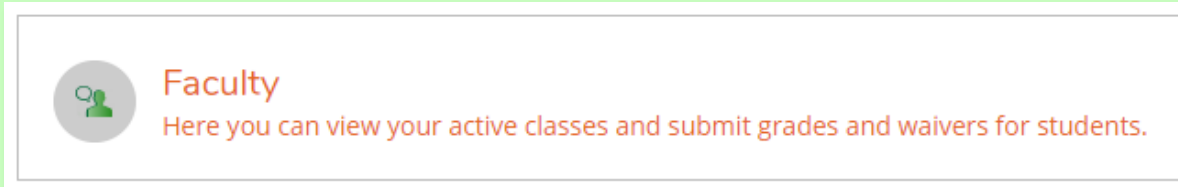


Creating a Printable Photo Roster

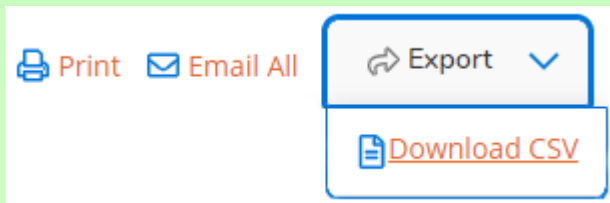
1. Go to myrecords.bw.edu and log in with your BW username and password.
2. Choose the “Faculty” Module



3. Click on any course from the list to open it.

Fall Semester 2019	
Section	Times
BUS-358-S05: Business Communications	M/W/F 1:00 PM - 1:50 PM 8/26/2019 - 12/13/2019

4. Expand the “Export” button and click “Download CSV.” Click the download file to open. It will open in Excel.



NOTE: DO NOT CLOSE the MyRecords tab in your browser.

5. Highlight the Names & Student ID’s in columns A & B only (excluding header row).

	A	B	C	D
1	Student Nam	Student	Class Lev	Preferred Email
2	Mr. Spencer M.	000001	Senior	name16@bw.edu
3	Ms. Tatiana Oli	000002	Junior	name17@bw.edu
4	Mr. William G.	000003	Senior	name16@bw.edu
5	Ms. Sierra McK	000004	Junior	name17@bw.edu
6	Mr. Dominic M.	000005	Junior	name17@bw.edu
7	Ms. Keiara Sha	000006	Sophomore	name18@bw.edu
8	Ms. Caroline A.	000007	Sophomore	name18@bw.edu
9	Mr. Devonte L.	000008	Junior	name17@bw.edu

Right click and “Copy”
(or Ctrl + C)

- Open another browser window (do not close out of MyRecords yet!) and go to: homepages.bw.edu/~bkrupp/roster.html.

Student Photo Roster Creator

You can create a photo roster of your students. Simply download the roster from MyRecords and then copy and paste the first two columns from excel or CSV text (students only) into the textbox below.

Please note: You must be logged in to MyRecords to retrieve the photos.

```
Mr. Spencer M. 000001  
Ms. Tatiana Oli 000002  
Mr. William G. 000003  
Ms. Sierra McK 000004  
Mr. Dominic M. 000005  
Ms. Keiara Sha 000006  
Ms. Caroline A. 000007  
Mr. Devonte L. 000008
```



Create Photo Roster

Enter Class Name

Change to the name of your course, then click the "Create Photo Roster" button.

- Your photo roster will appear! You can also edit the names below the images.

EDU 101



Mr. Spencer M.



Ms. Tatiana Olivia



Mr. William G.



Ms. Sierra McKenna



Mr. Dominic M.



Ms. Keiara Shay



Ms. Caroline A.



Mr. Devonte L.

- Right click anywhere in the white area of the page to Save As or Print.