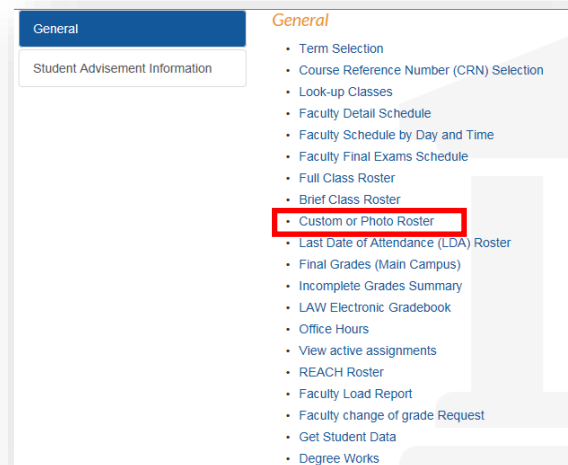1) After login to the My.hofstra.edu portal, click the Hamburger icon
   and select [Faculty Services]

2) Under the General category select
   CUSTOM/PHOTO ROSTER

General	*General*
General	• Term Selection
Student Advisement Information	• 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
	• **Custom or Photo Roster**
	• Last Date of Attendance (LDA) Roster
	• Final Grades (Main Campus)
	• Incomplete Grades Summary
	• LAW Electronic Gradebook
	• Office Hours
	• View active assignments
	• REACH Roster
	• Faculty Load Report
	• Faculty change of grade Request
	• Get Student Data
	• Degree Works

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

Select Term

← | Home > Faculty Services > **Select Term**

Select a Term: Medical School Fall 2011 ▼
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
Fall Semester 2010

[Submit]

RELEASE: 8.4

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

4) 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**

****

Custom and Photo Roster : Spring Semester 2011

PRINT

Home > Faculty Services > Custom Roster

Design the output file by selecting the **Course, File Type and desired field elements** from the drop down menus below. Once you have determined the desired output press the "Create Class Roster" button. You may make this the default layout by checking the "Save Format" box at the bottom of the page.

Comma Separated Files (.CSV) can be downloaded and opened in Microsoft Excel.
The Web Page will open in the current browser window.

Display Photo Roster by selecting the **Course and File Type of 'Photo Roster'** from the drop down menus below. Press the "Create Class Roster" button.

Course ACCT 101 01 - FINANCIAL ACCOUNTING - 20925
File Type Web Page
Field 1 Student Name
Field 2 -- None --
Field 3 -- None --
Field 4 -- None --
Field 5 -- None --
Field 6 -- None --
Field 7 -- None --
Field 10 -- None --
Field 11 -- None --
Field 12 -- None --
Field 13 -- None --
Field 14 -- None --
Field 15 -- None --
Field 16 -- None --
Field 17 -- None --
Field 18 -- None --
Field 19 -- None --
Field 20 -- None --
Field 21 -- None --

☐ Save Format

Create Class Roster   Reset

Term Selection ▪ CRN Selection ▪ Full Class Roster ▪ Final Grades ▪ Brief 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.

To return to the faculty menu, click the Hamburger icon ☰ and select **Faculty Services**