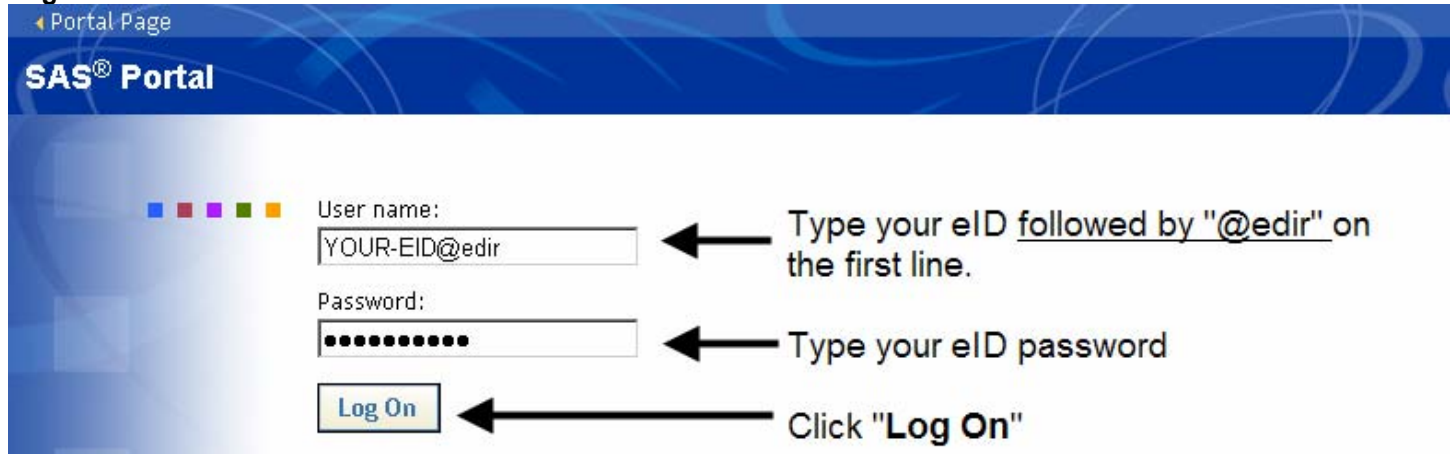


How to View Class Lists with Photographs

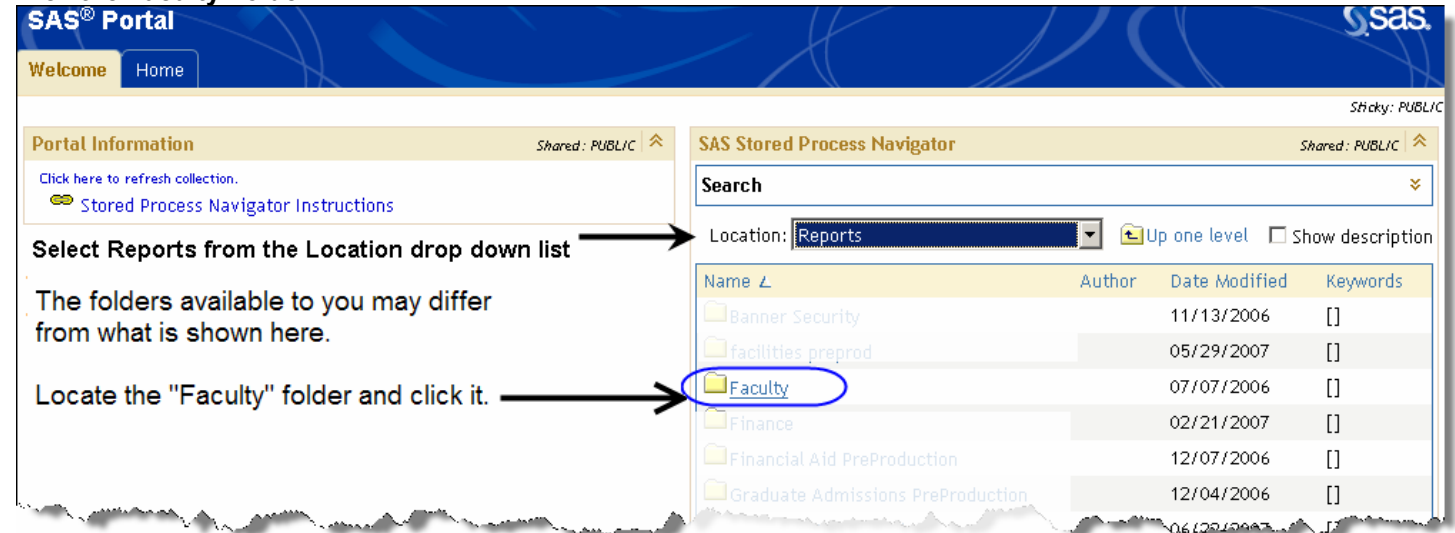
Class lists with photographs are available at the URL <https://sasbi.vcu.edu:8443/Portal/displayLogon.do>

Login



The screenshot shows the SAS Portal login interface. It includes a header with the SAS logo and 'Portal Page'. Below the header, there are two input fields: 'User name:' and 'Password:'. The 'User name' field contains 'YOUR-EID@edir'. To the right of the 'User name' field, an arrow points to the text 'Type your eID followed by "@edir" on the first line.' Below the 'Password' field, an arrow points to the text 'Type your eID password'. At the bottom left, there is a 'Log On' button. An arrow points from the text 'Click "Log On"' to this button.

