

## 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.

<b>BECU</b>	J
Facu	Hello Novine Kros, This is the entry page for Banner Faculty and Advisors. You can navigate to the below pages depending on your role at the University. • Advisee Search • Change of Grade • Course Rosters • Faculty Grade Entry • Schedule Planner Advisor Mode

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"

	ECU										*	9	Novine Kros
Fac	ulty & Advisors	• CF	RN Listing										
CR	N Listing												
A	All Terms		~										
s	elect Course									(ii) •	Search	n (Alt+Y)	٩
s	ubject	Ŷ	Course Title	÷	CRN	÷	Enrollment Count 💲	Status 🗘	Duration	1	ferm		\$
0	MGT 4743, 001		Purchasing and Materials Mgmt	5	83339		25	Active	08/24/2020 - 12/16/2020	F	all 2020 (20	)2080)	
0	MGT 4743, 601		Purchasing and Materials Mgmt	5	83340		9	Active	08/24/2020 - 12/16/2020	F	all 2020 (20	)2080)	
0	MGT 6213, 601		Oper and Supply Chain Mgmt		40167		40	Active	05/18/2020 - 06/23/2020	1	st Summer	2020 (20	12040)

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

	Faculty & Advisors • CF	RN Listing							
	CRN Listing								
	All Terms 🗸								
	Select Course						Search (Alt+Y) Q		
	Subject 🗘	Course Title 🗘	CRN \$	Enrollment Count 🗘	Status 🗘	Duration	Term $\hat{~}$		
l	PHIL 1110, 001	Intro to Philosophy	<u>81637</u>	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)		
	OMGT 4743, 001	Purchasing and Materials Mgmt	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)		

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

*	Course	Information						Enrollm	ent Counts					
	Purchas CRN: 83 Duratio Status:	<b>sing and Materials Mg</b> 340 <b>n:</b> 08/24/2020 - 12/16/2 Active	<b>mt - 0</b> 1020	MGT 4743 601				Enrollm Wait Lis Cross L	Maximur eent 25 st 10 ist 0	n	Actual 9 0 0	<b>Remaining</b> 16 10 0		
С	Class List Wait List Summary View 🗸													
Summary Class List 🕥 🗑 👻 Search (Alt+Y)										٩				
		Student Name	~	ID	÷	Registration Status 💲	Level	¢	Credit Hours	÷	Final	¢	Class	¢
						**Web Registered**	Undergraduate		3		No Acc	ess	Senior	
						**Web Registered**	Undergraduate		3		No Acc	ess	Senior	
						**Web Registered**	Undergraduate		3		No Acc	ess	Junior	

## 7. Click **Export** button.

Faculty & Advisors • <u>CRN Listing</u> • Class List	
Class List	🕞 Export 📮 Print
Fall 2020 - 202080 OMGT 4743   83340 🗸	
❤ Course Information	Enrollment Counts
Purchasing and Materials Mgmt - OMGT 4743 601	Maximum Actual Remaining
CRN: 83340	<b>Enrollment</b> 25 9 16
Duration: 08/24/2020 - 12/16/2020	<b>Wait List</b> 10 0 10
Status: Active	<b>Cross List</b> 0 0 0
Class List Wait List	Summary View 🗸 🗸
Summary Class List	Search (Alt+Y) Q
Student Name V ID C Registration Status C Level	≎ Credit Hours ≎ Final ≎ Class ≎

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

Export Template	Cancel
Export files as	
● Excel Spreadsheetxls ○ Excel Spreadsheetxlsx	
Export	

## 9. Select the Export button.

Export Template	Cancel
Export files as	
Export	

## 10. Click OK.

Opening 202080_83	pening 202080_83340_classlist.xls										
You have chosen to open:											
202080_83340_classlist.xls											
which is: Microsoft Excel 97-2003 Worksheet (6.5 KB)											
from: https:/	//bantst-ssb.ecu.edu										
What should Firefox do with this file?											
Open with	Excel (default)		$\sim$								
○ <u>S</u> ave File											
Do this automatically for files like this from now on.											
		OK	Cancel								

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

	А	В	С	D	E	F	G	Н
1	Course Information	1						
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	<b>Registration Status</b>	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.

Faculty & Advisors • <u>CRN Listing</u>	Class List	
Class List	G→ Export	Print

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.