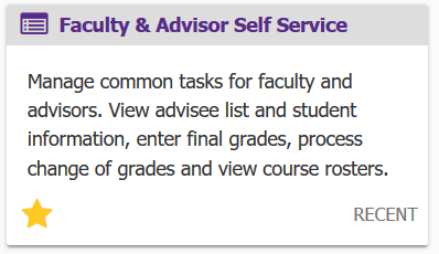
Office of the Registrar

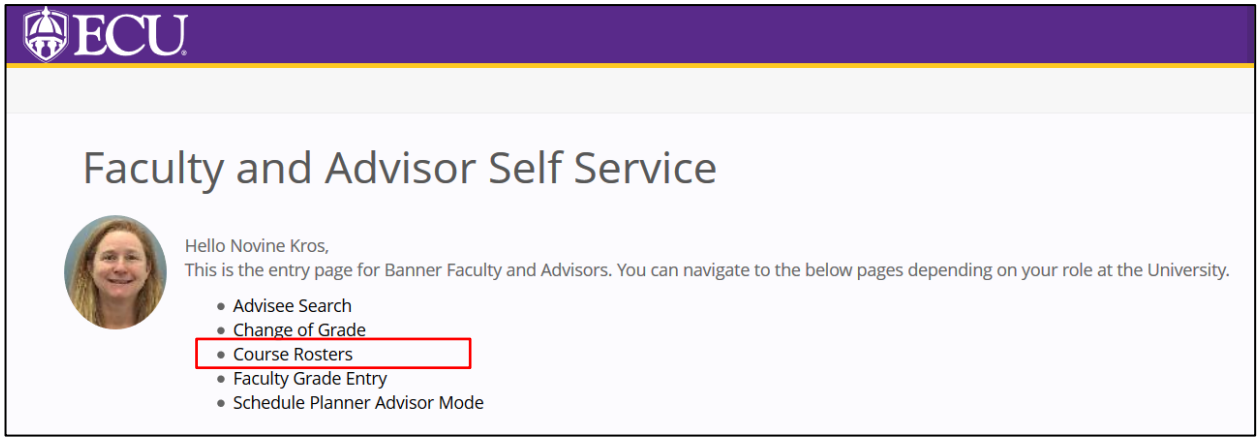
How do I export a class list or wait list?

1. Log into Pirate Port using your Pirate ID and Passphrase.

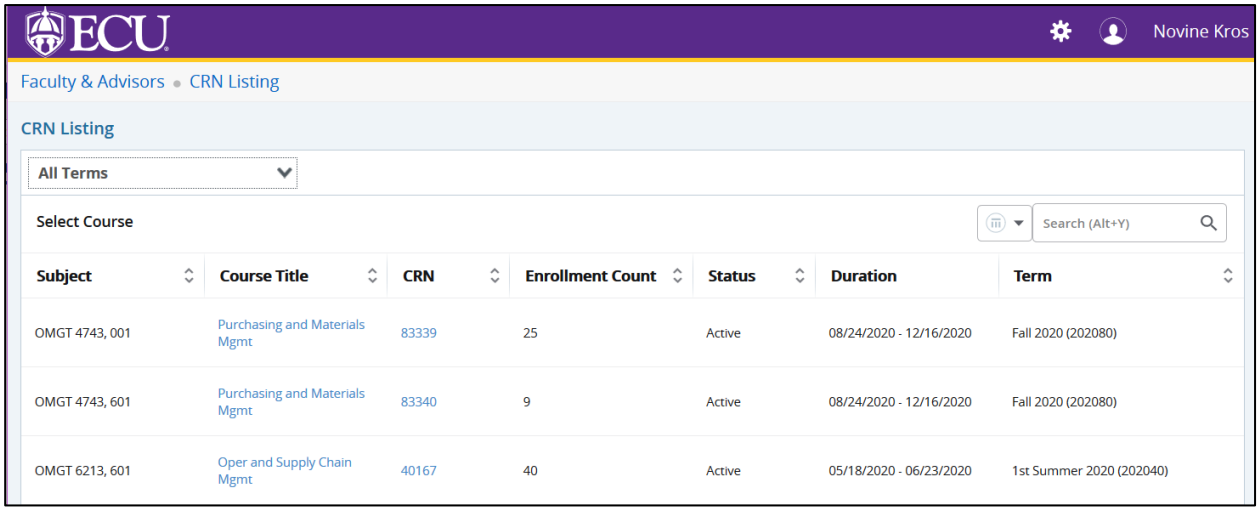
2. Click the Faculty & Advisor Self Service card in Pirate Port.



