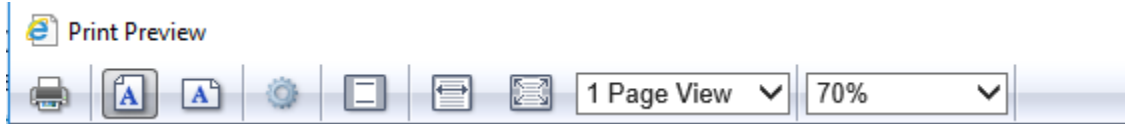


WVU Photo Roster tool which is available in eCampus can be printed to allow Faculty to recognize students. The photo roster is visible only to instructors and teaching assistants; students cannot access or view the roster.

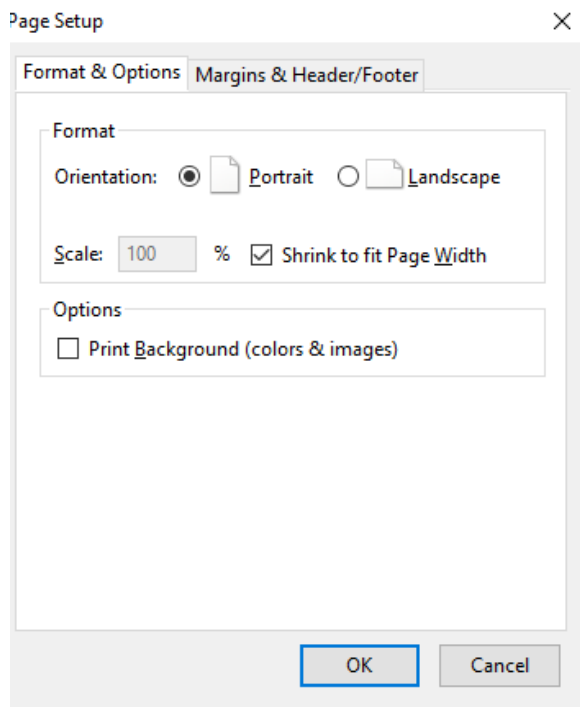
To access the course photo roster, go to Course Management (at the bottom of your course menu), click Course Tools and then click WVU Photo Roster.

Once you have accessed the photo roster, please select the print option within your preferred browser. By default, Mozilla Firefox and Internet Explorer will scale images to fit to the page. However, due to the differences in web browsers and Photo Roster's responsive design, printing the class roster may require some change to be made to the page scale. The page scale can be changed easily. On most printers, 70% scale will display rows of 4 across and 60% will display 5 across. Below are screen shots for Internet Explorer, Firefox (Windows and Mac) and Safari.

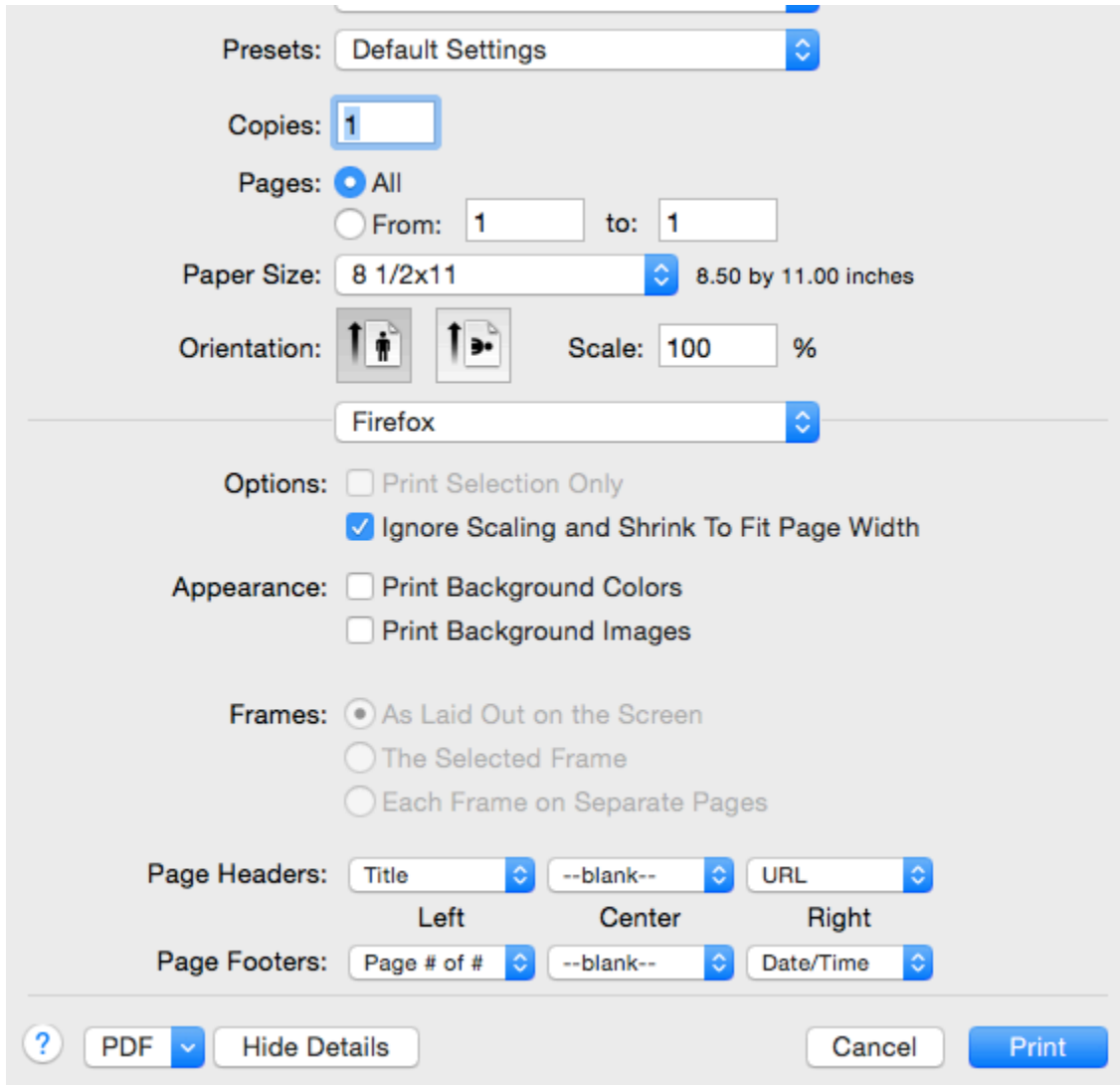
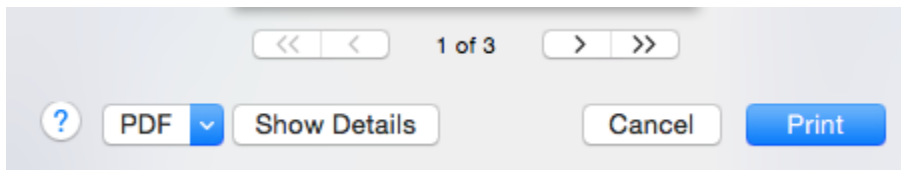
Internet Explorer: Go to File. Click on Print and then Print Preview



