

## *Creating and Printing a Roll Book Roster*

### **Creating a Roll Book Roster**

This process should be followed for each course for which you would like to create a roll book roster. Please read the instructions all the way through before attempting to create it **and print this page before beginning the process.**

1. Click on the “Roll Book Roster Template” of the appropriate enrollment size needed for your roster and save it to your desktop. (For example, if the number of enrolled students is 50, download the template with enrollment up to 86.) You will have a choice between a letter- or legal-size format (i.e. 8½ x 11 or 8½ x 14 inches).
2. Click on the “Download Roster” button for the course for which you would like to create the roll book. (Please do only one course at a time.) This will create a file that you should save to your desktop. (For IE users - Select “Save” and when prompted for file name, enter “**roster.csv**” - **Do not give the file any other name.**)
3. Open the **roster.csv** file by **double-clicking** on it.
4. Then open the **roll book file** by **double-clicking** on it.
5. Once you have both files open, make sure that the roll book file template is the one you see.
6. Find the “**Ctrl**” key on your keyboard (“**Ctrl**” is also correct for Macs). **Press and hold it** while hitting the key for the letter “**R**” The roll book should be automatically populated with student information from the roster file.
7. Save your roll book by selecting **File** then **Save As** and naming the file as you prefer (e.g. “PSY1000 KM14” or “Introduction to Psychology”).

### **Printing your Roll Book Roster**

The roll book is configured to print on an 8½ x 11 (Letter) or 8½ x 14 (Legal) piece of paper on most printers. Print as you would any other file. If you would like a format similar to the original roll book roster, you can tape or staple the printed roster to a manila file or piece of card board.