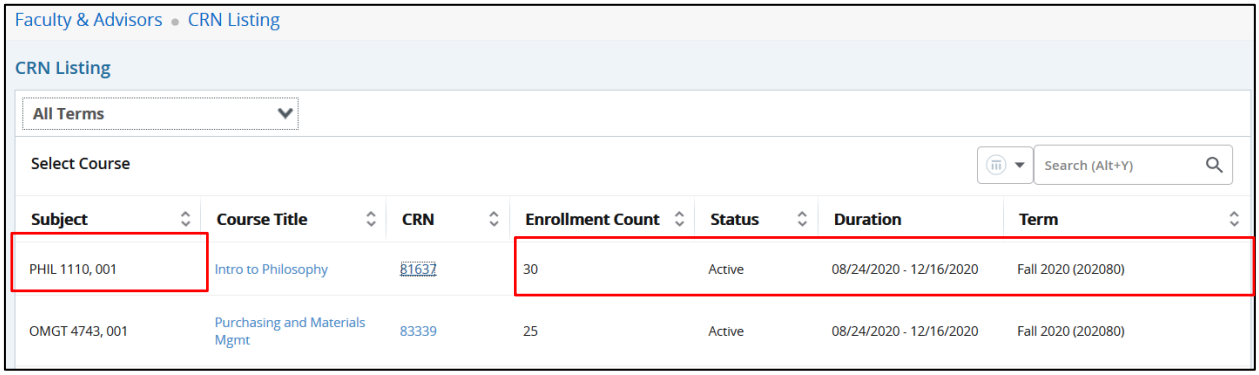
3. Click on the Course Rosters link on the Dashboard.



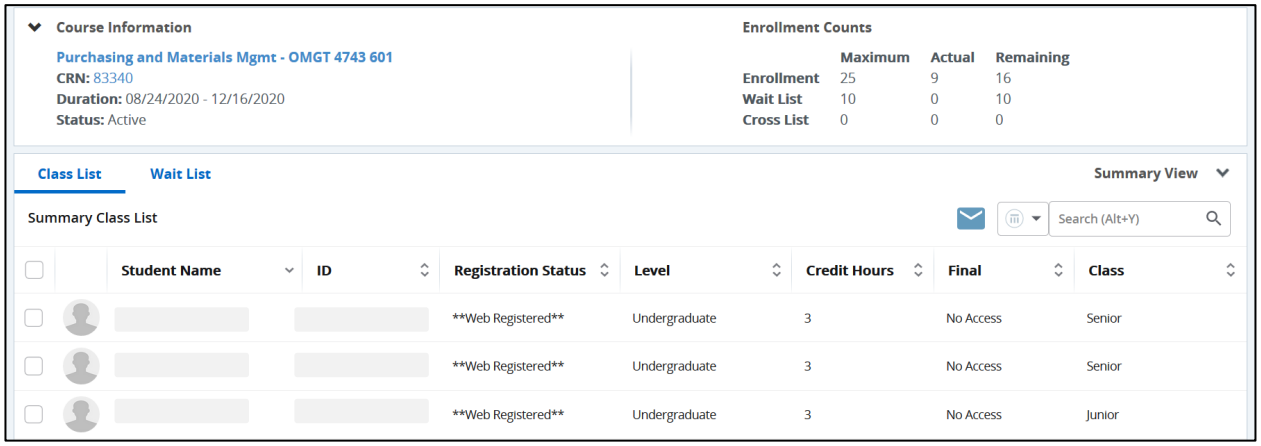
4. Search for the class on the CRN Listing page. For more information on searching for a class roster, see documentation: "How to use Course Rosters in Faculty and Advising Self Service"



