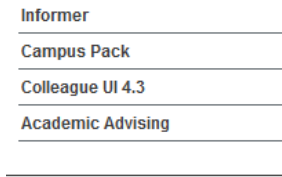# Datatel Help: Verifying Enrollment & Printing Rosters

1. **Sign into Datatel Colleague 4.3**
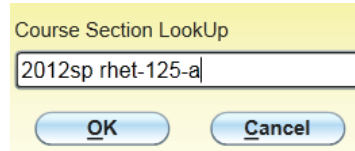   a. Sign into myRoanoke
   b. Click on "Colleague UI 4.3" on the right hand menu
   c. Problem? E-mail
      support@roanoke.edu

Informer
Campus Pack
Colleague UI 4.3
Academic Advising

2. **If you simply want to verify that a student is enrolled in a section, enter RSTR in the quick access field at the top left and click "Search" or hit "Enter."**

   RSTR: Academic Roster Inquiry .
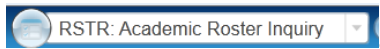
   a. **Type in the section name using the format shown here and then click "OK."**

      Course Section LookUp
      2012sp rhet-125-a
      OK   Cancel

   b. **The roster will appear. You can scroll to the next page by then using these buttons:**

Student	Course Status	Term Status	Pass/ Audit	Repeat	Page 1 of 2
0812090 Albert, Nikki L.	N	P			1.00
0835303 Andersen, Schuyler A.	N	P			1.00
0738744 Burling, Hannah F.	N	P			1.00

3. **If you want to print a roster or see additional student details** (such as class, major, anticipated grad date, and date class added), **enter SROS in the quick access field at the top left and click "Search" or hit "Enter."**

   a. To remove any information from the fields on the lower half of the page, click on the number next to the unwanted entries (1) and choose "DELETE."
   b. *If you want the roster for a specific section*, you only need to complete the section information in the same format as the course section lookup above (2012sp rhet-125-a). Double click in the box that appears and go to step (e) below.
   c. *If you want rosters for ALL sections of a course during a SINGLE semester*, complete both the term and course fields. You may need to choose the correct section (usually at the top w/o an End Date) by double clicking in the box. Go to step (e) below.

      Terms 1 2012FA Fall Term   Courses 1 RHET-125

   d. *If you want ALL rosters for an individual during a SINGLE semester*, complete both the term and faculty fields, and then go to step (e) below.

      Terms 1 2009SP Spring Term
      Faculty Members 1 0000211 Dr. Jennifer K. Berenson
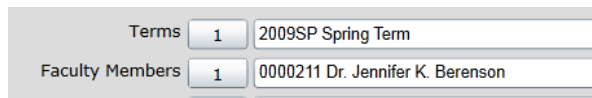
   e. **Click "SAVE" twice, change Output Device to "H"** Output Device H **, and click "SAVE" twice again. Depending on your settings, you may need to click "FINISH."**

   f. The roster(s) should appear. To print, click "Export PDF" Export PDF at the top and then Create PDF .