

Faculty Guide – Course Photo Roster

A Course Photo Roster is available through InformSU, an institutional reporting application. This guide will help you generate a course photo roster and [save it for printing](#).

Accessing the Photo Roster from On Campus

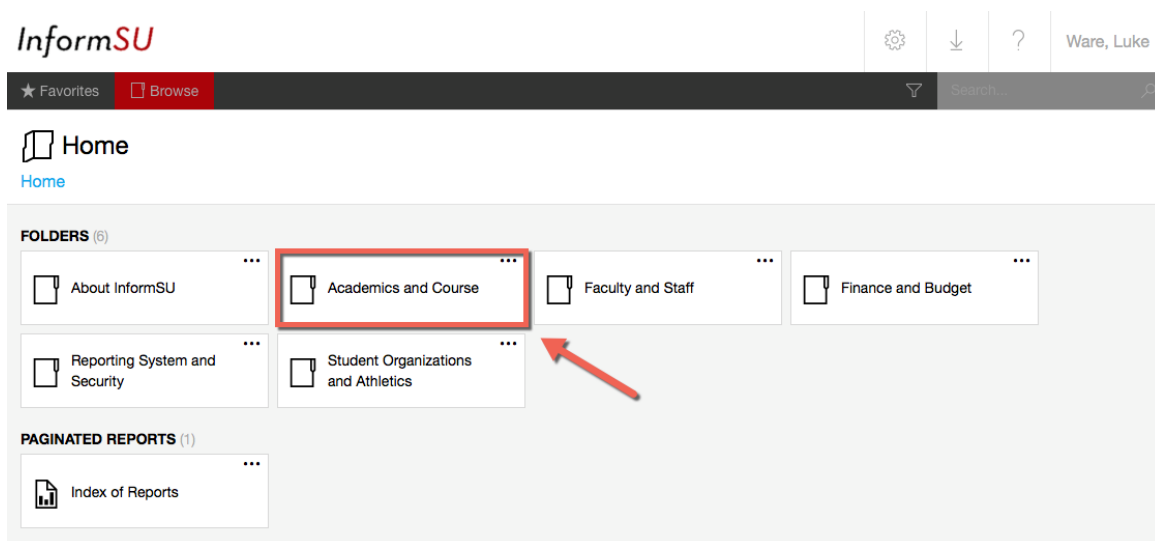
To generate this report while on campus, log into [InformSU](#) from your Seattle University-issued computer. Mac users may need to follow these [step-by-step instructions](#) for accessing InformSU.

Accessing the Photo Roster from Off Campus or from a Non-SU Issued Computer

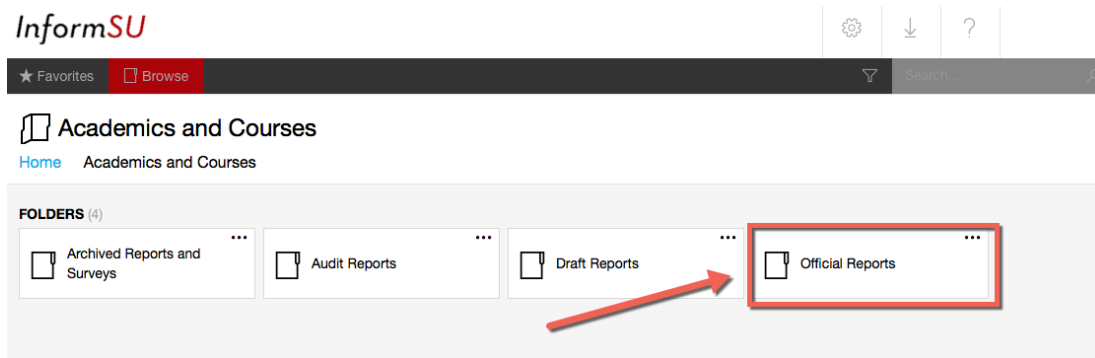
If you are off campus, or otherwise unable to access InformSU from your computer, you can connect to [Redhawk Labs virtual desktop](#) and navigate to InformSU from within a browser.

Downloading the Course Photo Roster

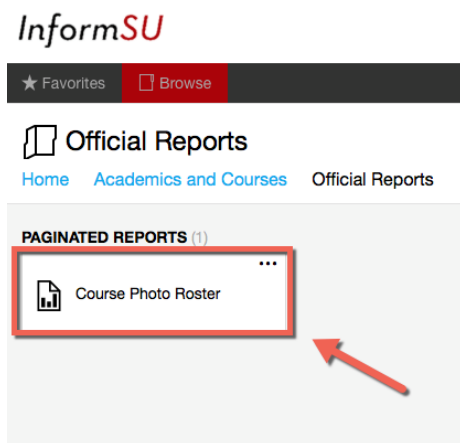
Once you have logged into [InformSU](#), click **Academics and Course**:



