print Request

1. On the next screen choose **H Hold/Browse File Output** as the Output Device.
2. Click **Save All**.
3. Click **Save All** again to complete the report request.
4. When processing completes, click the **Finish** button.



Previewing the Rosters

- The report browser appears with the section's roster ready to print.
- Use the toolbar at the top to preview and print the completed roster:
 -  **Exit Browser:** Closes the report browser.
 -  **Import File:** Saves the report to your computer as a text file.
 -  **First Page:** Jumps to the first page of the report.
 -  **Previous Page:** Jumps to the previous page of the report.
 - Current Page:** Displays the current page number out of the total number of pages.
 -  **Next Page:** Jumps to the next page of the report.
 -  **Last Page:** Jumps to the last page of the report.
 -   **Print Local:** Prints to your local printers.
 -   **Print Remote:** Prints on the official green-bar paper delivered via intercampus mail.



April 3 2007 10:22 SECTION ROSTER 07/SP - DENTON

Section....: MATH*3053*01 ABSTRACT ALGEBRA
 Instr...: Fincher B

----- Schedule -----
 01/16/07 05/11/07 MCL 307 LEC1 W 06:00PM 08:50PM

ID	Student Name	CL	R	CRS	ADD/DROP	DROP	Pr	Major	Description
		SS	S	Stat	Date	Gr			
0701322	Alleyne, Crystal A.	JR	R	New	12/19/06		UD	11608	Mathematics
0635065	Felderhoff, Lisa M.	SR	R	New	11/12/06		UD	11608	Mathematics
0764039	Glaess, Shelley S.	JR	R	New	11/22/06		UD	11608	Mathematics
0843435	Gross, Briona M.	SO	R	New	12/27/06		UD	11608	Mathematics
0739454	Jackson, Tiffany M.	SR	R	New	01/18/07		UD	11608	Mathematics
0850920	Jones, Cathryn M.	JR	R	New	12/14/06		UD	11608	Mathematics
0656372	Lamb, Heather N.	SR	R	New	11/15/06		UD	11608	Mathematics
0710999	Schmieding, Quentin A.	JR	R	New	12/28/06		UD	11608	Mathematics
0775357	Sokora, Anita K.	SR	R	New	11/16/06		UD	11608	Mathematics
0802244	Szpet, Catherine M.	SO	R	New	11/20/06		UD	23404	Interdisciplinary St

10 Students currently enrolled

- Click the **Print Local** button to print a copy of the roster.
- Choose either the Default Printer or a specific printer from the list and click **OK**.
- Check the box next to **Use Font**
- Click the **Font** button and select **Courier New** font and size **8**.
- Click the **Exit Browser** button when complete.

Instructional Support Services
 Texas Woman's University
<https://portal.twu.edu/iss-training/>

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