



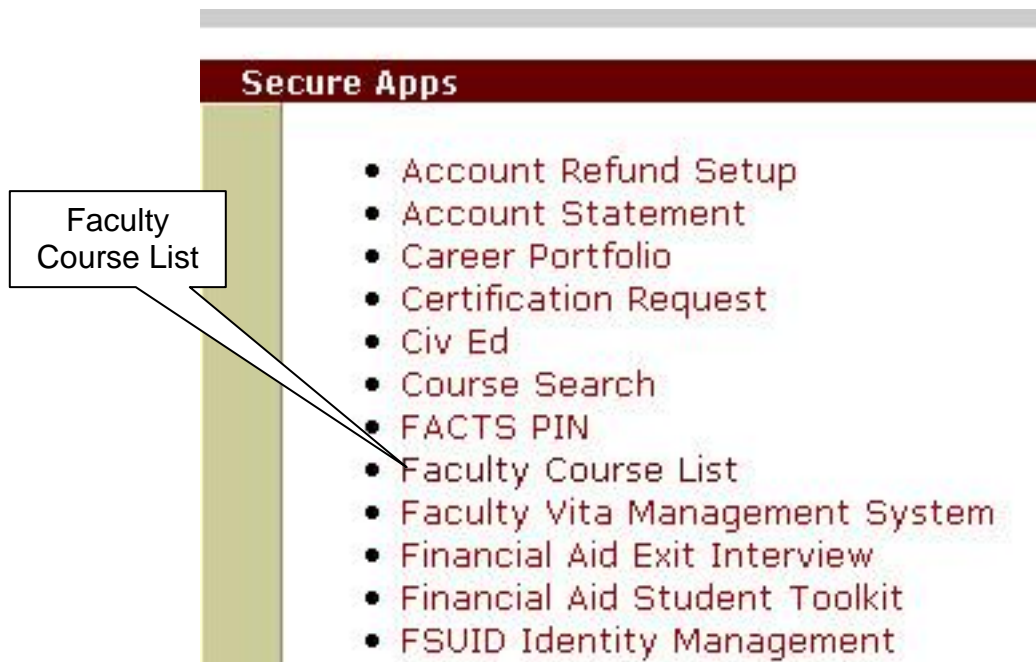
## Create a Photo Roster in Blackboard

Steps to get 40 student's pictures onto a single sheet

1. Log in to Campus with your FSU/Garnet/Mailer ID and password. Choose the Secure Apps Tab.



2. Choose Faculty Course List



3. Choose term and Basic Roster

Year	Term	Report Type
2007	9 - Fall	Basic Roster

Basic Roster

Basic Roster Without Photos

Class Email

— FERPA Protected Reports Below —

Detail Roster

Detail Roster Without Photos

Intermediate Roster

Intermediate Roster Without Photos

Download Class Roster Information

Download Class Roster Info Without Dropped Students

Term

Basic Roster

4. Click on the section

Section

Course Number	Sect	Course Title
COM3332	01	NEW COMM TECHNOLOGY
COM3332	02	NEW COMM TECHNOLOGY
COM3332	03	NEW COMM TECHNOLOGY
COM3332	04	NEW COMM TECHNOLOGY

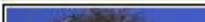

5. Here's your roster that is often printed out, but you are going to make it more useful.

Fall 2007 - COM3332 [01] - NEW COMM TECHNOLOGY - Clark Joseph S

NOTICE: Information in this document is CONFIDENTIAL. Release to third parties is strictly prohibited by Federal and State law.

Ref #	Department	Cap	Enrolled	Bldg	Room	Days
00682	Communication	40	40	N/A	N/A	N/A

Close Window    Print Class Roster    Turn Photos Off

Photo	Student Data	Photo	Student Data
			


6. Highlight the photos by clicking just above the far left photo, hold the mouse button down and drag the mouse to the end of the roster. Then, on your keyboard, simultaneously press Ctrl + C to copy.

