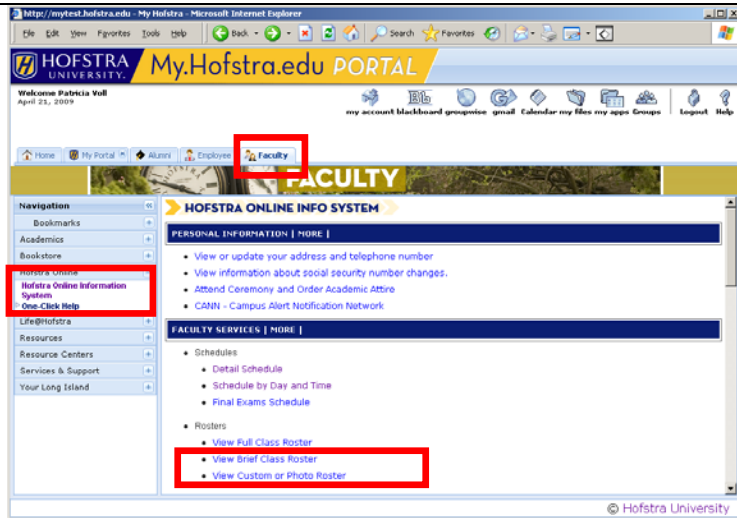


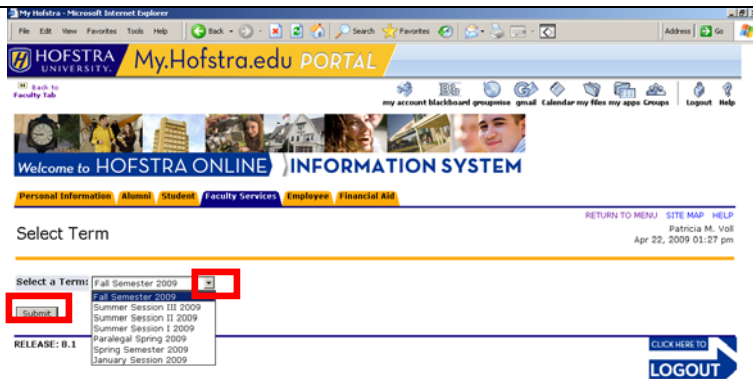
## CUSTOM ROSTERS (PHOTO ROSTERS, EXCEL SPREADSHEET OR WEBPAGE)

### Form/Function



### Procedure

- 1) After login to the My.Hofstra.edu portal, click the Faculty Tab and open the **Hofstra Online** category in the left navigation pane. Click HOFSTRA ONLINE INFORMATION SYSTEM and select the **Custom or Photo Roster** option.



- 2) If a semester has not already been chosen, you will be prompted to do so. Use the search box, make your choice and click **SUBMIT**.

Note: The semester you choose will remain as your default semester until select another. Click on the **TERM SELECTION** option from any menu to change the semester.



- 3) Use the drop down box to display courses for which you may create a custom roster. Highlight your choice.

**NOTE:** CRNs consist of a one digit semester prefix (the first full month of a semester) plus a four-digit session identifier.

The screenshot shows the 'My.Hofstra.edu' interface for a course titled 'ACCT 101 01 - FINANCIAL ACCOUNTING - 21284'. The 'File Type' dropdown menu is open, showing options: 'Web Page', 'Excel format, Comma Separated Values', and 'Photo Roster'. Below this, there are 21 'Field' dropdown menus, all currently set to '-- None --'. A red box highlights the 'File Type' dropdown, and a red bracket groups the 'Field' dropdowns. At the bottom, there is a 'Save Format' checkbox, a 'Create Class Roster' button (highlighted with a red box), and a 'Reset' button.

4) Rosters are available in three formats:

- Photo roster
- Web page display
- Excel spreadsheet

Choose the desired file type.

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**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 student's picture, id, registration information and e-mail icon will appear.

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

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**Web page and Excel formats:** After selecting the file type, select any of the twenty data elements in any sequence or combination tailored to your need. Use the drop-down arrow and highlight your choices.

When creating an Excel Spreadsheet, it may be necessary to expand some of the columns to display the data accurately. To **SAVE** your file, you may want to change the file type to .xls.

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5) To save the format, click the **SAVE FORMAT** box. A format may be changed at any time.

Click the **CREATE CLASS ROSTER** box.

**REMEMBER: STUDENT ID's appearing on a CUSTOM ROSTER are for internal use only.**

**Do not distribute or post.**