

Printing Rosters in SOLAR

STONY BROOK
SOLAR System

Personalize [Content](#) | [Layout](#)

Action Center

Holds
No Holds.

To Do List
No To Do's.

Message Center

[new message\(s\)](#) [read message\(s\)](#)

New Messages
No New Messages.

Solar System

[Security and Personal Data](#)
Change My Solar Password, Addresses, Name Information

[Elections](#)
Faculty/Prof Elections

[Instructor Self Service](#)
Access Photo Roster, Faculty Center

From your SOLAR homepage, click **Faculty Center** under **Instructor Self Service**

Ms. Instructor My Info Go to...

faculty center class search

Faculty Center

Fall 2007 | SUNY at Stony Brook [change term](#)

Show all classes Only classes with enrollment View My Weekly Schedule

[Class Roster](#) [Grade Roster](#)

My Teaching Schedule > Fall 2007 > SUNY at Stony Brook





Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
HIS 249-01 LEC 90315	Modern Europe, 1914-1945 (Lecture)	MW 8:05AM - 9:25AM	CLASSROOM	Sep 4, 2007- Dec 22, 2007	73		
HIS 396-05 LEC 90319	Topics in US History (Lecture)	MW 3:50PM - 5:10PM	Javits Lecture Hall	Sep 4, 2007- Dec 22, 2007	103		

Click the **Change Term** button and select the Term that you are submitting grades for

You'll see the list of classes for which you have roster access

Note: If your class is not listed here please contact the Class Scheduler/Administrator in your Department.

Click the **Class Roster** button next to the class

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Scroll all the way to the end of the roster and click the **Download Class Roster** button

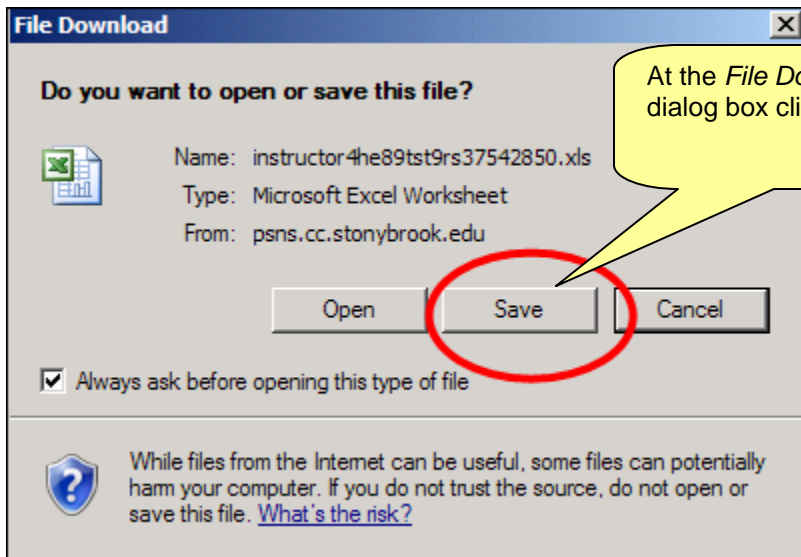
69	English 101	Graded-Ug	3.00	Second Baccalaureate Program - Second Baccalaureate Admnstrty
70	Physics 101	Graded-Ug	3.00	Arts and Science Physics
71	Physics 102	Graded-Ug	3.00	Arts and Science AOI in Pre-Music
72	Mathematics 101	Graded-Ug	3.00	Arts and Science Mathematics
73	Engineering & Applied Sciences - Applied Math & Statistics/Economy	Graded-Ug	3.00	Senior

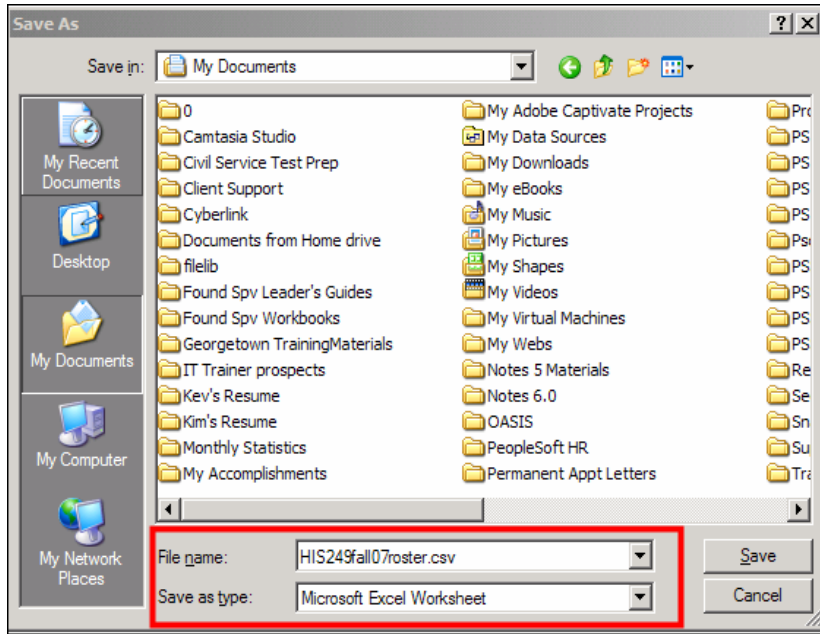
[PRINTER FRIENDLY VERSION](#)

[DOWNLOAD CLASS ROSTER](#)

[CANCEL](#) [GRADE ROSTER](#)

At the *File Download* dialog box click **Save**



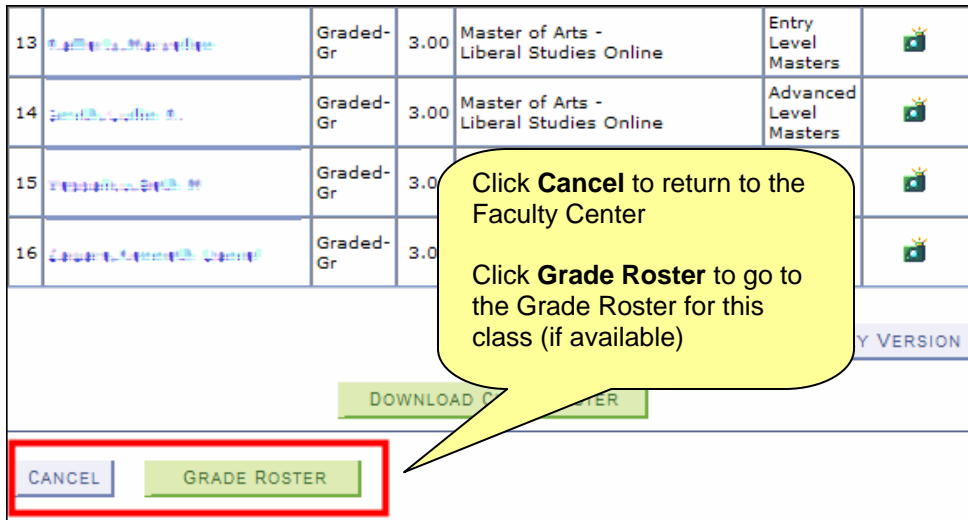


Select the folder that you want the roster saved to

Enter a file name and add the file extension **.csv**

Make sure **Save as type** is **Microsoft Excel Worksheet**

Now you can open the roster in Excel.



If you need assistance or would like to report a problem with your Roster, click the **To Report Problems** link in SOLAR and submit a trouble ticket. Someone will contact you by phone or email.