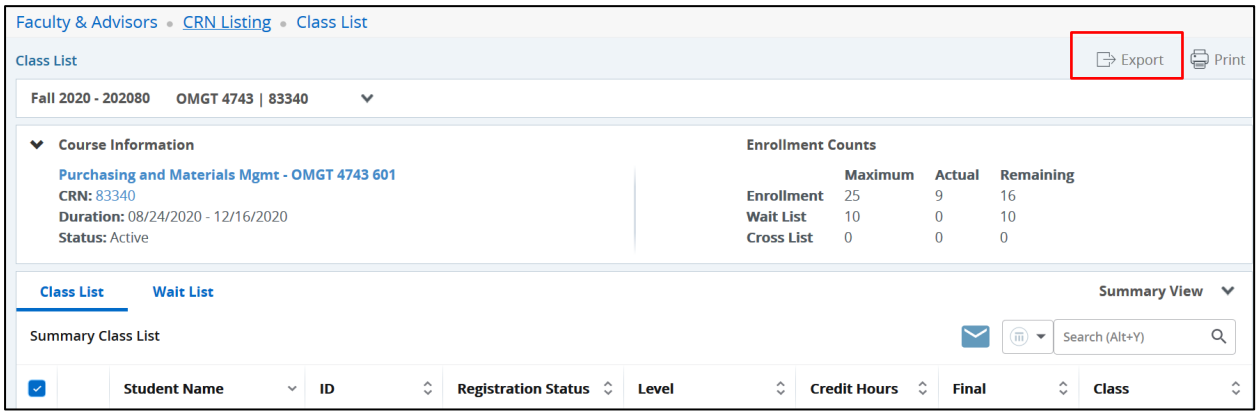
5. Select the class record in the list by clicking on the record (EXCEPT the course title and CRN links).



6. The Class List page is displayed by default. To export the wait list, click the wait list tab.

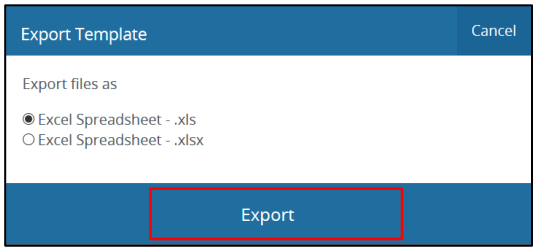


7. Click **Export** button.

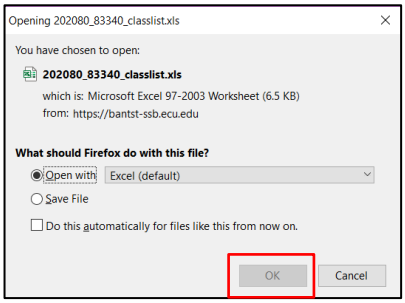


8. Select the export file type as Excel spreadsheet (.xls) or Excel spreadsheet (.xlsx).

9. Select the **Export** button.



10. Click **OK**.



11. Review the data in the exported spreadsheet. The file is display only. Rename the file to create and editable copy.

	A	B	C	D	E	F	G	H
1	**Course Information**							
2	**Course Title**	Purchasing and Materials Mgmt - OMGT 4743 601						
3	**Term**	Fall 2020 - 202080						
4	**CRN**	83340						
5	**Duration**	08/24/2020 - 12/16/2020						
6	**Status**	Active						
7								
8	**Enrollment Counts**							
9		**Maximum**	**Actual**	**Remaining**				
10	Enrollment	25	9	16				
11	Wait List	10	0	10				
12	Cross List	0	0	0				
13								
14	**Summary Class List**							
15	**Student Name**	**ID**	**Registration Status**	**Level**	**Credit Hours**	**Midterm**	**Final**	**Class**
16			**Web Registered**	Undergraduate	3	No Access	No Access	Senior
17			**Web Registered**	Undergraduate	3	No Access	No Access	Senior
18			**Web Registered**	Undergraduate	3	No Access	No Access	Junior
19			**Web Registered**	Undergraduate	3	No Access	No Access	Senior
20			**Web Registered**	Undergraduate	3	No Access	No Access	Senior
21			**Web Registered**	Undergraduate	3	No Access	No Access	Junior
22			**Web Registered**	Undergraduate	3	No Access	No Access	Senior
23			**Web Registered**	Undergraduate	3	No Access	No Access	Senior
24			**Web Registered**	Undergraduate	3	No Access	No Access	Senior
25								

Note the following:

- The export information has the following details:
  - Course information
  - Enrollment counts
  - Summary class list or Summary waitlist depending on the selection.
- Only the summary view is exported. The class list / waitlist details will not be exported even if the
- details are displayed on the application.
- The columns that are displayed on the application page will be exported.
- The columns which are hidden using Show/Hide or extensibility options will be exported.
- All the student roster records, irrespective of pagination or short listing the roster with student search filter will be exported.
- The export is done in a default sort order even if the student roster is sorted on different columns.
- The exported class list or waitlist information is opened in the default application, Microsoft Office Excel.

- The default file name for exported class list or waitlist information is termcode_CRN_classlist/waitlist.xls. You can save the file and download it to your desktop.

Click the CRN Listing link in the cookie trail to return to the CRN Listing page to view all classes.

When you exit out of Faculty/Advisor Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.