

- 1) Visit My.Hofstra.edu and login to the portal with your Network ID and Password.
- 2) Click the Faculty tab and click Hofstra Online in the left navigation menu to open Hofstra Online and the SITE MAP of options in as shown.



NAVIGATION TIP

Use the Quick Links in the left menu to move directly to the listed options.

Click SHOW DETAILS for all options.

The screenshot shows the My.Hofstra.edu PORTAL interface. At the top, it says 'Welcome Ms Patricia M Voll June 30, 2011'. Below that is a navigation bar with icons for 'my account', 'blackboard', 'my email', 'gmail', 'my files', 'my apps', 'calendar', 'groups', 'feedback', 'help', and 'logout'. The main navigation menu includes 'Home', 'My Portal', 'Alumni', 'Employee', and 'Faculty' (which is highlighted with a red box). Below the navigation menu is a 'FACULTY' banner. The left sidebar contains a list of quick links, with 'Hofstra Online' highlighted in red. The main content area shows a 'Site Map' with a 'Show Details' button. Under 'Faculty Services', 'Custom or Photo Roster' is highlighted in red. Other services listed include 'Student Advisement Information', 'Term Selection', 'Course Reference Number (CRN) Selection', 'Look-up Classes', 'Faculty Detail Schedule', 'Faculty Schedule by Day and Time', 'Faculty Final Exams Schedule', 'Full Class Roster', 'Brief Class Roster', and 'Last Date of Attendance (LDA) Roster'. Under 'Personal Services', there are links for 'View Address(es) and Phone(s)', 'Update Address(es) and Phone(s)', 'View or Update your mailing preferences', 'View E-mail Address(es)', 'Update E-mail Address(es)', 'View or Update Directory Profile', 'View Emergency Contacts', 'Update Emergency Contacts', 'Name Change Information', 'Social Security Number Change Information', and 'Meningococcal Meningitis Vaccination Resp'.

- 3) Click Custom or Photo Roster

The CAMPUS ALERT PAGE may appear. If so, please enter or verify the phone information requested, select a local notification preference and click Submit. Click the Final Grading quick link in the left menu.

- 4) Select a semester (i.e. TERM) as prompted using the drop-down arrow and click Submit/

Select Term

Home > Faculty Services > Select Term

The screenshot shows the 'Select Term' form. It has a dropdown menu labeled 'Select a Term:' with 'Medical School Fall 2011' selected and highlighted in red. Below the dropdown is a 'Submit' button, also highlighted in red. The dropdown menu lists the following terms: 'Medical School Fall 2011', 'Paralegal Fall 2011', 'Fall Semester 2011', 'Summer Session III 2011', 'Summer Session II 2011', 'Summer Session I 2011', 'Paralegal Summer 2011', 'Paralegal Spring 2011', 'Spring Semester 2011', 'January Session 2011', 'Paralegal Fall 2010', and 'Fall Semester 2010'. At the bottom left of the form, it says 'RELEASE: 8.4'.

Custom Rosters are available in three file types: **Photo Roster, Web Page and Excel Spreadsheet**

5) Choose the Course and File Type.

Photo Roster Format: After selecting a file type of Photo Roster, scroll to the bottom of the page and click the **CREATE CLASS ROSTER** box. Your students' pictures, ids, registration information and e-mail icons will appear.

For best printing results, change your page orientation to landscape.

Web page and Excel formats: After selecting the file type, choose any of the data elements in any sequence or combination tailored to your needs. Use the drop-down arrow to highlight and choose each data elements.

Click the **SAVE FORMAT** box. A format may be changed at any time.

Click the **CREATE CLASS ROSTER**

Note: When creating an Excel Spreadsheet, it may be necessary to expand columns to display correctly. Remember to change the file type to .xls or .xlsx when saving a spreadsheet.

STUDENT ID's appearing on a CUSTOM ROSTER are for internal use only. Do not distribute or post.



Use the breadcrumbs at the top of the page to return to the Faculty Menu

or the links at the bottom to move to another option.