



MY LIU

FACULTY CENTER



Grade Roster Printing

Windows: Internet Explorer 7 and 8

Use the following procedure In order to print your grade roster:

The screenshot shows the MyLIU Faculty Center interface. The browser address bar displays https://my.liu.edu/psp/PAPRD/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?FolderPe. The page header includes the Long Island University logo and the MyLIU branding. A navigation menu on the left lists options like Self Service, Campus Personal Information, Faculty Center, and Gradebook. The main content area shows the 'Faculty Center' section with a 'My Info' dropdown menu. Below this, there are options to 'change term' and radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A toolbar contains icons for Class Roster, Gradebook, Grade Roster, and Learning Management System. The 'My Teaching Schedule' table is displayed for Spring Term 2011 at Long Island University.

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
MPA 504-001 LEC_1038	Computer Applicatns (Lecture)	22	Tu 6:10PM - 8:00PM	Library Learning 234	Jan 18, 2011 - May 11, 2011

1. Select the Semester and Class you want to print.

The screenshot shows a grade roster interface. It features a table with two rows of student records. Below the table are three buttons: 'NOTIFY SELECTED STUDENTS', 'NOTIFY LISTED STUDENTS', and 'PRINTER FRIENDLY VERSION'. A 'RETURN' button is located at the bottom left of the interface.

21	<input type="checkbox"/>			GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	3.00	Graduate
22	<input type="checkbox"/>			GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	3.00	Graduate

2. At the bottom of the Roster click on **"Printer Friendly Version."**

Faculty Center

Faculty Media Resource Center

liu.edu https://my.liu.edu/psp/PAPRD/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?FolderPe

LONG ISLAND UNIVERSITY My LIU

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Self Service
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 Faculty Center
 Gradebook

Long Island University Class Roster

Spring Term 2011 B-Spring Regular

MPA 504 Computer Applicatns Section 001 #1038 Lecture

Time/Day: 6:10PM 8:00PM Tues Room: Library Learning 234 Instructor: [Redacted]

Total Enrolled Students: 22 Enrollment Capacity: 22

Enrolled Students					
ID	Name	Grade Basis	Units	Program and Plan	Level
1	[Redacted]	GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
2	[Redacted]	GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
3	[Redacted]	GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Health Administration M.P.A.	Graduate
4	[Redacted]	GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Health Administration M.P.A.	Graduate
5	[Redacted]	GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
6	[Redacted]	GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate

3. **Right click** in the white space closest to the list and select **"This Frame."** In the second menu select **"Print Frame."**

Apple: Safari

Use the following procedure In order to print your grade roster:



1. Select the Semester and Class you want to print.



2. At the bottom of the Roster click on **“Printer Friendly Version.”**

Faculty Center

https://my.liu.edu/psp/PAPRD/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?PORTALPARAM_PTC

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Self Service

- Campus Personal Information
- Faculty Center
- Gradebook

Long Island University

Class Roster

Spring Term 2011 B-Spring Regular

MPA 504 Computer Applicatns
Section 001 #1038 Lecture

Time/Day 6:10PM 8:00PM Tues **Room** Library Learning 234 **Instructor** Jackson-Howard, Monique

Total Enrolled Students 22
Enrollment Capacity 22

Enrolled Students					
ID	Name	Grade Basis	Units	Program and Plan	Level
1		GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
2		GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
3		GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Health Administration M.P.A.	Graduate
4		GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Health Administration M.P.A.	Graduate
5		GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
6		GGB	3.00	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate

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Reload Page
Open in Dashboard...
Open Frame in New Window
Open Frame in New Tab
View Frame Source
Save Frame As...
Print Frame...
Print Window...

3. **Right click** in the white space closest to the list and select **"Print Frame."**

