

Printing Official Class Rosters

The Registrar's office will notify the departments by email when it is time to print the official class rosters.

Step 1: Click on Texan Facts link from the Quick Links menu on Tarleton home page

The screenshot shows the Tarleton State University homepage. On the left, there is a 'Go to...' dropdown menu with the following options: All Departments, Blackboard, Code Purple, Disability Services, Giving to Tarleton, Parking, Police, Recreational Sports, SACS 2010 Reaffirmation, **Texan Facts** (highlighted with a red arrow), Tuition and Fees, University News, and WEAVEonline®. The main content area features a large photo of a group of people, a 'News' section with several articles, and a 'Spotlight' section with links to 'Campus Preview - Texan Tour', 'Submit Photos for Tarleton Homepage', 'Register for Summer and Fall 2008', and 'Code Purple Registration'. A search bar is located at the top right.

Step 2: Log in by clicking on the Faculty/Staff logon link

The screenshot shows the 'Texan Facts' page. At the top, there is a navigation bar with links for 'Welcome', 'Report Index', 'Fact Book', 'Preliminary Data', and 'Enrollment'. Below this, there is a large banner for 'Welcome to TEXAN FACTS' from the Office of Planning, Evaluation and Institutional Research. To the right, there is a 'Login Information' box with the text: 'Attention Tarleton Faculty, Staff and Students: Please login to TEXAN FACTS with your NINET (e-mail/ computer logon) username and password'. The box contains two links: 'Student Login' and 'Faculty/Staff Login', with a red arrow pointing to the 'Faculty/Staff Login' link. Below the banner, there is a note: 'Please Note: TEXAN FACTS is optimized for Internet Explorer.'

Step 3: Log on using your NTNET username and password

The screenshot shows a web browser window with the address bar displaying "WebFOCUS Business Intelligence Dashboard". The page has a blue header with the text "GroupView Login". Below the header, there is a section titled "Managed Reporting sign on :". This section contains two input fields: "User ID:" and "Password:". Below these fields are two buttons: "Logon" and "Reset". At the bottom left of the page, there is a logo that says "POWERED BY Information Builders".

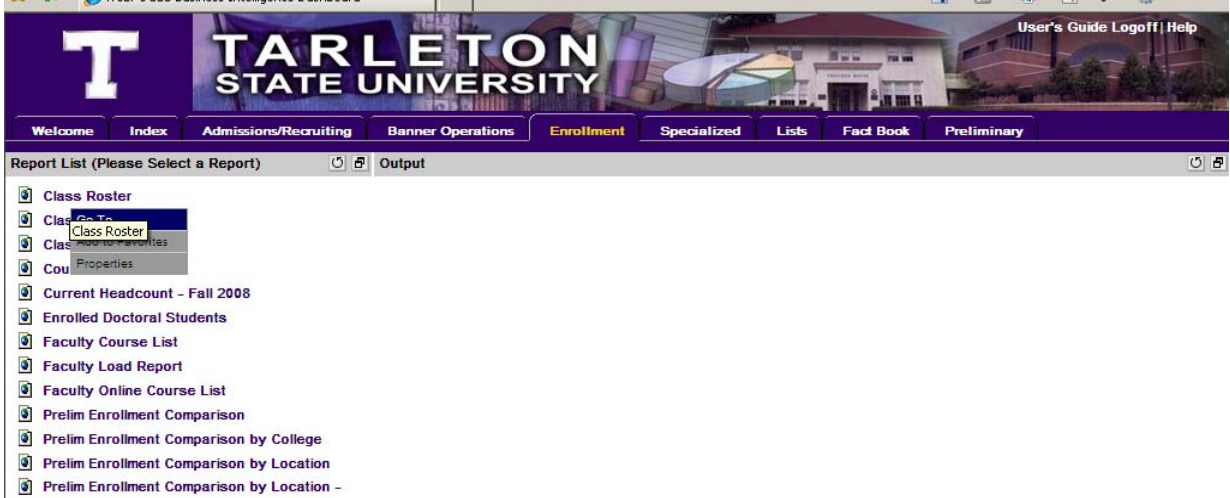
Step 4: Click on the Enrollment Tab

The screenshot shows the Tarleton State University WebFOCUS dashboard. The browser address bar displays "WebFOCUS Business Intelligence Dashboard". The page features a purple header with the Tarleton State University logo and the text "TARLETON STATE UNIVERSITY". Below the header is a navigation menu with tabs: "Welcome", "Index", "Admissions/Recruiting", "Banner Operations", "Enrollment", "Specialized", "Lists", "Fact Book", and "Preliminary". A red arrow points to the "Enrollment" tab. Below the navigation menu, there is a "Faculty & Staff Info" section with a "Welcome to Texan Facts" banner. The banner includes the text "Welcome to TEXAN FACTS Office of Planning, Evaluation and Institutional Research" and the "Information Builders WebFOCUS" logo. To the left of the banner, there is a "Report List (Please Select a Report)" table with columns "Report Name" and "Action". The table contains the following rows:

