

PRINTING INSTRUCTIONS FOR CLASS ROSTERS:

Login to Datatel

Input SROS into the Form search.

The screenshot shows the 'SROS-Section Roster' form in the Datatel Colleague application. The browser window title is 'Datatel Colleague - Datatel Colleague UI - Production - [RSTRAIN / production] - Windows Internet Explorer' and the URL is 'http://adminvu.valpo.edu/sl/index.htm'. The form includes a search bar with 'SROS: Section Roster' entered. Below the search bar are buttons for 'SAVE', 'SAVE ALL', 'CANCEL', 'CANCEL ALL', and 'DELETE'. The form fields are as follows:

- Double-space: No
- Print Dropped/Withdrawn: No
- Separate Cross-List: No
- Print Waitlisted: No
- Print Cross-List Ref: Yes
- Print Phone Types: 1

Below these are fields for 'Saved List Name', 'Section Date' (with 'Begin' and 'End' date pickers), and a list of selection criteria:

- Terms: 1 2011FA 2011 Fall Semester - G/U
- Faculty Members: 1
- Subjects: 1
- Courses: 1
- Sections: 1 2011fa phil
- Locations: 1

Additional Selection Criteria: No

At the bottom, there is a status bar with 'Controller Course Sections' and 'Section LookUp' on the left, and 'No Values' on the right. The browser status bar at the very bottom shows 'Done' and 'Internet | Protected Mode: On'.

Once the screen is displayed, make sure the boxes outlining the criteria reflect the same Yes and No choices as this sample.

Input the Term – 2011FA

Input the Section – Example: 2011FA PHIL

If there are any sections currently listed in this field, they will need to be deleted so that your appropriate section can be printed.

No additional selection criteria is not needed.

Press 'Save'

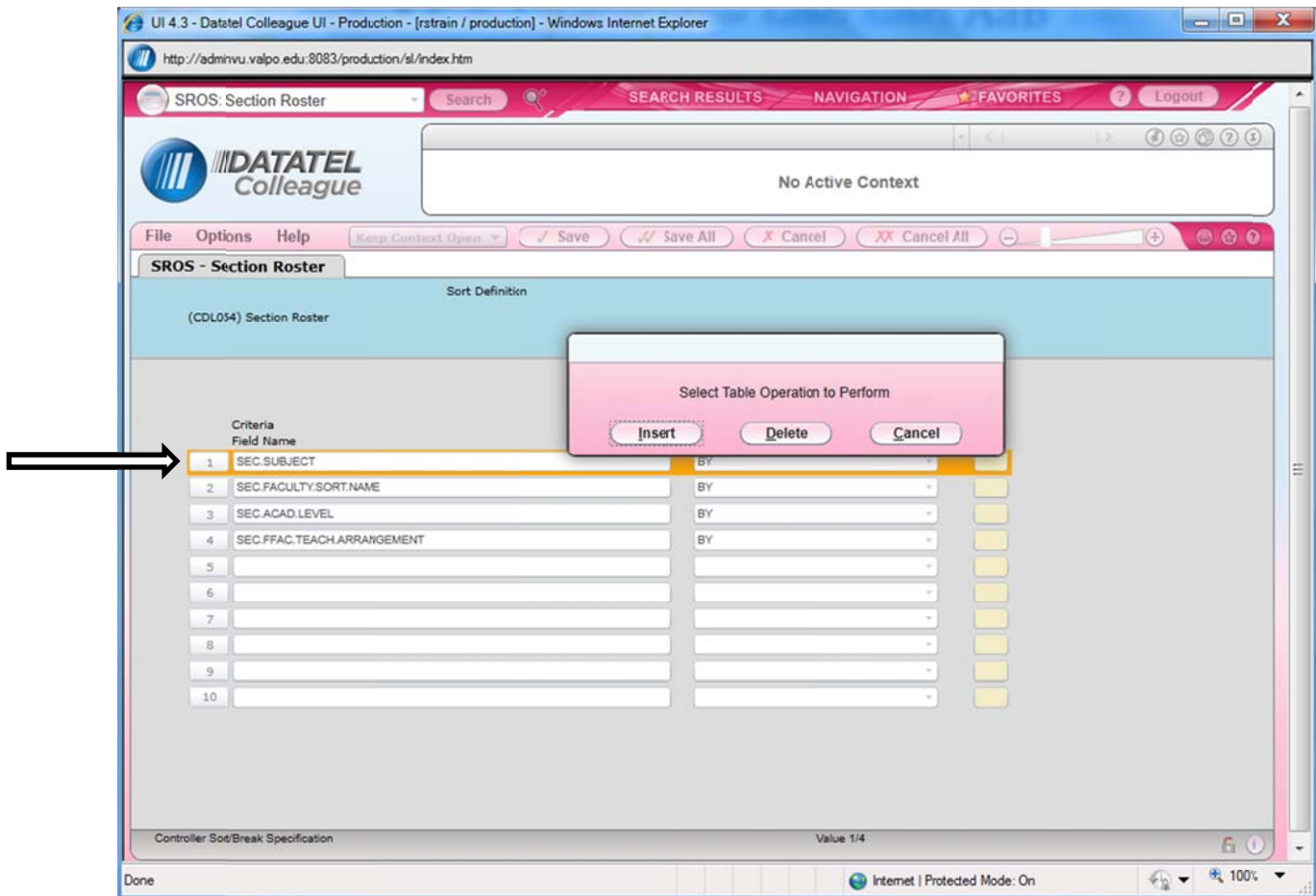
A list of all the department's active sections will be displayed:

The screenshot displays the 'SROS-Section Roster' interface in a web browser. The interface includes a search bar, navigation tabs, and a table of course sections. A black arrow points to the 'Seq: Course' column header in the table. The table lists three sections for PHIL 125 and PHIL 130. The interface includes navigation buttons like SAVE, SAVE ALL, CANCEL, CANCEL ALL, and DELETE. The browser address bar shows 'http://adminvu.valpo.edu/si/index.htm'.

