## View/Download/Print Roster in Starfish

1. You must log in either through CampusNet (click on your 'Instructor' tab, then the Starfish icon) or click the green "LOGIN" button on the main Starfish-Faculty page.

Personal Data Account Student Instructor Advisor FA Office	Scontac	:t Us 🛛 🗶 Logout
Grading Schedule Class Roster		
	<u> Starfish</u>	? <u>Help</u>
Select a term and whether you wish to retrieve the list of your mid-term or final grade re-		
Term: Spring 22 V		

2. Select the menu options button <sup>■</sup> in the top-left corner of the screen, then select "Students". Next, click on the "Attendance" tab.

≡ s	tarfish			Q Search for Students
	MY STUDENTS	TRACKING	ATTENDANCE	PROGRESS SURVEYS
Fla	g 🗞 Referral 📩 Kudos 📩 Success Plan 🔤 Me	ssage Note		
Search	1	Connection	Term	Additional Filters
Studer	nt Name, Username, or ID	Go All My Students	Active	<ul> <li>Add Filters</li> </ul>
	Name 🔺	Email		Phone Cell Phone

3.Select the course you want to view the roster for in the right "Filter Students By" box. Set the tern to "Active". Then, click on "Print Roster".

≡ Starfish			<b>Q</b> Search for Students
MY STUDENTS	TRACKING	ATTENDANCE	PROGRESS SURVEYS
🖉 Record Attendance 🖉 Class Schedule 🔕 Attendance Report	Flag 🗞 Referral	Send Message	Filter Students By
Select All   Deselect All BUS.351.501.1020 - Business/Society/Governme	ent-50		Active
			Course Section BUS.351.501.1020

4. A printable version of your roster will appear. You can either print or download your roster. To download/save a copy of your roster, change the destination of your printer to "Save as PDF".

Print	1 sheet of paper	
Destination	BH110-C8155 on cpx	
Pages	Microsoft Print to PDF Save as PDF See more	
Copies	1	
Layout	Portrait 👻	
Color	Color 👻	
More settings	~	