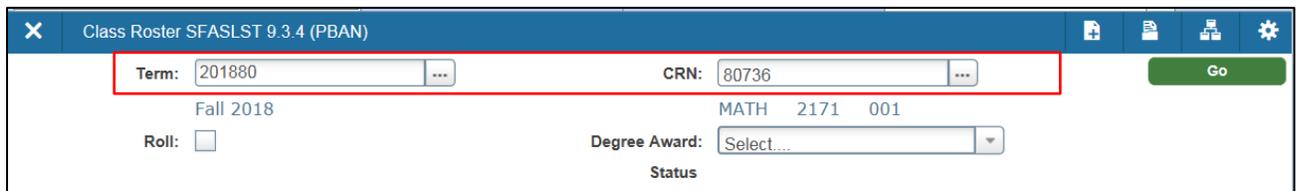


How to export a course roster in Banner 9

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Class Roster or SFASLST.
3. Enter the following information in the search screen:
 - a. Term code
 - b. CRN number or use the CRN search to search for a course.



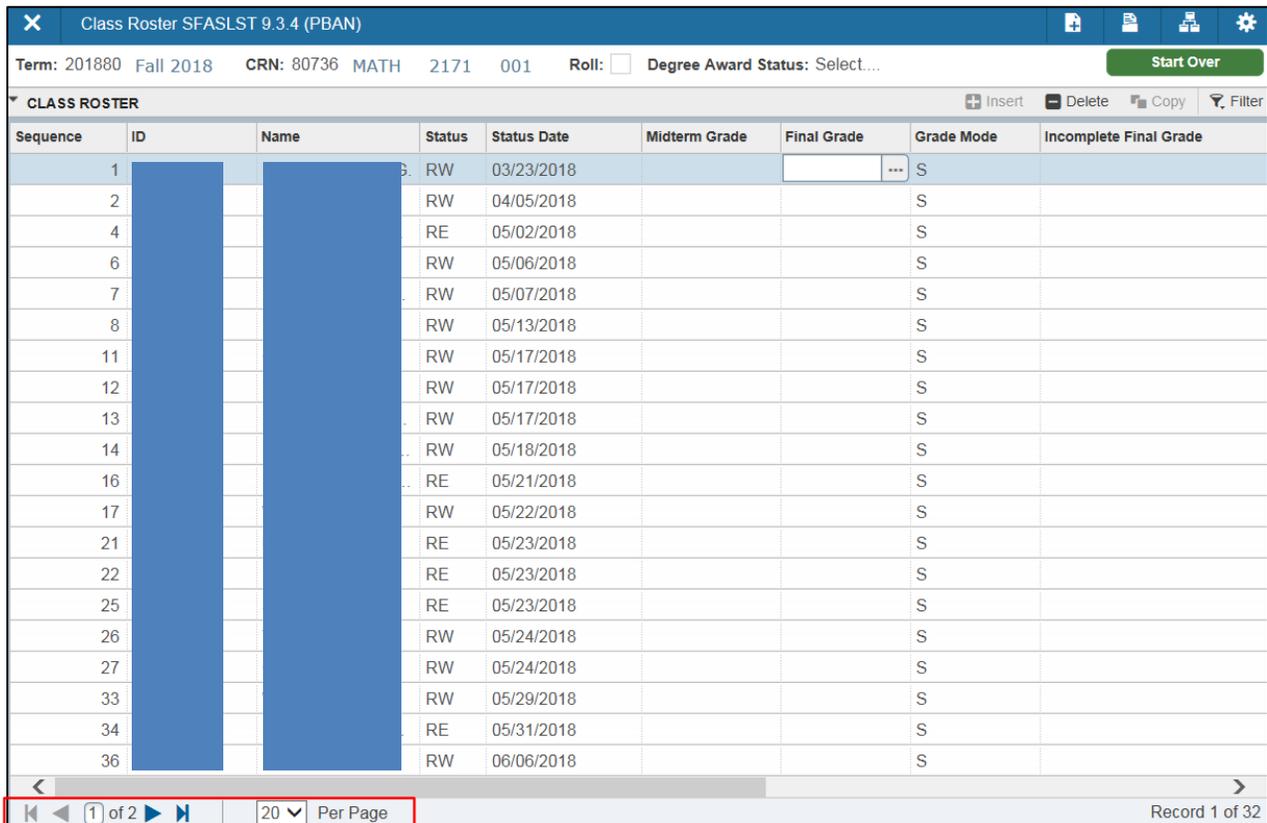
Class Roster SFASLST 9.3.4 (PBAN)

Term: 201880 ... CRN: 80736 ... **Go**

Fall 2018 MATH 2171 001

Roll: Degree Award: Select... Status

5. Click the Go button 
6. Use the navigation at the bottom of the list to view all students on list.



Class Roster SFASLST 9.3.4 (PBAN)

Term: 201880 Fall 2018 CRN: 80736 MATH 2171 001 Roll: Degree Award Status: Select... **Start Over**

CLASS ROSTER

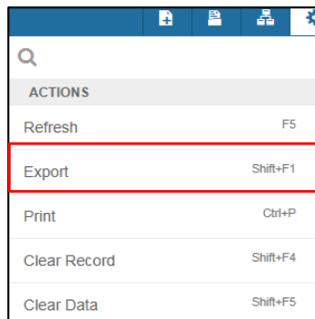
Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade
1			RW	03/23/2018			S	
2			RW	04/05/2018			S	
4			RE	05/02/2018			S	
6			RW	05/06/2018			S	
7			RW	05/07/2018			S	
8			RW	05/13/2018			S	
11			RW	05/17/2018			S	
12			RW	05/17/2018			S	
13			RW	05/17/2018			S	
14			RW	05/18/2018			S	
16			RE	05/21/2018			S	
17			RW	05/22/2018			S	
21			RE	05/23/2018			S	
22			RE	05/23/2018			S	
25			RE	05/23/2018			S	
26			RW	05/24/2018			S	
27			RW	05/24/2018			S	
33			RW	05/29/2018			S	
34			RE	05/31/2018			S	
36			RW	06/06/2018			S	

1 of 2 20 Per Page Record 1 of 32

7. From the TOOLS button



8. Select Export



9. You will be prompted to save or open your excel data file.

10. Click the **Start Over**  button on to search for another course roster.

11. Click the **Exit**  button.