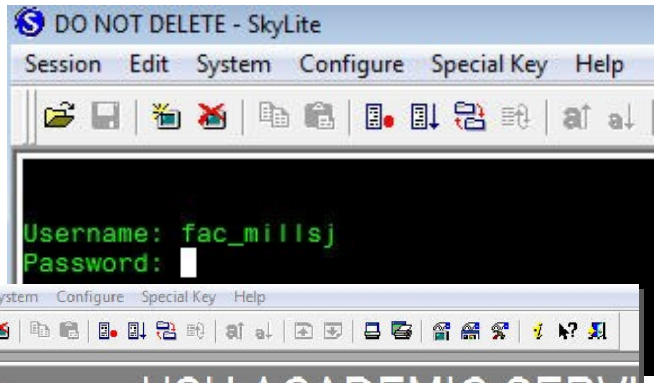
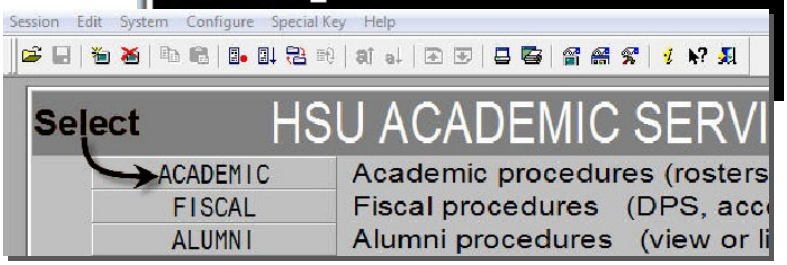
Printing Class Rosters in Skylite

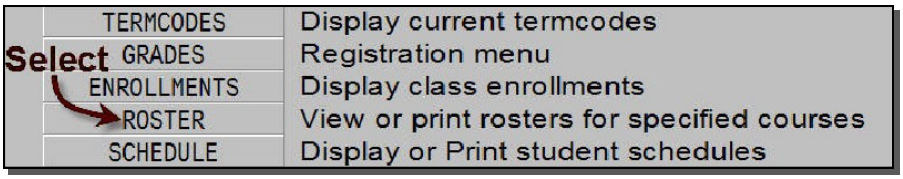
1) Log into Skylite. If you are a faculty member, you will need to remember to put fac_ before your username. If you r password or username will not let you in, contact Doug Syler at 230-5138. If it is a different problem, please contact the helpdesk at 230-5678.



2) Now select "Academic."



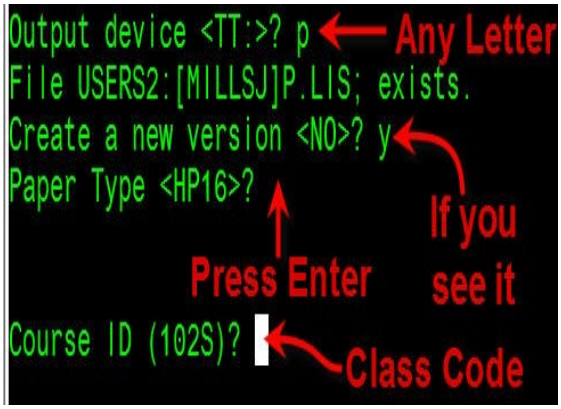
3) Now select "Roster."



4) For the Output device, it is automatically set to "TT". This will only display it on the screen. If you want to print it, you can press any letter(s) other than "TT". If it asks you to create a new version, press y and then enter. You will only see this if you have used that/those letter(s) before.

Press Enter when you see "Paper Type <HP16>".

The Course ID should be in the format EDU2013 01102s (Education 2013 course for section 1 of semester 102s). Then press enter if the correct course is displayed.



5) Your default printer should be listed between the carrot symbols. If yours says "<NONE>" like the picture, you will need to ask neighbor faculty members what printer they use.

6) The Roster should have been sent to the printer. If it does not come out properly, please make sure that you had the correct printer selected and that it is on. If it still does not print correctly, please contact the helpdesk by phone at 230-5678, or by e-mail at helpdesk@hsu.edu.

Please contact Jacob Mills if you have any questions about this process.

Phone: (870)230-5609 E-Mail: millsj@hsu.edu