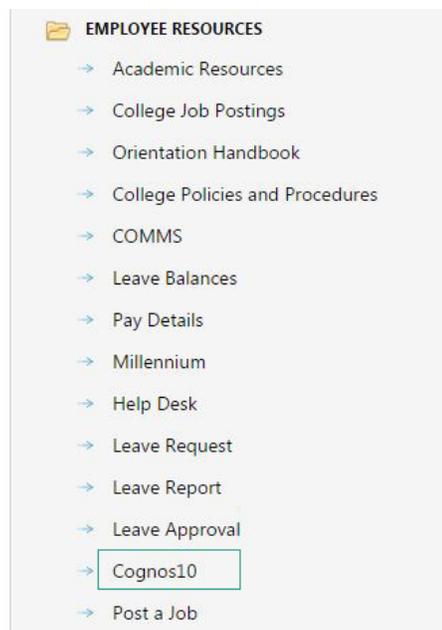# Printing Class Pictures

Follow this guide to access a PDF file of your class list that includes student photos. This will help you learn the names of your students.

1. Navigate to http://www.confederationcollege.ca and login to MyCampus Portal. More detailed instructions on logging in are outlined in the **Logging into the Confederation College Portal** documents in the Faculty Survival Guide.

2. Within this area you will find a folder titled **Employee Resources**. Access the tool titled **Cognos10**.
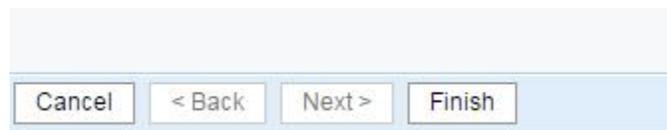
3. Access the **IBM Cognos Content.**

4. Now click **Faculty Reports,** and then **Faculty Access.** Then, select the current term.

5. Now click **Finish** at the bottom-left of the page.

6. This will now compile a list of all of the courses that you are attached to as an Instructor.

Course	Sec	CRN	Title	XLst	Sched	CrHrs	Camp	Bldg	Room	Begin Time	End Time	Days	Start Date	End Date	Max Seats	Enrol Seats	Avail Seats	Instructor
AB107	H01	10905	Patient Care Theory I		LEC	60	TB	DOR	270	0830	1220	T	07-Sep-16	16-Dec-16	32	30	2	
	R37	12234	Patient Care Theory I		LEC	60	DE			0930	1320	F	07-Sep-16	16-Dec-16	30	23	7	

7. Click on the **CRN** of the course that you are interested in getting photos from.
8. This will show the course details, including the full roster of students, their photos and their email addresses. Clicking the topmost **Email** and **Photos** will open your email client with the entire class list populated, and produce a PDF document containing all student names and photos, respectively.

Class

Term	Course	Sec	CRN	Title	Max Seats	Enrol Seats	Cred Hrs	Wks	Start/End Dates	Sched	Camp	Instructor	Email	Photos
201608	AB107	H01	10905	Patient Care Theory I	32	30	60	15		LEC	TB		Email	Photos

Schedule

Delivery	Sched	Bldg	Room	Start	End	Mon	Tue	Wed	Thu	Fri
01	LEC	DOR	270	0830	1220		T			

Students

#	Student ID	Name	Stat	Level	Diploma Desc	Prog Name	Prg Cmp	Phone	Email	Photo
1			RW	CR	Ontario College Diploma	Paramedic	TB			Photo
2			RW	CR	Ontario College Diploma	Paramedic	TB			Photo
3			RW	CR	Ontario College Diploma	Paramedic	TB			Photo
4			RW	CR	Ontario College Diploma	Paramedic	TB			Photo
5			RW	CR	Ontario College Diploma	Paramedic	TB			Photo
6			RW	CR	Ontario College Diploma	Paramedic	TB			Photo
7			RW	CR	Ontario College Diploma	Paramedic	TB			Photo

9. The PDF will be downloaded to your computer and you can print it at any nearby college printer!