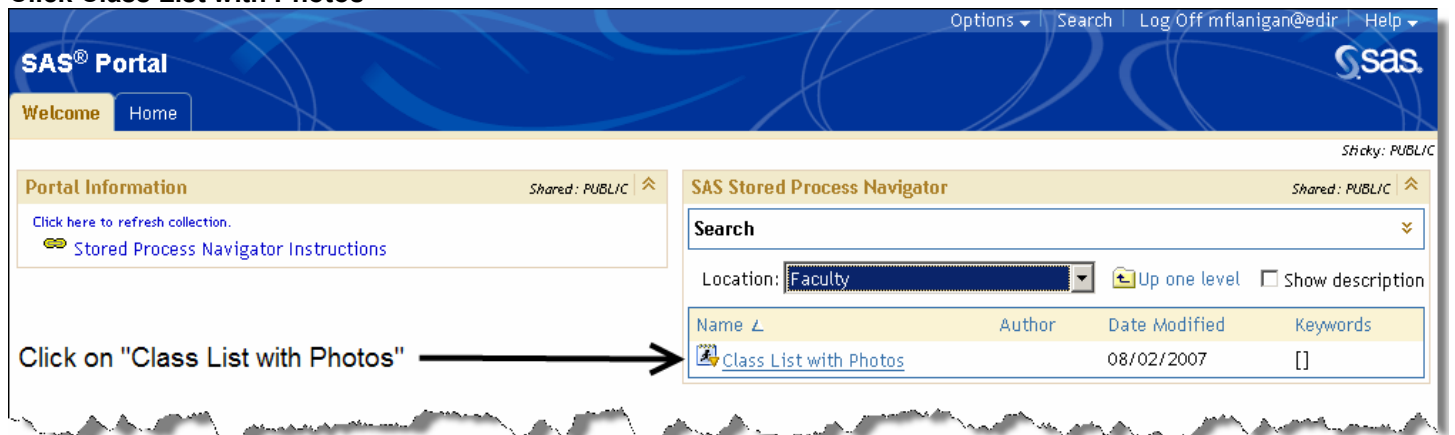
Click the Faculty Folder



The screenshot shows the SAS Portal SAS Stored Process Navigator. The 'Location' dropdown menu is set to 'Reports'. Below the dropdown, there is a table with columns: Name, Author, Date Modified, and Keywords. The 'Faculty' folder is circled in blue. An arrow points from the text 'Select Reports from the Location drop down list' to the 'Reports' dropdown. Another arrow points from the text 'Locate the "Faculty" folder and click it.' to the 'Faculty' folder in the table.

Name	Author	Date Modified	Keywords
Banner Security		11/13/2006	[]
facilities preprod		05/29/2007	[]
Faculty		07/07/2006	[]
Finance		02/21/2007	[]
Financial Aid PreProduction		12/07/2006	[]
Graduate Admissions PreProduction		12/04/2006	[]

Click Class List with Photos



The screenshot shows the SAS Portal SAS Stored Process Navigator. The 'Location' dropdown menu is set to 'Faculty'. Below the dropdown, there is a table with columns: Name, Author, Date Modified, and Keywords. The 'Class List with Photos' folder is highlighted. An arrow points from the text 'Click on "Class List with Photos"' to this folder.

Name	Author	Date Modified	Keywords
Class List with Photos		08/02/2007	[]

There are 2 ways to retrieve the class list with photos: By using the course ID and section or by using the course reference number.

How to View Class Lists with Photographs

General	
* Select the academic term:	<input type="text" value="Fall"/> Select the term
* Select a Selection Criteria:	<input type="text" value="Enter Course ID and Section"/> Enter the selection criteria (Course ID and Section OR Course Reference Number)
Enter the Course ID (Example ACCT202):	<input type="text" value="ENGL101"/> Type the Course Number and Section
Enter the Section (Example 001):	<input type="text" value="004"/> or
Enter the Course Reference Number:	<input type="text"/> Type the Course Reference Number

* Indicates a required field.

(depending upon the selection criteria chosen)

Click Execute to retrieve the class list.

The class list with photos will open in a new window.

Roll Pictures on 08/12/2007 *VCU INTERNAL USE ONLY* shred after use

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First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name			

Total rows selected: 7

Indicates that picture for this student is unavailable

Date Report Run
12AUG2007