## How to Print a Photo Class Roster from SSN

1. Access Spartan Success Network (SSN) by logging in to **MyYCP** and clicking on the green star icon labeled **Spartan Success**.



Attendance

2. Open the **menu** by clicking on the three horizontal bars in the upper left corner. Click on the **arrow** next to Students and select **Attendance**.



≡ S	partan Success	<b>Q</b> Search for Students				
	MY STUDENTS	TR	ACKING	ATTENDA	ANCE	PROGRESS REPORTS
Record Select All	Attendance Class Schedule Psyzoo.101_Spr2021 Student 1 Student 2 Student 3 Student 4 Student 5	Attendance Report	eferral STo-Do SKudos Send N Consolidated Co Menu butto	Aessage Rote Print Roster	) J	Filter Students By Active Course Section PSY200.101_Spr2021 Attendance Status Present Absent Excused Absence Virtual Class Session Dates All Specific Date & Time
	Student 6	Record Attendance	Class Schedule	ce Report	= •	Filter Stude Time to End
	Student 8	Select All   Deselect All         Image: Constraint of the select All         Image: Conselect All All         Image:	PSY200.101_Spr2021 - Essntl Sk	kills/Tools	<ul> <li>Flag</li> <li>Referral</li> <li>To-Do</li> <li>Kudos</li> <li>Send M</li> <li>Note</li> <li>Print Ro</li> </ul>	essage sster Specific

4. In the new window that appears, select desired printing options such as the destination, color vs. black and white, one- vs. twosided, etc. Click the **Print** button.

1/18/2021	Easert/ Skills/Tools (PGY200.101_Spr2021)							
	Student 1 student1@ycp.edu			Print	I sne	1 sheet of pap		
	Student 2	student2@ycp.edu	Destination		CH235 on printse	🖶 CH235 on printserver 👻		
	Student 3	student3@ycp.edu		Pages	All			
8	Student 4	student4@ycp.edu		Copies				
	Student 5	student5@ycp.edu			1			
	Student 6	student6@ycp.edu		Layout	Portrait			
	Student 7	student7@ycp.edu		Color	Black and white			
	Student 8	student8@ycp.edu						
	Student 9	student9@ycp.edu		More setting	IS			
	Student 10	student10@ycp.edu						
	Student 11	student11@ycp.edu						
	Student 12	student12@ycp.edu						
	Student 13	student13@ycp.edu						
-	Student 14	student14@ycp.edu			$\sim$			
ps: Pycp-test starfis	ahsolutions.com/starfish-prod/student/stude	nts.html?tabRequest+attendanceTrackingTab	1/2		Print	Cance		