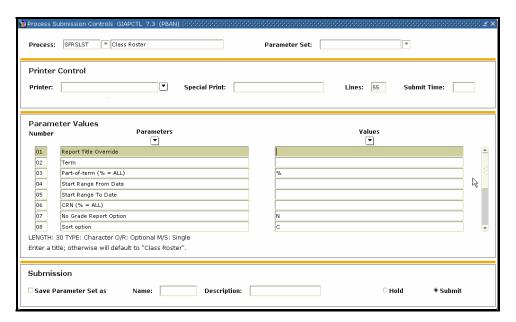
HOW TO PRINT A CLASS ROSTER

To **Order the Printout of a Transcript**, perform the following actions: Instructions

1. On the Main Menu, in the Go To field, type SFRSLST and press ENTER. The Process Submission Controls (GJAPCTL) form displays.



2. The Parameter Set will be blank.

Click the **Next Block** button
The **Printer Control** block is active.

- 3. In the **Printer** field, type DATABASE.
- 4. Click the Next Block button
 The Parameter Set block is active.

HOW TO PRINT A CLASS ROSTER

5. Type the following Values in the Values field of the Parameter Values block.

Number	Parameters	Values
01	Report Term Override	
02	Term	
03	Part-of-Term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	ENTER THE CRN
07	No Grade Report Option	N
08	Sort option	С
09	Campus (% = ALL)	
10	Schedule Type (% = ALL)	
11	Instructional Method (% = ALL)	%
12	Registration Codes (% = ALL)	%
13	Degree Status (% = ALL)	
14	Combine cross listed sections	N
15	Print Student Addresses	N
16	Address Selection Date	Today's Date
17	Address Priority And Type(s)	1MA
18	Primary instructors only	N
19	Print Long Section Title	N



- 6. Click the Next Block button Label The Submission block is active.
- 7. Click on the **Save Parameters Set As** field in the **Submission** block. A check mark should appear in the check box.
- 8. In the Name and Description fields, type an appropriate name and description for your Parameter Set.
- 9. Click the Save button Look for the Log (.log) and List (.lis) file numbers at the bottom of the Banner screen.

Log file: shrtrtc_16979.l	og List file: shrtrtc_16	979.lis	
Record: 1/1			<08C>

If you save your parameters as described above, the next time you print a transcript you can choose your parameter set from the drop-down menu. All the values used with this transcript print order will be saved. You will only have to change the student ID number each time you use the Parameter Set. IF you

choose not to save the Parameter Set, then just click the Save button

HOW TO PRINT A CLASS ROSTER

To Print the class roster, perform the following actions: Instructions

- 1. In the Options menu, click on Review Output (GJIREVO). The Saved Output Review GJIREVO form displays.
- 2. Double click in the File Name field. The Available Files box displays.
- 3. Double click on the .lis file.
- 4. In the Options menu, click Show Document (Save and Print File) to view the Report Control Information in whole. A message explaining you have selected to show the file in the browser.
- 5. Click **Yes**. The transcript will appear in a new window.

Pop-ups must be enabled in your browser. If you get an error message at this point, you may need to open your browser window to enable pop-ups.

6. Print the document.

Transcripts printed to DATABASE do not have page breaks in the expected places. Transcripts printed to designated printers should be better formatted.