


Help with Photo Rosters for Faculty

To access the composite photo rosters the web link is **Photorosters.ku.edu**. The class which you are listed as instructor for will be listed in the class list for the current term. For individual photos from previous terms, please access Enroll and Pay.



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Class Roster

Rosters for **Faculty Jones** [Class List](#) [Logout](#) | [Help](#)


Notice: This site is intended for use of faculty and staff in accordance with the University of Kansas' Student Records and Handling Private Information Policies.

2008 Fall

	Subj/Num	Title	Type	ClassID	Career	Time/Day	Enrolled	Capacity
View	BIOL 100	Principles of Biology	LEC	12240	UGDL	12:00 PM - 12:50 PM MWF	880	879
View	CHEM 184	Foundations of Chemistry I	LEC	14206	UGDL	09:00 AM - 09:50 AM MWF	979	979
View	JOUR 301	Research and Writing	LEC	19716	UGDL	08:00 AM - 08:50 AM MW	150	163
View	JOUR 302	Research and Writing, Honors	LEC	42762	UGDL	08:00 AM - 08:50 AM MW	7	6



Click on the View to the left of the class to see the photos. The user can decide what size the photos should be Large Images, Medium Images, or Small Images by changing the drop down on the right side.



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Class Roster

Rosters for Sheri B Phillips : [Class List](#) : [JOUR 302](#)





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JOUR 302 - Research and Writing, Honors Aug 18, 2008 - 4:21 pm
 2008 Fall - UGDL Enrolled: 7
 Class: 42762 - LEC Capacity: 6
 Jones, Faculty

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08:00 AM - 08:50 AM Mon Wed ST 330 (LAWRENCE)

			
Doe, Jane ID: 9999999 Email	Doe, John ID: 9999999 Email	Smith, John ID: 9999999 Email	Smith, Joe ID: 9999999 Email

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About the Online Photo Roster

To access the Photo Roster site, you must log in using your KU Online ID and password. Once logged in, the site will allow you to view the current roster of any class for which you are listed as an instructor of record in Enroll & Pay.

The roster listing will present the students in a grid format, including their photos from the KU ID photo database. This photo grid mode is optional (more on that below), but represents an enhancement from the existing roster capability in Enroll & Pay which only shows student photos one at a time.

The Photo Roster site is connected to the Student Information database to display current, live data directly from the source for enrollment information, but photos are nightly. Even though the update is nightly, the student's photo is from the last time the student had their picture taken for their student ID, therefore some of the photos are old. In very few cases a student might not have an available photo or email in the system, if they have only taken on-line or study abroad type classes.

Once finished with the roster page, please logout in the top right hand corner so no one else can view your information.

FERPA

FERPA, the Federal Educational Records Privacy Act, stipulates a list of protocols which educational institutions must follow with respect to releasing information about students and their enrollment. As the class instructor, you have the right to view all relevant enrollment information for your class. However, you should consider this information private and privileged, not to be shared with others or posted in anyway.

The Photo Roster site will remind you to be careful with this data by requiring you to "Agree" to KU's policies regarding FERPA periodically.

Please treat your rosters with care - they are for you and for you only.

Class List

Upon logging in, you will see a list of all the classes for which you are an instructor of record. The classes are grouped by semester ("2008 Fall"), then ordered by subject ("ENGL") and course number ("102")

For each class, you will see:

- **View link** - Link to view roster for this class. Only available for classes with enrolled students.
- **Subject, number** - Course subject and number ("ENGL 102")
- **Course title** – description of course
- **Class type** - Lecture, Lab, Thesis, etc.
- **Class number** - Unique number for a class section
- **Career** - Codes representing UGDL for Undergraduate Lawrence and GRDK for Graduate KUMC, for example
- **Times/Days** – Times and Days when the class meets. There may be more than one meeting time for some classes. In this case, the meeting times are in order by the dates for which they apply. Days are abbreviated like so:
M = Monday
T = Tuesday
W = Wednesday
R = Thursday
F = Friday
S = Saturday
N = Sunday
- **Enrolled** - Number of students currently enrolled in this class ('real time' data)
- **Capacity** - Maximum enrollment for the class, as listed in Enroll & Pay, this is not the room capacity.

Roster

Each class roster includes a summary of the basic information about the class including: Class subject and number, course title, the term and career, class number and class type, instructor(s), times, days, meeting locations, campus and (on the right side of the screen) the current enrollment and class capacity.

Below this area the enrolled students will be displayed. By default, the display is formatted as a grid including the student ID photos. There are two basic display modes: **Grid and List**. In **Grid mode**, the students can be displayed with small photos (most students per page), medium photos, or large photos (fewest students per page). For larger classes with only a portion of the students on screen at a time, the page controls (at the right edge of the screen, just above the student grid) will let you switch rapidly from one set of students to another.

In **List mode**, all the students are listed without photos in a single page.

To switch display modes, there is a selector next to the page navigation controls. Simply select a new mode and the display will change immediately.

In Grid mode, each student ID photo can be clicked to display the photo at its maximum size.

Alternate output

Each class roster may be printed or exported as a CSV file, a file format designed to be used in a spreadsheet application like Microsoft Excel. When printing the roster, the printed output will be formatted in Grid mode or List mode, depending on which is currently active in the web page.