

Student Records

Electronic Rosters

Overview

This process will show how faculty can retrieve rosters using three different methods: One.IU, Canvas or IUIE.


Steps

Retrieve Rosters via One.IU

Through the SIS Faculty Center, via One.IU, you can view and download class rosters to a spreadsheet file on your computer and print rosters. To do so, follow these steps:

1. Navigate to: one.iu.edu.
2. Sign in to One.IU with your **Username** and **Passphrase**.
3. In the **Search** box, type "Faculty Center."
4. Click on the **Faculty Center (SIS)** task.
5. The *Faculty Center* will open to the current term. If you want to access a roster for a different term, click **change term**, select the appropriate term, and click **CONTINUE**.
6. The Class Roster link will appear in the leftmost column of the **My Teaching Schedule** grid. Click the Class Roster link to display the specific class roster.

Save a Roster as a Spreadsheet

1. Click the spreadsheet icon  on the blue bar.
2. When asked whether to open or save the file, select **Save**. Place it in a secure location (i.e., not on your desktop or hard drive). Please check with your local computer service provider for assistance in determining a secure location.
3. When the **Download Complete** dialog box appears, click **Open**. If you receive a Microsoft Excel message warning that the file is in a different format, click **Yes**.
4. The spreadsheet will open. Save it before exiting.



Print a Roster

1. Click the Class Roster link to display the specific class roster that you would like to print.
2. To format the roster before you print it, click **PRINTER FRIENDLY VERSION** at the bottom of the page and then click the Print link at the top of the page.

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Retrieve Rosters in Canvas

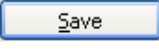
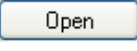
In Canvas, you can view and download class rosters to a spreadsheet file on your computer and print rosters. To do so, follow these steps:

1. From the course navigation menu, click **IU Photo Roster**. The roster will display in a grid view. Course members are grouped by role and sorted alphabetically by last name.
2. To change views, use the icons in the upper right of the screen.
 - Click  (the **List View** icon) to view the roster as a list with one record per row.
 - Click  (the **Grid View** icon) to return to the grid view.

NOTE:	You can also change the grouping of course members in the roster from role-based groups to section-based groups using the Group By options.
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Save a Roster as a Spreadsheet

The roster can be exported to a delimited (.csv) file so that you can import it into another application.

1. Click Export in the upper left.
2. When asked whether to open or save the file, select . Place it in a secure location (i.e., not on your desktop or hard drive). Please check with your local computer service provider for assistance in determining a secure location.
3. When the **Download Complete** dialog box appears, click . If you receive a Microsoft Excel message warning that the file is in a different format, click **Yes**.
4. The spreadsheet will open. Save it before exiting.

NOTE:	If you plan to export and maintain local offline copies of any student information (including but not limited to names, University ID numbers, or grades), you are responsible for taking adequate security measures to handle and safeguard such data, as it remains sensitive university data. View more information at Protecting Data .
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Print a Roster

1. In the upper right, click  (the Print icon).

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Retrieve Rosters in IUIE

1. Log into IUIE.
2. Click on the **Catalog** tab.
3. Click on the **Master Catalog** link.
4. Click on the **Student** folder.
5. Click on the **Records** folder.
6. Click on the **Enrollment Rosters** folder.
7. Open the report labeled *Electronic Enrollment Rosters*.
8. Enter the appropriate parameters. If you are not sure what the appropriate values are for a parameter, click to display a list of valid codes.
9. There are multiple roster types in the drop-down box labeled **Select Roster Type**. Select either **Enrollment (Roster) Data** or **Detailed Student Data**.
10. After completing the report form, click .
11. When the report is finished running, it will send you an email notification with a link to the results of the report. You can then open this roster in Excel.