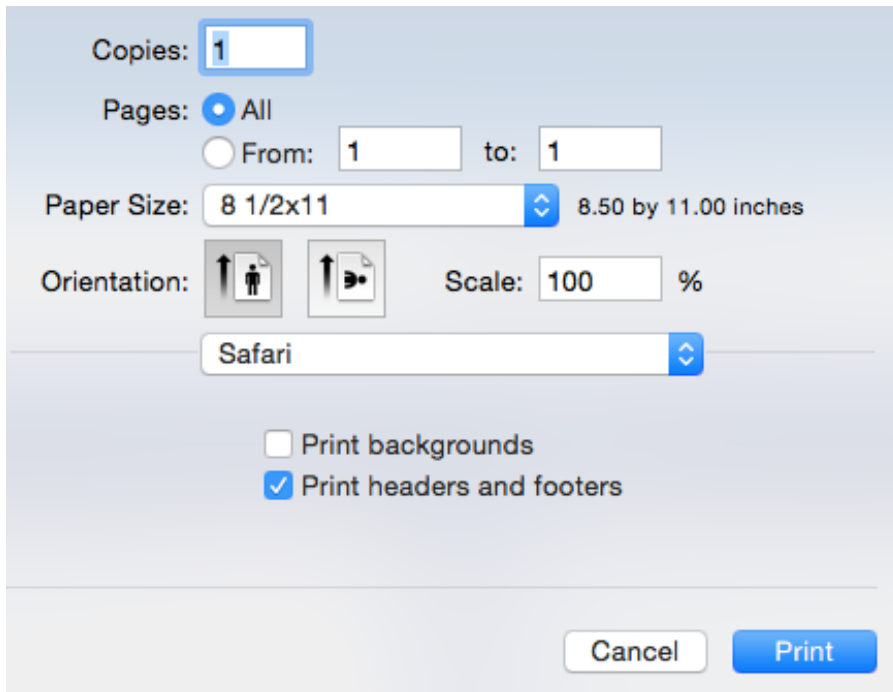
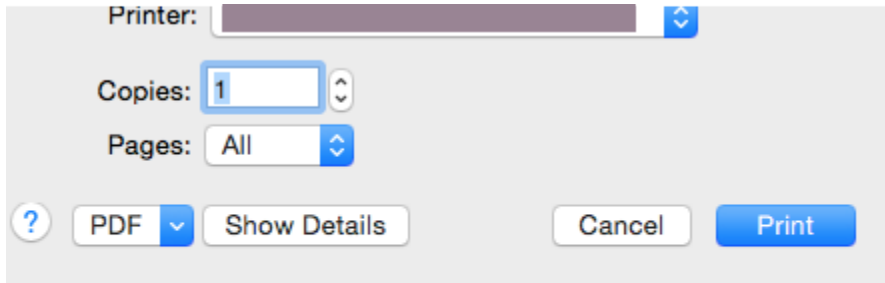
Firefox (Windows): Go to File. Click on Print and then Page Setup



Firefox (Mac): Go to File. Click on Print and then click on Show Details



Safari: Go to File. Click on Print and then click Show Details



Viewing Photo Roster Offline

By using the print options, WVU Photo Roster can be saved locally on to your computer and viewed or printed while offline. When selecting the print destination, choose to print to PDF. Then select the print button. Finally, choose the desired location you would like to save the Photo Roster for your course.