



## **Class Roster Access Tips:**

Access the Class Roster in ISIS using this path: >Curriculum Management >Class Roster >e-Class Roster

Access the Class Roster in My UW through the Faculty Center at [www.my.wisc.edu](http://www.my.wisc.edu).

-  **Download student data -  - to a Spreadsheet.** This icon allows you to download the student data from the Class Roster page or the Email page to a spreadsheet for further data manipulation. **When you click on this icon, a separate window will open. If you utilize the popup blocker feature and experience difficulty in opening this window, please consult your technical staff. If they are unable to resolve the issue, please contact DoIT Help Desk at 264-4357.**

Following are some examples of what you may be prompted to do depending on the browser and operating system you use:

### **Internet Explorer:**

Select 'Open' – Spreadsheet will open with student information. Go to 'File', select 'Save' or 'Save As'. You will be prompted to save the file to a location on your computer.

#### **Internet Explorer Only –**

**If you select the 'Download' icon and are given a blank page, check the following:**

>Tools > Internet Options > Security > Verify that the 'Internet' icon is highlighted and click on 'Custom Level'. Scroll to 'Downloads' and verify that automatic prompting for Downloads is set to 'Enable'.

### **Mozilla Firefox:**

Select 'Open with' - Spreadsheet will open with student information. Go to 'File', Select 'Save' or 'Save As'. You will be prompted to save the file to a location on your computer.

-  **Print a class roster using the 'Landscape' feature within your ISIS browser.**

All needed information may not display when attempting to print from your browser in 'Portrait' mode, although this is an option. Following is where to change your print page setup to 'Landscape':

- **Internet Explorer:**  
File – Page Setup – Orientation – Click on 'Landscape' and [OK]  
File – Print – and click on Print
- **Mozilla Firefox:**  
File – Page Setup – Format - Click on 'Landscape' and [OK]  
File – Print – and click on Print

-  **Print a class roster using Mozilla Firefox:**

If you are printing ISIS pages from Firefox and having issues, try this:

1. Right click on the part of the ISIS page you want to print
2. Point to 'This Frame' from the pop-up menu
3. Click 'Print Frame'