



How to Access the Photo Roster Report:

Go to Banner Self-Service → Faculty and Advisor Services and click on the link View Photo Roster.

****If accessing from off-campus please make sure that you are using the VPN****



You will be prompted with an additional log in for Reporting Services that will then provide a shortcut to the roster report. (Your level of access in Reporting Services will be dependent upon your role.)

In the Reporting Services site, enter the *Term*, your *Banner ID* (Your Banner ID is a 9 digit number sequence beginning with 000), and then choose a *Course Selection* (multiple sections can be selected at once). Then click the *View Report* button in the right corner of the screen to load the report.

REPORTING SERVICES ... > Course Photo Roster Mastilak, Christian

Select Course Term:

Enter Instructor Banner ID:

Select Course(s):
 (Select All)
 CORE (Core Curriculum) 100; Sec
 CORE (Core Curriculum) 101; Sec

The report has loaded the roster will be visible. Once the report loads, it will need to be exported or printed. See the image below.

Click either the *Export* icon (the save symbol), or the *Print* icon to export. The export will be saved in the Downloads Folder.

The screenshot displays the Reporting Services interface for generating a photo roster. The top navigation bar includes the 'REPORTING SERVICES' logo, a breadcrumb trail 'Home > Course Photo Roster > Course Photo Roster', a search bar, and the user name 'Mastlak, Christian'. The main form contains the following fields:

- Select Course Term: Fall Semester 2024
- Enter Instructor Banner ID: [Redacted]
- Select Course(s): CORE (Core Curriculum) 100; Secti [Redacted]

Below the form is a toolbar with navigation icons (back, forward, refresh, zoom) and a '100%' zoom level. To the right of the toolbar are icons for 'Export' (a save symbol) and 'Print' (a printer symbol). Two blue arrows point to these icons, with a callout box labeled 'Export drop down menu' pointing to the 'Export' icon.

The main content area shows the report title 'Xavier University' and the subtitle 'Fall Semester 2024 Photo Roster for Instructor: Mastlak, Christian'. Below this, it states '1 selected section; CRN: 92799' and 'CORE (Core Curriculum) 100, Section: 09, CRN: 92799 - Total'. Three student photos are displayed in a row, with their names redacted by yellow boxes.

The 'Export' icon has opened a dropdown menu with the following options:

- Word
- Excel
- PowerPoint
- PDF
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data