



Colleague Roster Printing

Class rosters are available to any faculty or staff member with access to the Colleague system and have requested access to the XROS mnemonic. You can easily print rosters from your office by:

1. Logging into Colleague and running the XROS mnemonic.
2. Correctly selecting the term and courses for you class or department.
3. Submitting the request to Colleague to compile the roster information.
4. Using the report browser to view, export, or print your report.

1 Detailed Steps:

Accessing the Course Roster Print Screen

1. Login to Colleague Web at <http://webui.twu.edu>
2. Use the mnemonic **XROS** in the **Quick Access** tool.

Quick Access XROS

2 Choosing a Section to Print

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

Note: XROS only produces a roster for the currently active semester.

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

- **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.
- **Sections:** type the department prefix, course number and section number with a space between each (i.e. MATH 3053 01).

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

- **Locations:** enter . . . and press <TAB> to see a list of possible locations.

2. As you tab through each field you may be presented with a selection screen. Place a checkmark next to the desired selection

and click the save icon to return to the XROS screen.

LOCATIONS Resolution Screen using LOCATIONS, View: LOCATIONS		
Seq. Code	Description	
<input type="checkbox"/>	1: A	Internet
<input type="checkbox"/>	2: AUX	Universities Center of Da
<input type="checkbox"/>	3: DED	DALLAS, PARKLAND
<input type="checkbox"/>	4: DEN	DENTON
<input type="checkbox"/>	5: DPH	DALLAS, PRESBYTERIAN
<input type="checkbox"/>	6: HOU	HOUSTON
<input type="checkbox"/>	7: OFF	OFF-CAMPUS
<input type="checkbox"/>	8: TEL	INTERACTIVE TELEVIS

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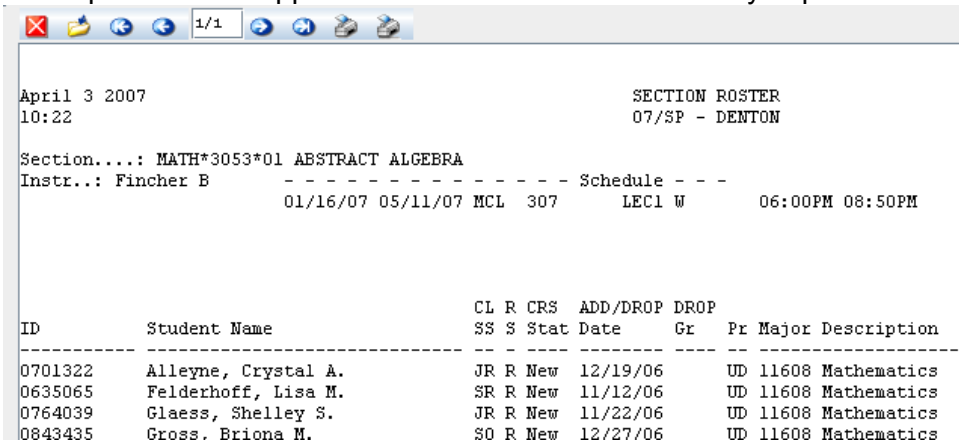
Submitting the Print Request

1. After selecting the desired sections click **Save All**.
2. At the sort options screen click **Save All**.
3. On the next screen choose **H Hold/Browse File Output** as the Output Device.
4. Click **Save All**.
5. Click **Save All** again to complete the report request.
6. When processing completes, click the **Finish** button.

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Previewing the Rosters

1. The report browser appears with the section's roster ready to print.



2. 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.
3. Click the **Print Local** button to print a copy of the roster.
4. Choose either the Default Printer or a specific printer from the list and click **OK**.
5. Check the box next to **Use Font**
6. Click the **Font** button and select **Courier New** font and size **8**.
7. Click the **Exit Browser** button when complete.



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