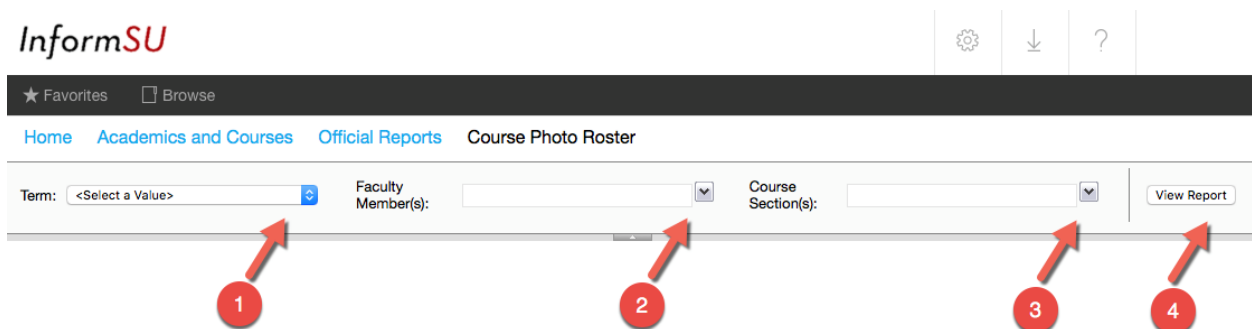
Next, click **Official Reports**:



Next, click **Course Photo Roster**:

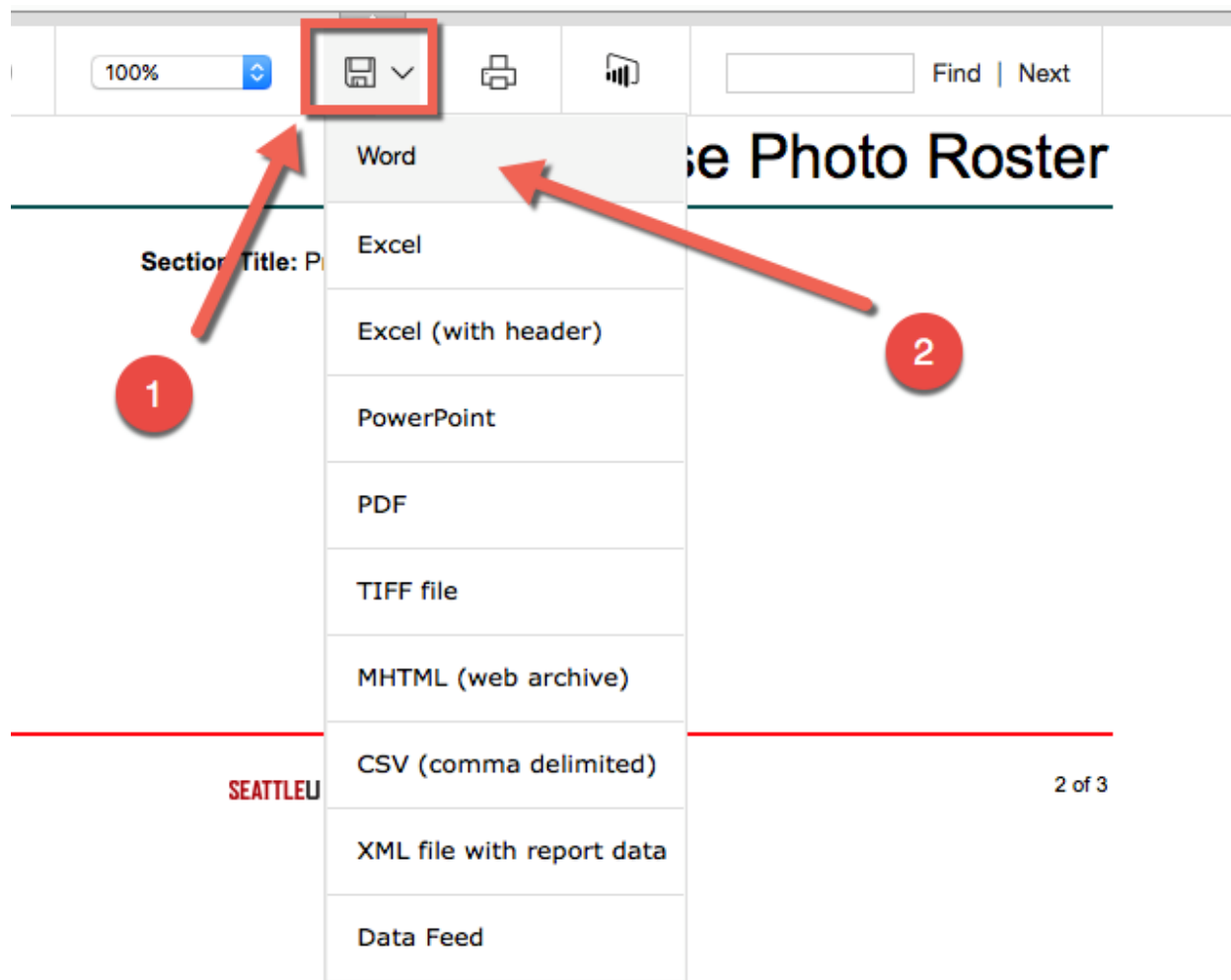


Next, select the **Term** [1], **Faculty Member(s)** [2], **Course Section(s)** [3], and then click **View Report** [4]. *Note: If you select multiple sections, they will all be generated together in one report on different pages.*



Saving Your Report for Printing

To save your report to your computer for viewing or printing, click the **Save Icon** [1] and then select your desired file type, such as **Word** [2]. Your file will then be automatically downloaded to your computer.



Revision History

Version	Date	Description of change	Author
1.0	2/23/18	Initial version	L. Ware
1.1	3/29/18	Modified Mac instructions	J. Snare
1.2	9/13/19	Updated link to new ITS guide	L. Ware
1.3	1/10/22	Updated link to new ITS guide	M. Otis
1.4	11/30/22	Updated links and language RE Redhawk labs	M. Otis

