Creating a Printable Photo Roster
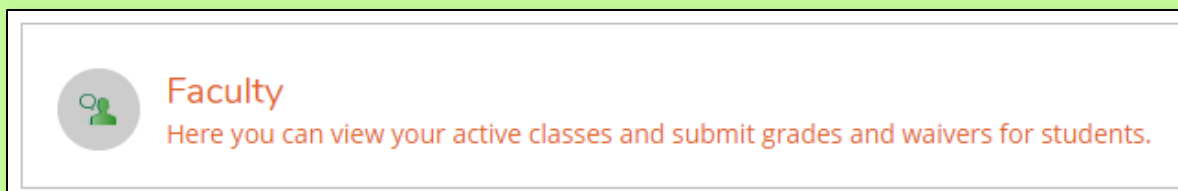
1. Go to myrecords.bw.edu and log in with your BW username and password.

2. Choose the "Faculty" Module

> ### Faculty
> Here you can view your active classes and submit grades and waivers for students.

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.

> 🖨 Print   ✉ Email All   ↪ Export ∨
>
> 📄 Download CSV
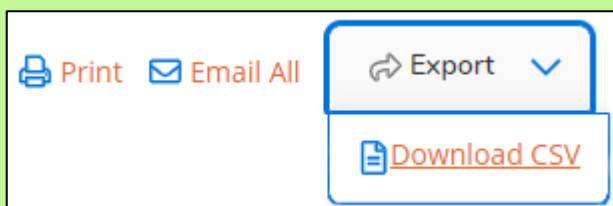
NOTE: DO NOT CLOSE the MyRecords tab in your browser.

5. Highlight the Names & Student ID's in columns A & B only (excluding header row).
Right click and "Copy"
(or Ctrl + C)

	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

6. 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.

7. 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.

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