Fall 2007 - COM3332 [01] - NEW COMM TECHNOLOGY - Clark Joseph S

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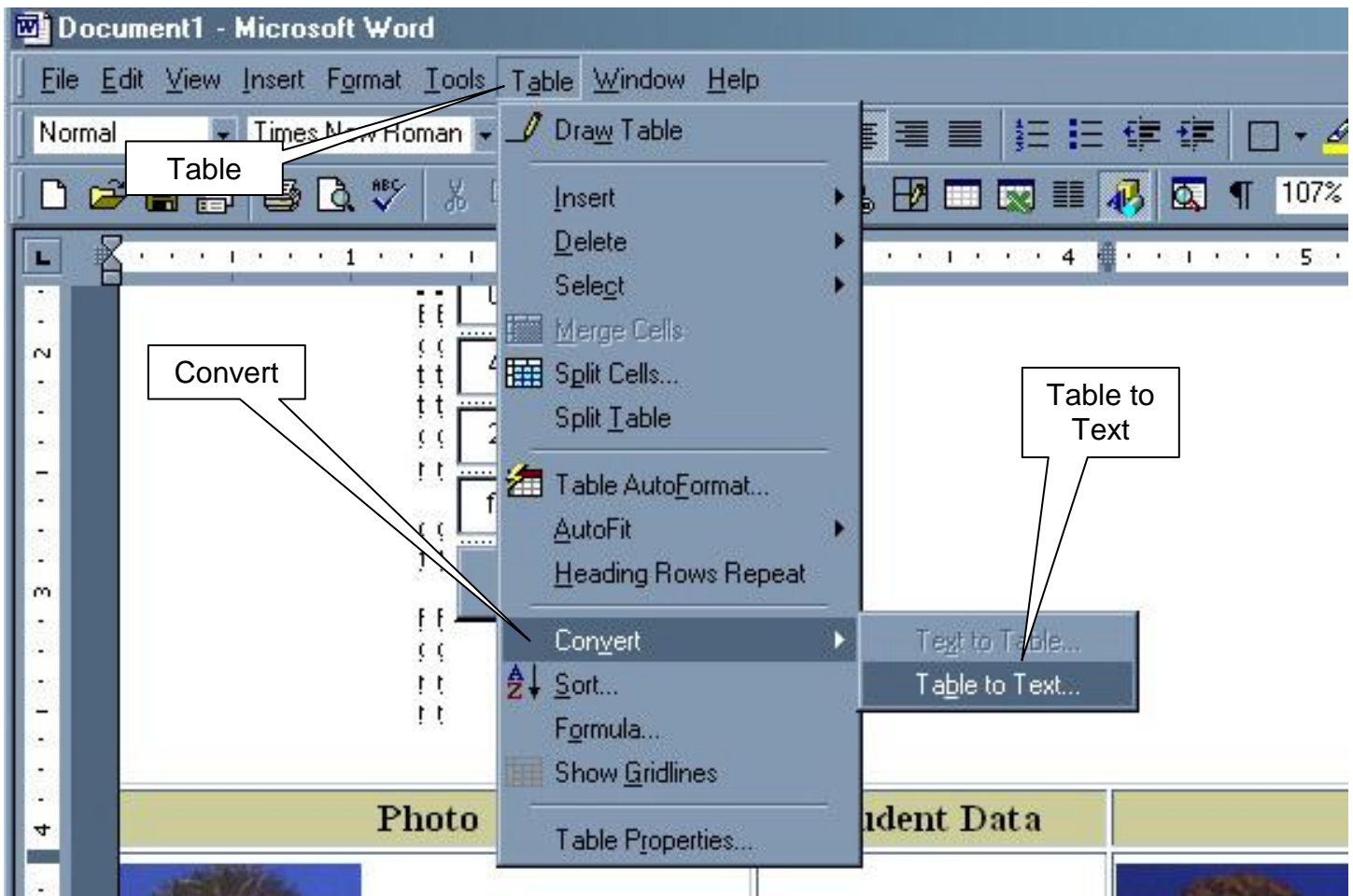
Ref #	Department	Cap	Enrolled	Bldg	Room	Days
00682	Communication	40	40	N/A	N/A	N/A

