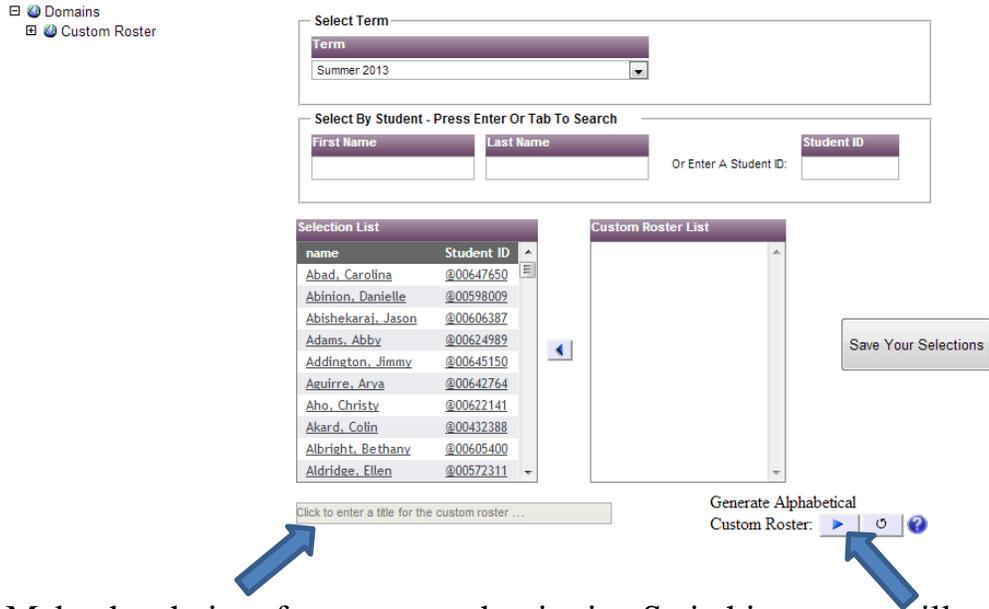


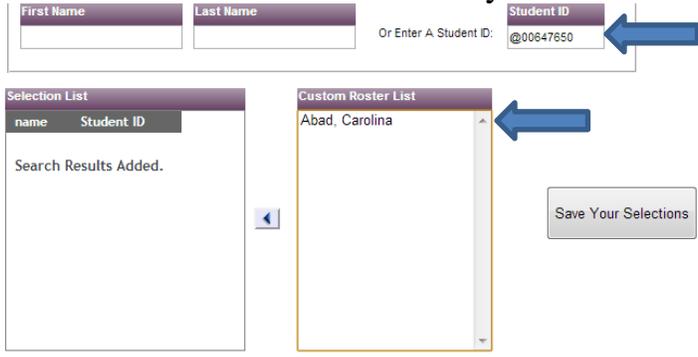
Custom Roster 1.0

Custom Roster:



Make the choices for your search criteria. Switching terms will retain any selected students that are registered for that term. You can enter your own custom title (50 characters max) by clicking on the grey box in the lower left-hand corner. The help icon in the lower right corner will provide further assistance.

- Students will be automatically added to the list if searching by id:



Click the blue arrow in the lower right hand corner to generate the alphabetical custom roster.

The results will open a new window or tab:



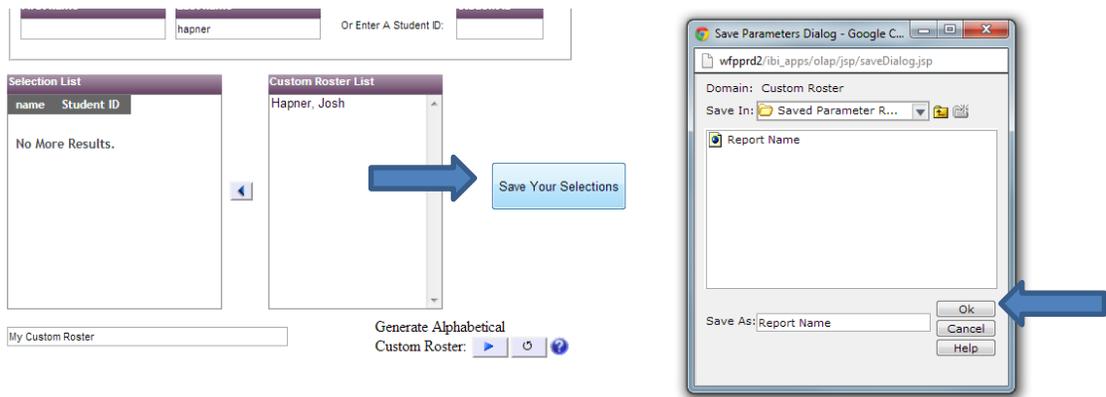
The picture roster includes name and classification. Clicking on the name opens the student's individual profile.

Custom Roster 1.0

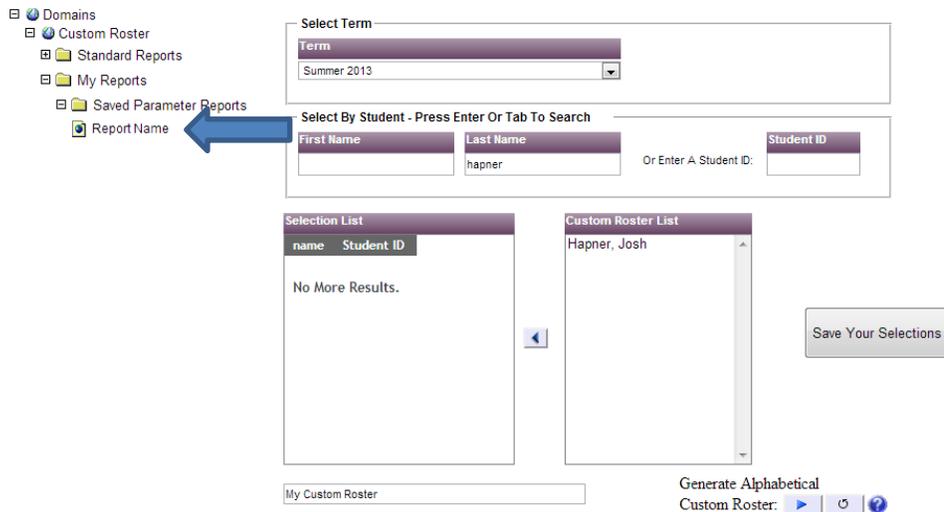
You can switch back to the launch page and add or remove students to your custom roster list. Clicking the blue arrow pointing back will remove selected students from the custom roster list and put them back in alphabetical order on the other list:



If you wish to save selections for future use you can use the *Save your Selections* feature:



After saving your selection, you can access it from the domain tree to the left by selecting *Domains >> Custom Roster >> My Reports >> Saved Parameter Reports* and then select the report that you saved:



Custom Roster 1.0

It will open with in a new tab. Some things to consider for save selection:

- You can have multiple saved selections, overwrite existing ones, and delete old ones. To see new saved selections, right click the Saved Parameter Reports folder and select refresh:



- If you delete the Saved Parameter Reports folder, it will reappear once you create a new saved selection. You may need to refresh the page.
- Saved selections will keep the all the selections (your list, the term, first name, last name, banner id, and report title) which means you may need to change those and re-save when running the saved selection report dependent on your needs.
- If the saved term started over two years ago, the term will be updated to the current term and any students not registered for the current term will be lost.

Privacy Note: This roster is protected by the Family Educational Rights and Privacy Act (FERPA) and is provided for educational use only. It should not be further disclosed or used for non-educational purposes.