HOW TO PRINT A CLASS ROSTER

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

<u>Instructions</u>

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.

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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	C
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.
   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.log List file: shrtrtc_16979.lis
Record: 1/1 ... <OSC>

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.