

Begin by logging into SIS at [case.edu/sis](https://case.edu/sis) with your CWRU Network ID and password.

The Student Information System (SIS) has certain pages that can be downloaded as spreadsheets and then printed. Those pages are **My Schedule**, **Class Roster**, **Grade Roster** and **My Advisees**. To print from one of these pages, follow these steps:

1. From **Faculty Home**, navigate to the page you would like to print.
2. On **My Schedule**, **Class Roster**, **Grade Roster** or **My Advisees**, there is a **Download to Excel** icon (a grid with an arrow) on the top right of the table. Click the icon to download the table to Microsoft Excel.
3. From there the list can be printed as a spreadsheet. It is recommended that the page orientation be changed to landscape.

Alternatively, on the **Class Roster** and **Grade Roster** you can click **Printer Friendly Version**, highlight the section you wish to print and use your browser's printing function to print the list.

On **Class Roster**, to print your roster with student photos, click **Class Photo Roster**, highlight the section you wish to print and use your browser's printing function to print the list.

On **My Advisees**, to print your advisee roster with student photos, click **Printer Friendly Photo Roster**, highlight the section you wish to print and use your browser's printing function to print the list.

**Note:** the exact steps will vary by browser.

To print from a page other than the pages listed above, follow these instructions:

Select or highlight the section of the page you would like to print. On a Windows or Linux machine, press Ctrl + p. On a Mac, use ⌘ + p. This will open your printer settings. Change any print settings such as destination, then click **Print**.

This completes the process of printing from SIS.