Seq	Course	Sect	Term	Course Title	Location	Instructor	Status	Start Date
1:	PHIL 125	A	2011FA	The Good Life		K. Geiman	Active	08/23/11
								08/23/11 12/16/11 M/W LL14 LE TR 08:15AM 09:30AM
2:	PHIL 125	B	2011FA	The Good Life		K. Geiman	Active	08/23/11
								08/23/11 12/16/11 M/W LL14 LE TR 09:45AM 11:00AM
3:	PHIL 130	A	2011FA	Death and Immortality		A. Preston	Active	08/23/11
								08/23/11 12/16/11 M/W 148 LE M/W 09:05AM 09:55AM

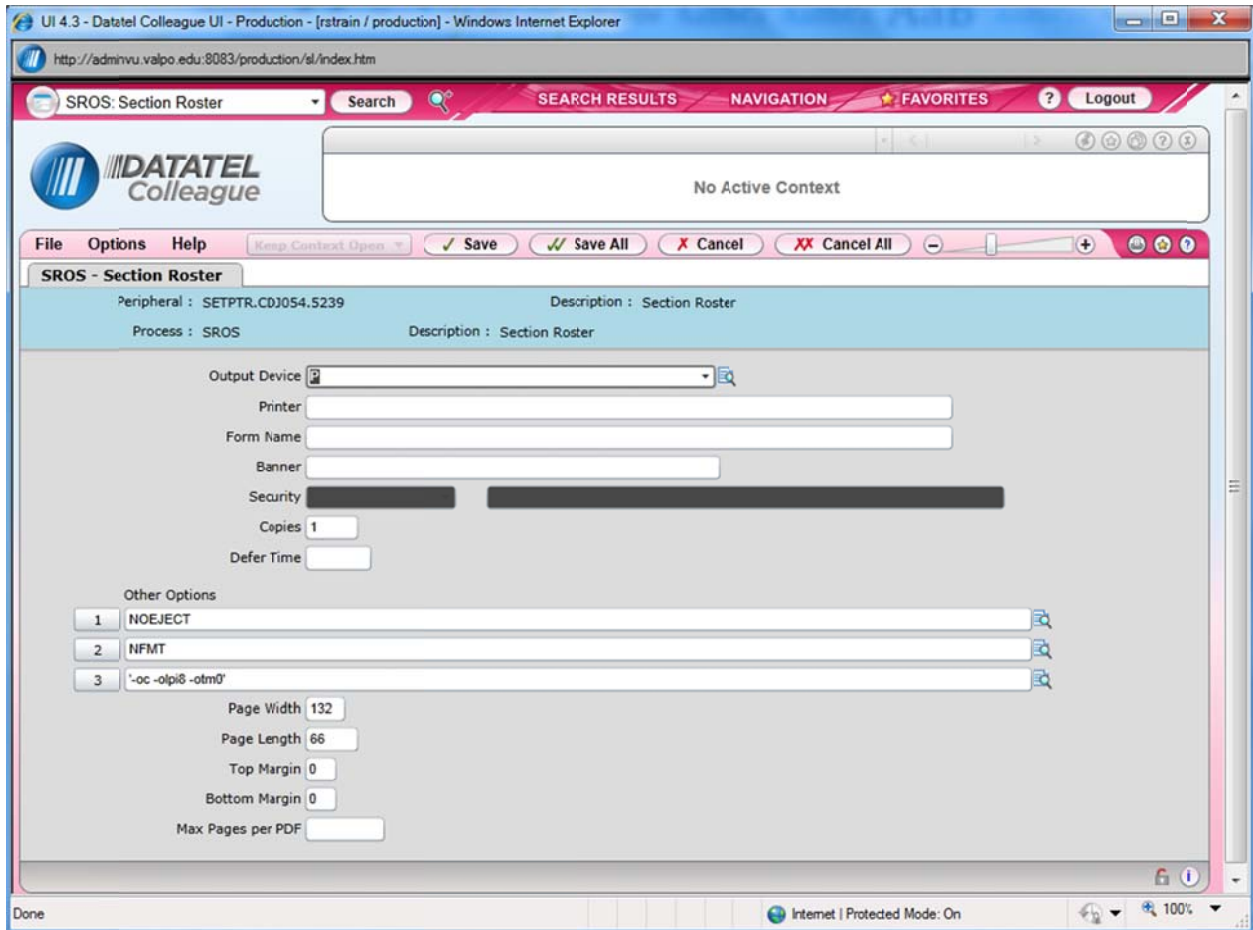
Depending on what version of Datatel you are using, you will need to find the 'Seq:Course' or 'select all' choice and click once in the box. This will select all of the sections to print. Click 'Open', 'Save', 'Update', or 'Save', 'Save', 'Update' depending again on what version of Datatel you are using, to get to the next screen.

Press 'Save' until you reach the Sort Definition/Print Criteria. Delete all of the print criteria fields by clicking on the line number and choosing delete when the box with choices is displayed:



Once all of the print criteria has been deleted, Press 'Save' and 'Update' to continue.

The next screen will be the print screen and page length can be either changed or left at the default. The default prints on letter size paper.



Continue to Press 'Save' until the printing process has begun and the end has been reached.

If you need to print a different course listings within your department, you will need to go through the entire process again with the different section selected.

Please contact the Registrar's Office if you need assistance. We are happy to help.

Good luck and best wishes for a wonderful Fall semester.

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