Close Window    Print Class Roster    Turn Photos Off

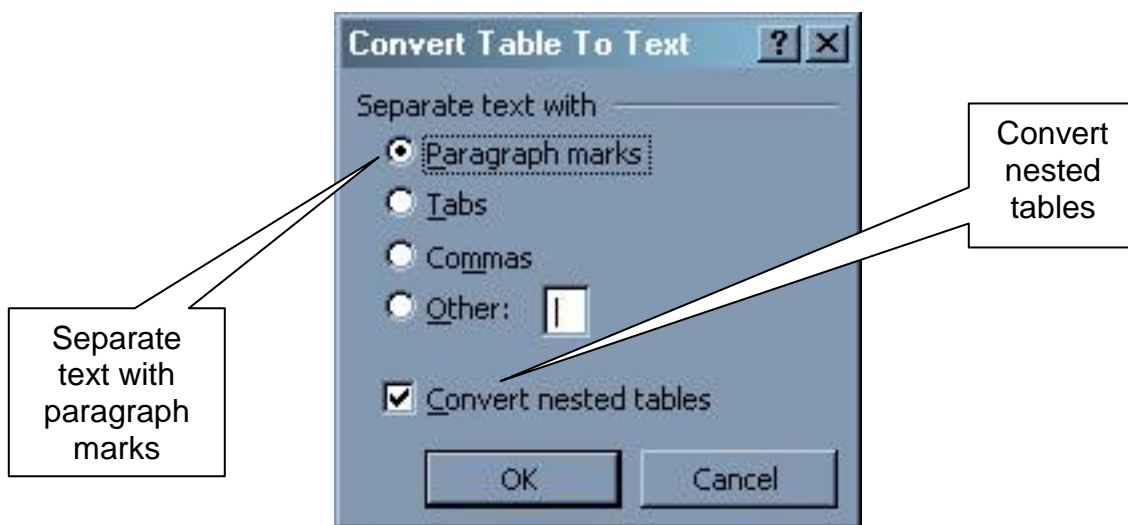
Photo	Student Data	Photo	Student Data
	Name: <input type="text"/> E-mail: <a href="#">Send Mail</a>		Name: <input type="text"/> E-mail: <a href="#">Send Mail</a>
	Name: <input type="text"/> E-mail: <a href="#">Send Mail</a>		Name: <input type="text"/> E-mail: <a href="#">Send Mail</a>

7. Open a new Word document, click in the document and Ctrl + V to paste. It's a mess and now we need to clean it up.

8. Click in the roster, go to Table, Convert, Table to Text



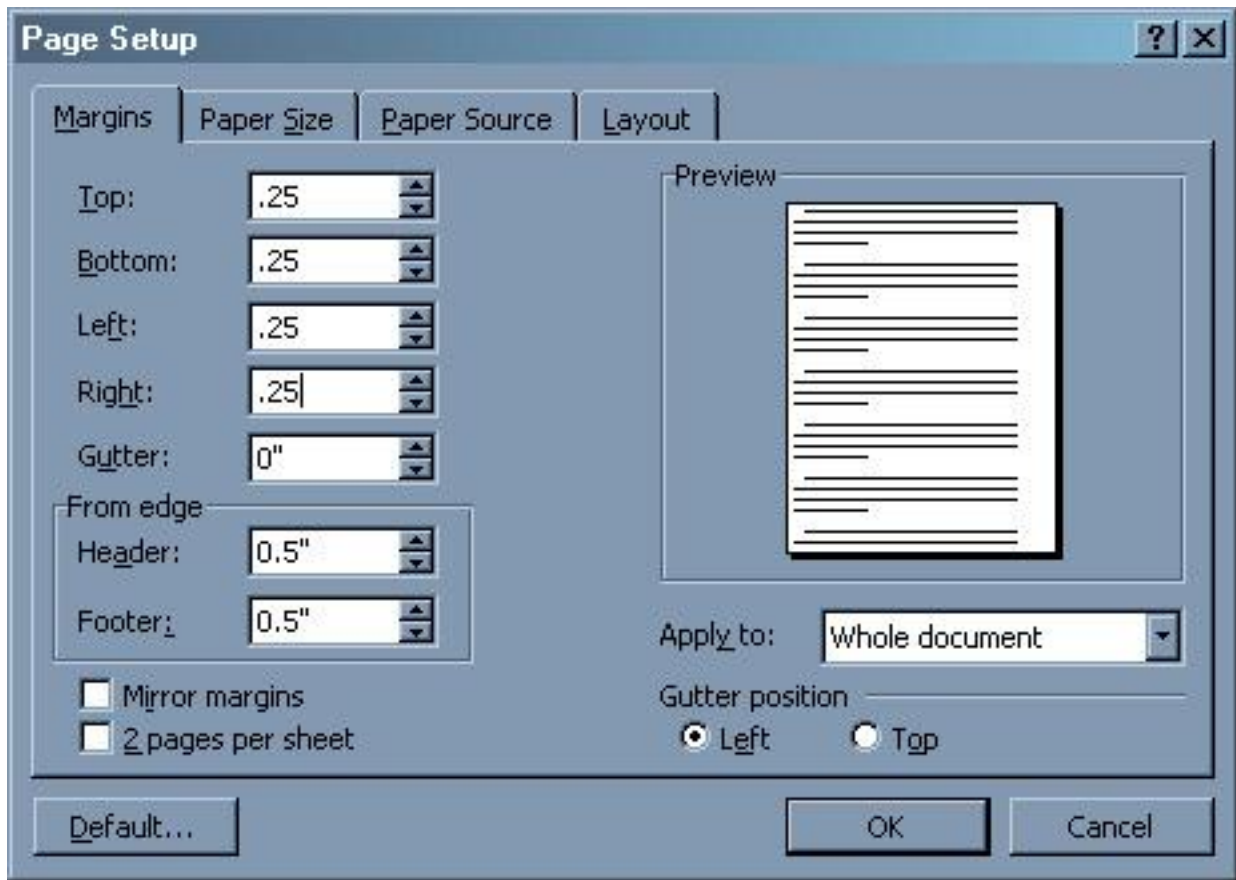
9. Choose “Separate text with paragraph marks” and “Convert nested tables”



