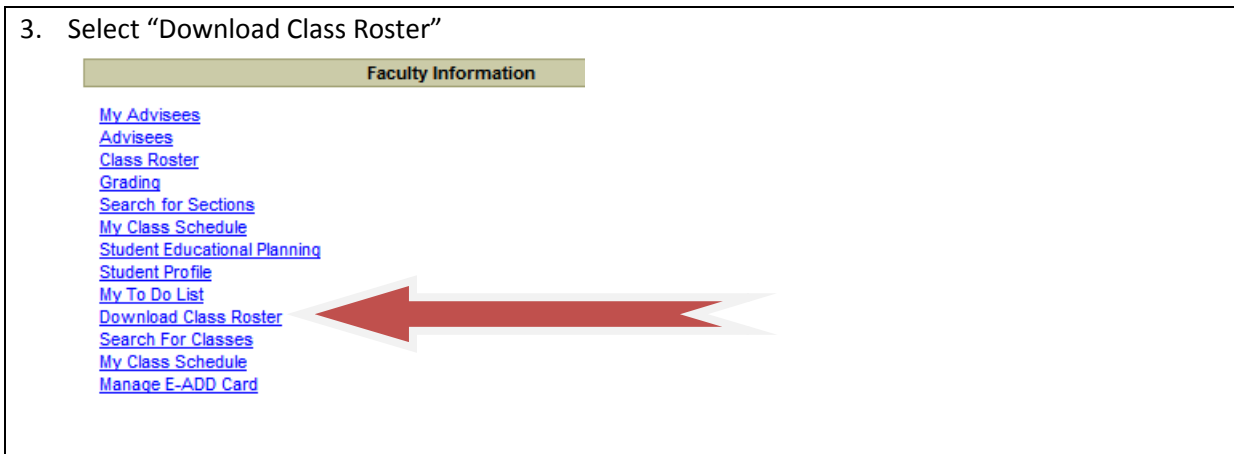


Instructions for “Download All Class Rosters” into **Excel**

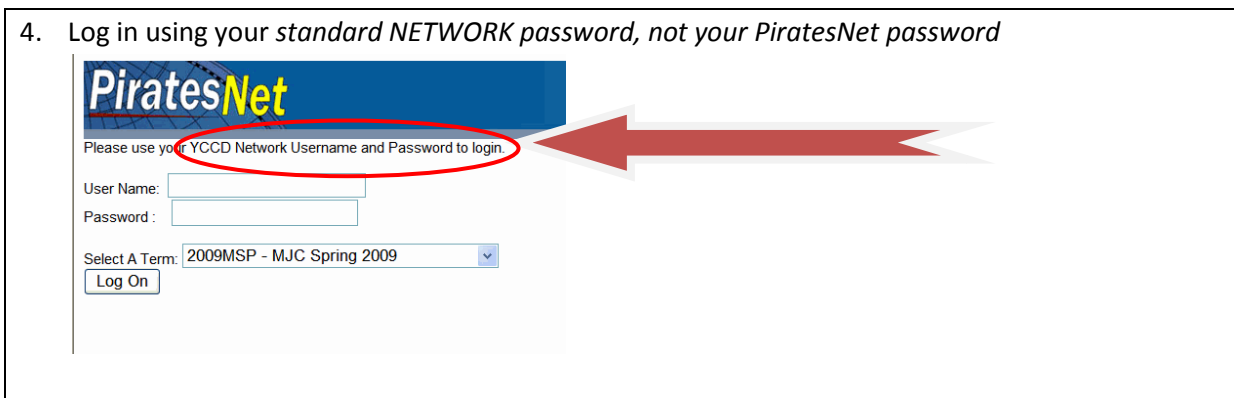
Important note: This process is used to download all class rosters at once **into Microsoft Excel only**. **Gradequick users** will need to follow their existing procedures to download their class rosters into Gradequick. However, all instructors might find the Excel download useful as a roll sheet for the first day of class. It lists all enrolled students in alphabetical order followed directly by all waitlisted students in the order they registered. Also, each section for a given instructor is on its own separate *tab* at the bottom of the screen, so all class rosters can be downloaded at once.