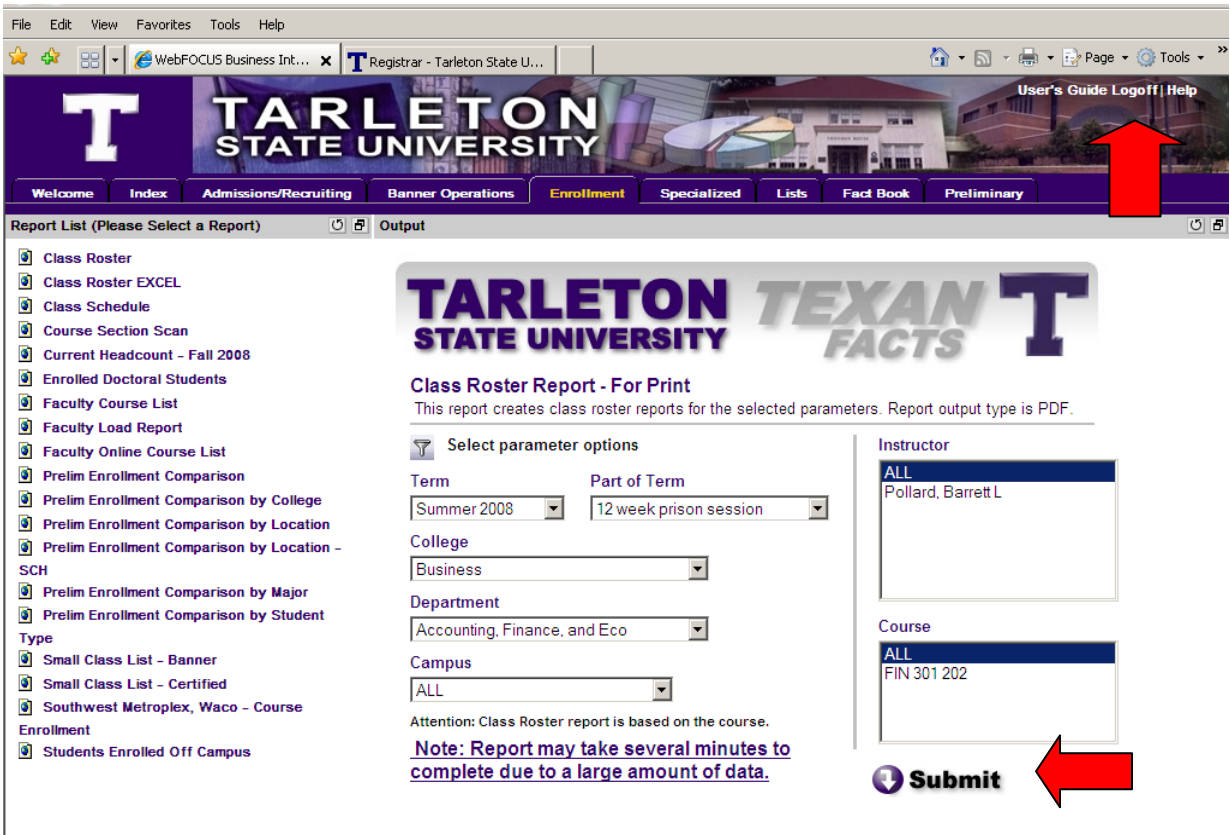
Report Name	Action
Spring 2007 Headcount	
Summer 2007 Headcount	Go To
Exception Report	Add to Favorites
Exception Report	Properties

Below the table, there is a note: "Then follow the directions on the report's parameter screen". At the bottom right of the page, there is a note: "Please Note: **TEXAN FACTS** is optimized for *Internet Explorer*."

Step 5: Click on Class Roster and select Go To (HTML or Excel format)



Step 6: Select parameter options from drop down menus (see below)
Click submit after selecting criteria



Results will appear in a separate window.

Print off official class roster

Check for student attendance

Submit official class roster to Registrar's office by deadline.

Top of roster

Tarleton State University

TERM: Fall 2008

College: Agriculture & Human Sciences Department: Agribus, Agron, Hort, & Rng Mg

Instructor: STAFF, CRN: 80147 SUBJ/CRSE/SEC: A EC212 010

Course Title: Microcomputer Appl in Agric Credit Hrs: 3.00 Level: UG

Building/Room: AG 302 Days of Week: M W F Times: 0900am-0950am

Student Name	Student ID	Major	Class																
Berend, Lonny	000213688	AOC	FR																
DelPlato, Michael	000193618	AEC	FR																
Fisher, Ty	000207314	BA	SO																
Grant, Andrew	000111104	WLDM	JR																
Hudson, Kylee	000074657	PRVE	JR																
Manning, Kevin	000197706	AEC	FR																
Morrison, Regan	000204830	AEC	SO																
O'Dell, Dustin	000095314	AEC	SO																
Ramburger, Matthew	000137277	ANRM	SO																
Randall, Laura	000125614	AEC	FR																
Scott, Bode	000112413	AGSD	JR																

Bottom of roster

Grant, Andrew	000111104	WLDM	JR																
Hudson, Kylee	000074657	PRVE	JR																
Manning, Kevin	000197706	AEC	FR																
Morrison, Regan	000204830	AEC	SO																
O'Dell, Dustin	000095314	AEC	SO																
Ramburger, Matthew	000137277	ANRM	SO																
Randall, Laura	000125614	AEC	FR																
Scott, Bode	000112413	AGSD	JR																
Williams, Luke	000117669	ANIN	JR																

Total students for A EC212010 : 12

I certify that the above information is true and correct to the best of my knowledge.

Instructor Signature: _____ Date: _____

Printed on: Aug 20, 2008

Submit official class roster to the Registrar's office by deadline.

Log out when done.