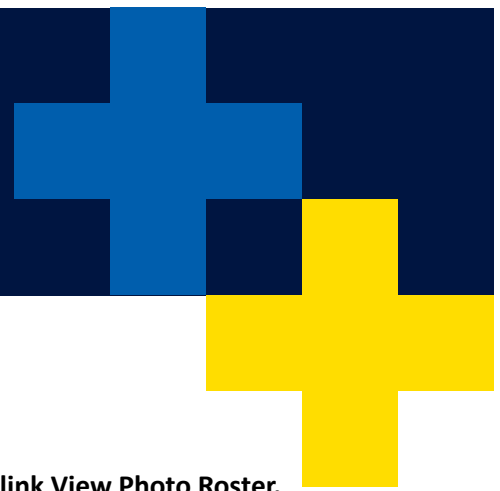
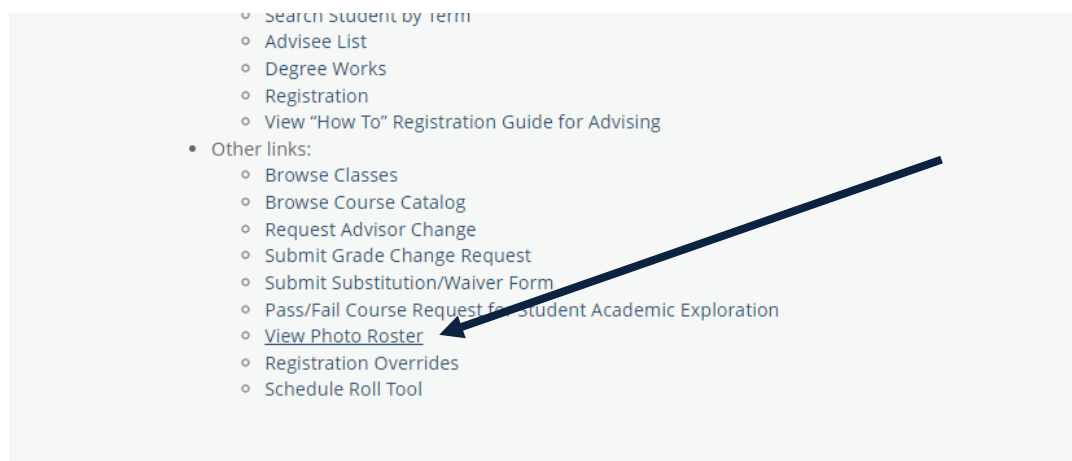




How to Access the Photo Roster Report:

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):

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 'Xavier University REPORTING SERVICES' interface. The top navigation bar includes 'Home > Course Photo Roster > Course Photo Roster', a search bar, and the user name 'Mastilak, Christian'. Below the navigation bar, there are filters for 'Select Course Term:' (Fall Semester 2024), 'Enter Instructor Banner ID:' (redacted), and 'Select Course(s):' (CORE (Core Curriculum) 100; Secti). A 'View Report' button is visible on the right. The main content area shows 'Xavier University' and 'Run Date: 8/9/2024'. The report title is 'Fall Semester 2024 Photo Roster for Instuctor: Mastilak', followed by '1 selected section; CRN: 92799' and 'CORE (Core Curriculum) 100, Section: 09, CRN: 92799 - Total'. Below the title, there are three student photos (redacted) and their corresponding names (redacted). On the right side of the interface, there is a toolbar with icons for navigation and a dropdown menu for export options. The dropdown menu is open, showing options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), and XML file with report data. Two blue arrows point to the 'Export' icon (a save symbol) and the 'Print' icon (a printer symbol) in the toolbar. A label 'Export drop down menu' points to the open dropdown menu.

REPORTING SERVICES Home > Course Photo Roster > Course Photo Roster Search Mastilak, Christian

Select Course Term: Fall Semester 2024

Enter Instructor Banner ID: [Redacted]

Select Course(s): CORE (Core Curriculum) 100; Secti

View Report

Xavier University

Run Date: 8/9/2024

Fall Semester 2024 Photo Roster for Instuctor: Mastilak
1 selected section; CRN: 92799
CORE (Core Curriculum) 100, Section: 09, CRN: 92799 - Total

[Three student photos and names, all redacted]

Export drop down menu

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