1. Log into PiratesNet using your network name and PiratesNet password
2. Go to the faculty menu

3. Select “Download Class Roster”



4. Log in using your *standard NETWORK password, not your PiratesNet password*



5. Click the link to “Download all class Rosters (Excel)” (not each individual section)

Faculty Class Roster

[Instructions for downloading and importing files into Gradequick.](#)
[Instructions for downloading class roster information](#)
[Download all class Rosters \(Excel\)](#)

Faculty Name: Elizabeth ... innes Term: 2009A

Tip: Synonyms printed in blue (links) can be clicked for student roster.
Note: Gradequick users please click on a section # and use the Download File(Gradequick) link


Name	Sec/ Synonym	Title	U n i t s	Location	Type
MBIO-111	7731	General Biology 1/12/2009 - 5/2/2009	4	MSCI 206, East MONL ONLINE, East	LAB DINT
MBIO-0000111	7734	General Biology 1/12/2009 - 5/2/2009	4	MSCI 206, East MONL ONLINE, East	LAB DINT
MBOT-0000101	1434	General Botany 1/12/2009 - 5/2/2009	4	MSCI 206, East MSCI 206, East	LEC LAB

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6. Choose to “Open” the file so you can view it.

File Download

Do you want to open or save this file?

 Name: xls_xml_test.xls
 Type: Microsoft Office Excel 97-2003 Worksheet, 106KB
 From: www.mjc.edu


Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

7. You will get an (annoying) error message – **Click YES!**

ROSTER

Microsoft Office Excel

 The file you are trying to open, 'xls_xml_test.aspx', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

General Botany	4	MSCI 206, East	LEC	9:35 AM-10:40 AM	MW	28/5
1/12/2009 - 5/2/2009		MSCI 206, East	LAB	2:20 PM-5:25 PM	MW	

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 425 College Avenue, Modesto, CA 95201-2000 575.8550

8. You will get an Excel file showing course information and important dates followed by student names, phone numbers, email addresses, etc.

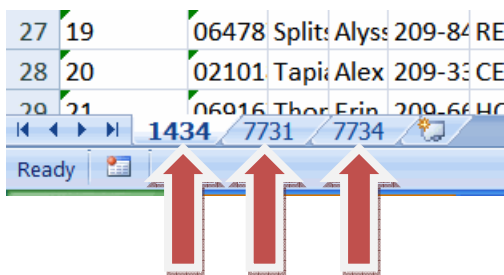
You can use this as a **roll sheet by adding columns for class meeting days**, or use it as a gradebook by adding columns for class assignments, etc.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Course Name and Title											
2	MBOT-101-1434		(Access Code: 0803)									
3	General Botany											
4												
5	Start Date	End Date	Cens Refu	No "W P/NP	Date Drop	Date						
6	01/12/200	05/02/01/2	01/2	01/2	02/08/02/10/200	04/06/2009						
7												
8	Number	ID	Last	First	Phone	Phone-Type	Email	Email-Type	Status	Add Date	Add Time	
9	1	05842	Alve	Kath	209-57	RES	kalves	STU	N	11/07/200		
10	2	01426	Brow	Jerri	209-40	CELL	jbrow	STU	N	11/13/200		
11	3	06655	Chah	Harn	209-53	HOME	hchah	STU	N	11/07/200		
12	4	03604	Chan	Linda	209-56	CELL	lchan	STU	N	11/14/200		
13	5	06440	Clay	Alair	510-88	RES	aclay	STU	N	11/19/200		
14	6	06918	Creig	Erica	209-49	CELL	ecreig	STU	N	11/05/200		
15	7	04818	Ghei	Rash	209-57	RES	rgheit	STU	N	11/17/200		
16	8	06972	Keo	Thar	209-68	CELL	tkeo@	STU	N	11/18/200		
17	9	01805	Lock	Willi	209-26	CELL	wlock	STU	N	11/05/200		
18	10	06673	Mira	Nich	209-63	WORK	nmira	STU	N	11/20/200		
19	11	04278	Moy	Mari	209-38	CELL	mmoy	STU	N	11/12/200		
20	12	05758	Nguy	Minh	209-86	HOME	mnguy	STU	N	11/06/200		
21	13	06706	Nguy	Nam	209-56	CELL	nnguy	STU	N	11/08/200		
22	14	06665	Nune	Stefa	408-93	CELL	snune	STU	N	11/07/200		
23	15	04726	Pierc	Chac	209-54	CELL	cpierc	STU	N	11/12/200		
24	16	06755	Quac	Clar	818-28	CELL	cquad	STU	N	11/14/200		
25	17	06901	Rolic	Sam	209-52	RES	srolic	STU	N	11/19/200		
26	18	06811	Sanc	Eliza	209-23	RES	esanc	STU	N	11/19/200		
27	19	06478	Split	Alyss	209-84	RES	asplit	STU	N	11/17/200		
28	20	02101	Tapi	Alex	209-33	CELL	atapi	STU	N	11/19/200		
29	21	06916	Thor	Erin	209-66	HOME	ethor	STU	N	11/18/200		

