

Printing Official Class Rosters through Texan Facts

Step 1: Using Internet Explorer as a search engine and on the Tarleton home page, type in Texan Facts in the search box and click on the first link titled Texan Facts:

The screenshot shows the Tarleton State University website with a search bar in the top right corner containing the text "Texan Facts". A red arrow points to the first search result, which is a link titled "Texan Facts". Below the search bar, there are several search results, including "Institutional Research and Effectiveness - Tarleton State University", "Visio-Basic Users Guide vsd", "Overview - Tarleton State University", "TEXAN FACTS", "Texan Embassy - International Programs - Tarleton State University", "Quick Facts - Institutional Research and Effectiveness - Tarleton...", and "Banner 101 - Login - ID Selection Banner 202 - Student Address...".

Step 2: Click on Sign In in the top right hand corner:

The screenshot shows the Tarleton State University website with the "Sign In" button highlighted in the top right corner by a red arrow. The website header includes the Tarleton State University logo and the text "TARLETON STATE UNIVERSITY A Member of the Texas A&M University System". Below the header, there are several navigation tabs: "Welcome", "Report Index", "Certified Data", and "Enrollment". The main content area is divided into several sections, including "CERTIFIED DATA (CONT'D)", "CII", "ENROLLMENT", and "REGISTRAR". The "REGISTRAR" section lists various reports and services, such as "21ST BIRTHDAY LIST", "ATHLETICS GPA LIST", "BAAS TECH CREDIT", "CLASS ROSTER", "CLASS ROSTER EXCEL", "COURSE ATTRIBUTE REPORT", "COURSE PRE SCHEDULE", "COURSE SECTION SCAN", "EXCEPTION REPORT ONLINE COURSE MISMATCH", "GR SUSPENSION AND WARNING", "GRADE DISTRIBUTION", "INTERNATIONAL STUDENT REPORT", "MSDNN CIS REPORT", "OPEN SECTIONS REPORT", "PEACE OFFICERS EXEMPTION REPORT", "PRELIMINARY GRADUATION APPLICATION REPORT", "PRELIMINARY GRADUATION REPORT", "PRELIMINARY HONORS GRADUATES", "STUDENT ADDRESS LIST BY MAJOR - MAIL MERGE", "STUDENT DIRECTORY", "STUDENT GRADE CHECK", "STUDENT LIST - ENROLLED BY MAJOR", "STUDENT LIST - ENROLLED BY STUDENT TYPE", "STUDENTS BY PROGRAM", "STUDENTS ENROLLED PRIOR NOT REGISTERED", "STUDENTS NOT REGISTERED LIST", "SUSPENDED STUDENTS TO BE DROPPED", "UG PROBATION", and "UG SUSPENSION REPORT WITH SUB REFS".

Step 3: Sign in using your NNET username and password:

SCH BY RESIDENCY
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STUDENT HEADCOUNT 5 YEAR
STUDENT TO FACULTY RATION
WEIGHTED A

CII
CHALK AND
CII COURSE I
CII COURSE I
CII MASTER
CII MASTER
CII MASTER
CII ONLINE COURSE LIST
CII SHARED SECRET
CII STUDENT AND FACULTY LIST ALL
CII STUDENT AND FACULTY LIST ONLINE

21ST BIRTHDAY LI
ATHLETICS GPA LI
BAAS TECH CREDI
CLASS ROSTER
CLASS ROSTER EX
COURSE ATTRIBUT
COURSE PRE SCHEI
COURSE SECTION S
XCEPTION REPOR
R SUSPENSION AN
GRADE DISTRIBUTI
INTERNATIONAL S
ISDNNA CIS REPO
OPEN SECTIONS RE
EACE OFFICERS E
RELIMINARY GRA
RELIMINARY GRA
PRELIMINARY HON
STUDENT ADDRESS
STUDENT DIRECTO
STUDENT GRADE C
STUDENT LIST EN

Sign in to WebFOCUS

User Name:

Password:

Sign in Cancel

Step 4: Click on the Registrar Tab:

TARLETON STATE UNIVERSITY
A Member of the Texas A&M University System

Welcome | Report Index | Certified Data | Enrollment | Academic Affairs | Admissions/Recruiting | Business Services | **CII** | **Registrar** | RLL |

Welcome to Texan Facts!

The staff from the Office of Institutional Research and Effectiveness has developed this reporting tool with the needs of the administrators, faculty, and staff of Tarleton State University in mind.

There are reports covering many data needs. Please take a look around and see what is available.

You may view reports that are not available to the public by logging in to the secure site with your NNET login information. Access this through the Sign In link at the upper right of this screen.

***If you are unable to locate a report that you have previously used in Texan Facts, please contact IRE staff at 254-968-9354 and we will assist you.**

****Please keep in mind that Internet Explorer is the only supported browser for Texan Facts.**

Step 5: Click on Class Roster (or Class Roster Excel to print in Excel format):

The screenshot shows the Tarleton State University Registrar website. At the top is the university logo and name. Below is a navigation bar with links: Welcome, Report Index, Certified Data, Enrollment, and Academic Affairs. The main content area is titled 'Registrar' and contains a list of reports. A red arrow points to the 'Class Roster' link in the list.

- Registrar
 - 21st Birthday List
 - Activity 12 SCH Report
 - Athlete Sport Report
 - Athletes Faculty Email Report
 - Athletics GPA List
 - BAAS Tech Credit
 - Class Roster
 - Class Roster Excel
 - Course Attribute Report
 - Course Pre Schedule
 - Course Section Scan
 - Deans List
 - Duck Camp Retention
 - Exception Report
 - Exception Report Cross Listed Sections
 - Exception Report Online Course Mismatch
 - GR Suspension and Warning
 - Grade Distribution
 - Graduate AACSB
 - Honors College Mid Term Grades
 - Honors Students Registration Holds

Step 6: Select parameter options from drop down menus or enter the CRN. Click submit after selecting criteria:

This Report Creates Class Roster Reports For The Selected Parameters. Report Output Type Is PDF.

Term: Spring 2015
Part of Term: Full 16 week term
Instructor: ALL, Woods, Dokagari
College: No College Designated
Department: Undeclared
Campus: ALL
CRN: ALL, INST NUR1 001

Submit

To search by CRN:
Please select Term from above and enter the CRN you are using below.
Report output type is PDF.

Enter CRN number:

Submit

[←](#)

Results will appear in a separate window. Print official class roster and check for student attendance. Sign out of Texan Facts when done.

