

Photo Roster Instructions

- 1) Navigate to photoroster.angelo.edu. Use your ASU credentials to log in to the service.
 - If accessed through Ramport this step will be skipped.
 - The service is only available on campus or through VPN.



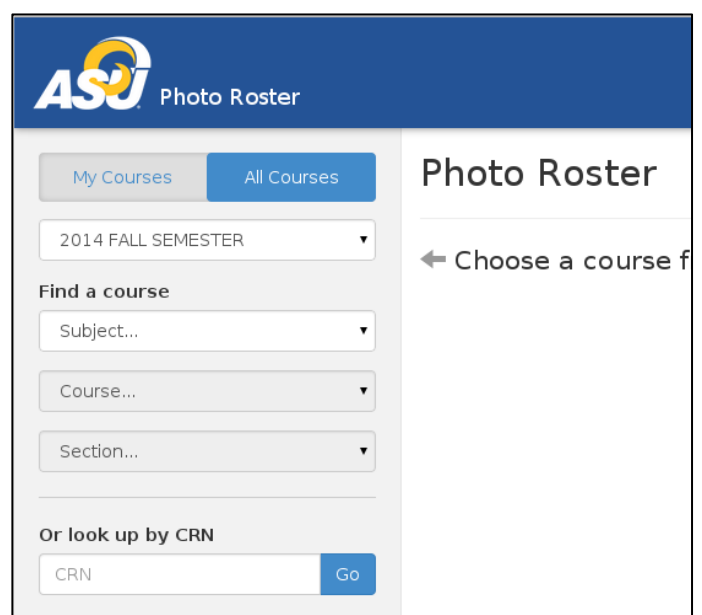
The login page features the ASU logo at the top. Below it is a section titled "Enter your Username and Password". It contains two input fields: "Username:" and "Password:", each with a small eye icon to toggle visibility. A blue "LOGIN" button is positioned below the password field. To the right of the input fields, a security notice reads: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!". At the bottom, there is a link for "Help! I don't remember my password." and a link to "Contact the IT Help Desk."

- 2) The "My Courses" tab will show any courses you are instructing for the selected semester. Select the term then a course from the left to view the roster.




This screenshot shows the "My Courses" tab selected. The header includes the ASU logo and "Photo Roster". Below the header, there are two tabs: "My Courses" (active) and "All Courses". A dropdown menu shows "2014 FALL SEMESTER". Below this, a list of courses is displayed with right-pointing arrows: "Principles of Accounting I 2301.010", "Principles of Accounting I 2301.020", "Advanced Accounting I 4311.010", and "Advanced Accounting Problems 6317.010". On the right side, the "Photo Roster" title is visible, followed by a left-pointing arrow and the text "Choose a course".

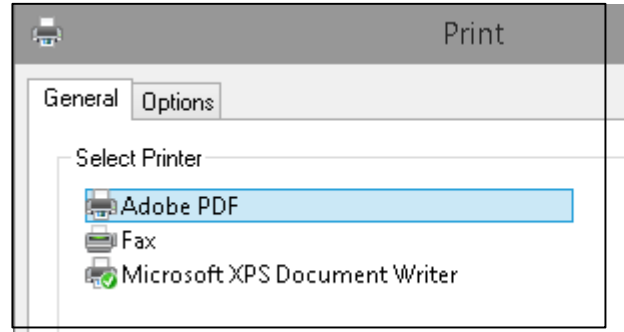
- 3) The "All Courses" tab will allow you to select courses that you are not the registered instructor for.
 - Select a term, subject, course and section to view the roster for that course. The roster will display when section is selected.
 - Rosters may also be viewed by CRN. If the CRN applies to more than one semester you will be given the option to select the appropriate class, otherwise the roster will be displayed immediately.



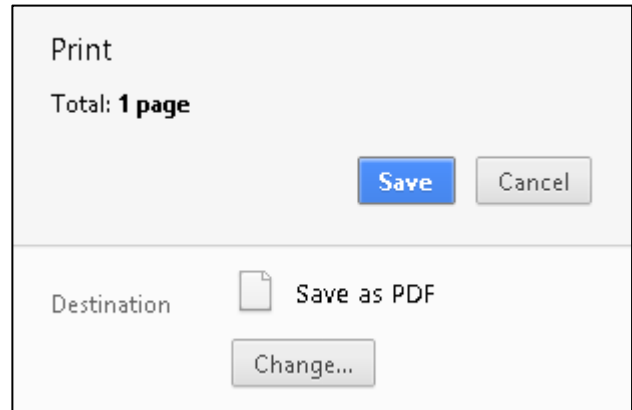
This screenshot shows the "All Courses" tab selected. The header is the same as the previous view. Below the header, there are two tabs: "My Courses" and "All Courses" (active). A dropdown menu shows "2014 FALL SEMESTER". Below this, there is a section titled "Find a course" with three dropdown menus: "Subject...", "Course...", and "Section...". At the bottom, there is a section titled "Or look up by CRN" with a "CRN" input field and a blue "Go" button. On the right side, the "Photo Roster" title is visible, followed by a left-pointing arrow and the text "Choose a course f".

4) To save the roster as a PDF:

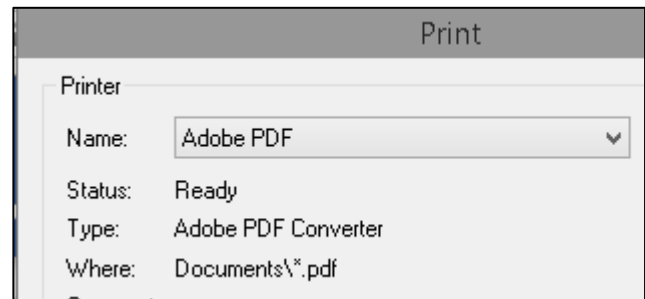
- Click the print icon in the top right. 
- For IE users- Choose “Adobe PDF” in the print dialog box and click **Print**.



- For Chrome users – Change destination to “Save as PDF” and click **Save**.



- For Firefox (Windows) users – Change printer to “Adobe PDF” and click **Ok**.



- For Safari/Firefox (Mac) users – Select “PDF” menu and click **Save as PDF**.