9. Note that the “Status” column shows enrolled students (N) followed immediately by wait-listed students (Wait) in registration order. This should assist on the first day of class.

xls_xml_test.aspx [Read-Only]												
	A	B	C	D	E	F	G	H	I	J	K	L
22	14	0666:	Nun Stefan	408-93	CELL	snun	STU	N		11/07/200		
23	15	0472:	Pier Chad V	209-54	CELL	cpier	STU	N		11/12/200		
24	16	0675:	Qua Clara I	818-28	CELL	cqua	STU	N		11/14/200		
25	17	0690:	Roli Samue	209-52	RES	sroli	STU	N		11/19/200		
26	18	0681:	San Elizabe	209-23	RES	esan	STU	N		11/19/200		
27	19	0647:	Split Alyssa	209-84	RES	aspli	STU	N		11/17/200		
28	20	0210:	Tapi Alex S	209-33	CELL	atapi	STU	N		11/19/200		
29	21	0691:	Tho Erin M	209-66	HOME	etho	STU	N		11/18/200		
30	22	0620:	Van Jimmy	209-59	WORK	jvan	STU	N		11/12/200		
31	23	0695:	Wu Jianme	209-98	CELL	jwu	STU	N		11/14/200		
32	24	0577:	Per Natali	209-50	CELL	nper	STU	WAIT		11/21/200	02:45:58 PM	
33	25	0579:	Joh Sawan	209-54	RES	sjoh	STU	WAIT		11/23/200	05:47:36 PM	
34	26	0713:	Kov Sarah I	209-84	RES	skov	STU	WAIT		11/26/200	11:05:04 AM	
35	27	0720:	Garc Luis F	209-89	RES	lgarc	STU	WAIT		12/02/200	04:49:48 PM	
36	28	0711:	Aval Arman	805-30	CELL	aava	STU	WAIT		12/02/200	11:41:43 PM	
37	29	0689:	War Brand	209-51	CELL	bwa	STU	WAIT		12/03/200	08:44:26 PM	
38	30	0728:	You James	209-62	CELL	jyou	STU	WAIT		12/05/200	01:19:38 PM	
39	31	0711:	Can Sean D	209-55	RES	scan	STU	WAIT		12/06/200	06:48:14 AM	
40	32	0470:	Bha Prabsir	209-57	HOME	pbha	STU	WAIT		12/08/200	04:40:28 PM	
41	33	0724:	Hor Kyle M	209-96	WORK	khor	STU	WAIT		12/12/200	06:36:28 PM	
42	34	0240:	Mei Steve	209-20	CELL	sme	STU	WAIT		12/15/200	10:52:12 AM	
43	35	0624:	Neu Meliss	209-26	CELL	mne	STU	WAIT		12/15/200	01:45:37 PM	
44	36	0195:	Aval Janell	209-34	CELL	java	STU	WAIT		12/16/200	10:12:22 AM	

10. At the bottom, ***notice the tabs*** – each section for a given instructor has its own page! Click on each tab to open and view its contents.



Tabs for each section for this instructor