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CENTER FOR DIGITAL LEARNING & INNOVATION

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.
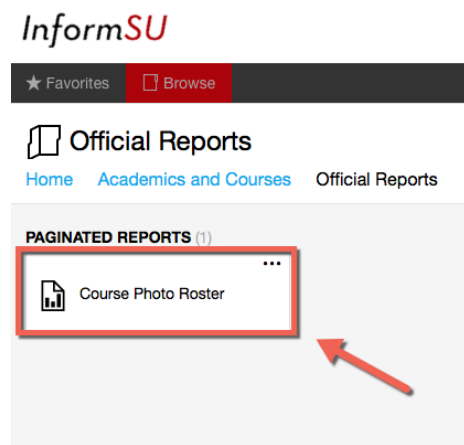
Downloading the Course Photo Roster

Once you have logged into InformSU, click **Academics and Course**:
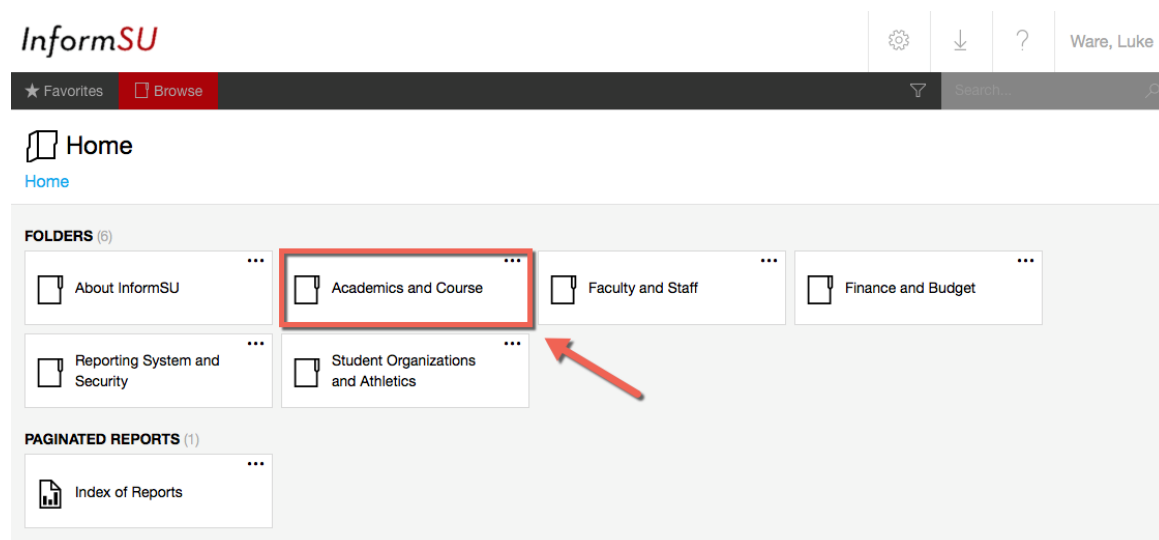
Next, click **Official Reports**:
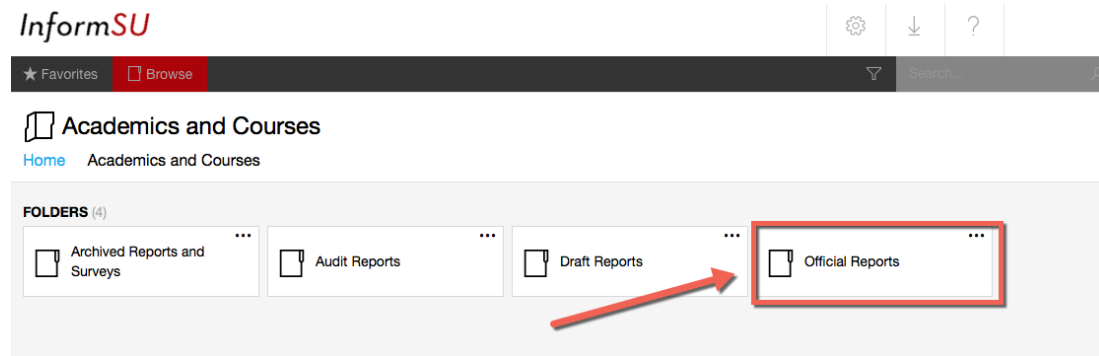
Next, click **Course Photo Roster**:

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.*

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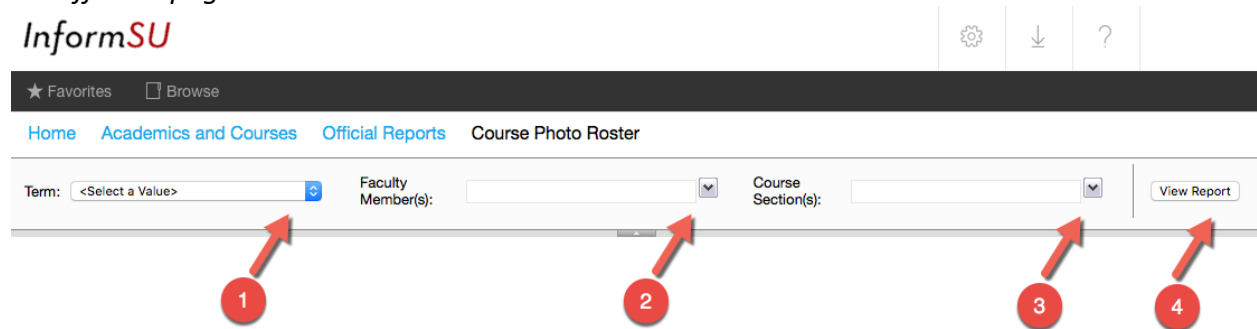
Saving Your Report for Printing

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.