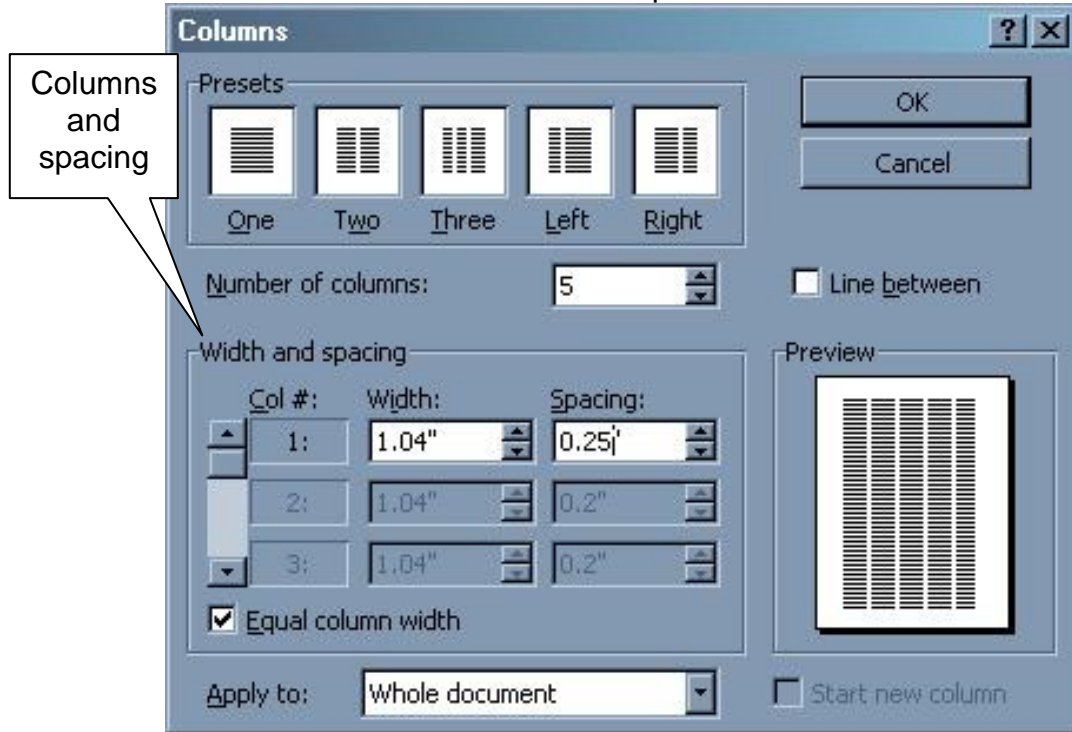
10. Now they are in a single column and you can get rid of extra information like: “Name:” “E-mail:” “Send Mail”



11. Get more room: Change the margins of the document to .25, change the font to 8, and get rid of middle initials



12. Choose 5 columns. Make the space between the columns .25



13. Clean up some spacing, the last photo in a row may not have a paragraph break between the name and the photo to fit. Voila! Your cheat sheet for learning students names!



072211 | ODL/rg