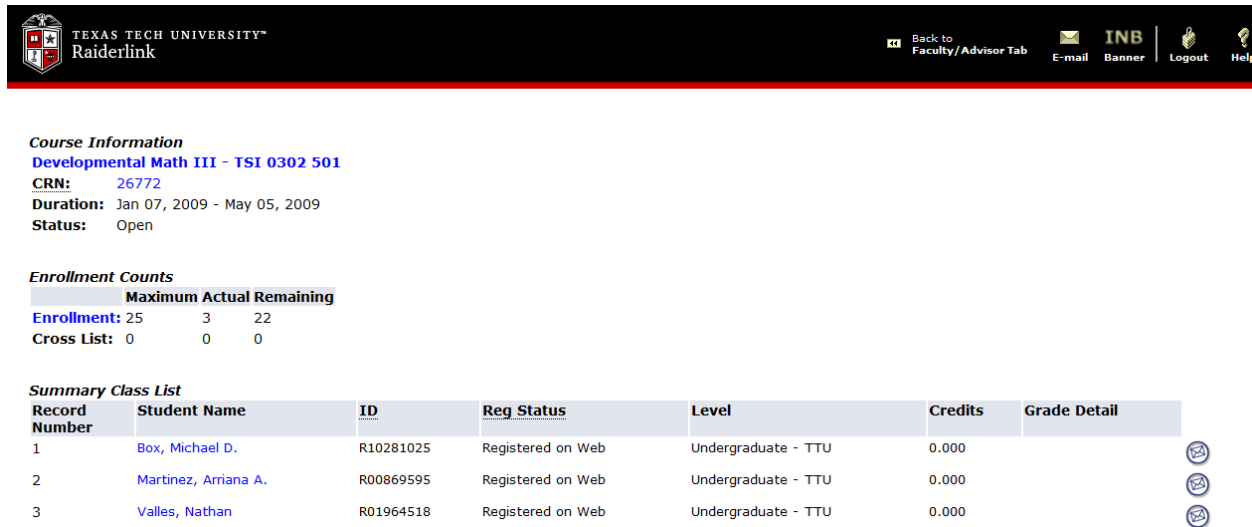


How to Export to Excel from the Summary Class List.

Use the instructions for Complete Class Roster from Raiderlink for Instructors in order get to a Summary Class List of one of your classes. This is an example of what it should look like.



**TEXAS TECH UNIVERSITY™
Raiderlink**

Back to Faculty/Advisor Tab | E-mail | INB Banner | Logout | Help

Course Information
Developmental Math III - TSI 0302 501
CRN: 26772
Duration: Jan 07, 2009 - May 05, 2009
Status: Open

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	3	22
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Box, Michael D.	R10281025	Registered on Web	Undergraduate - TTU	0.000	
2	Martinez, Arriana A.	R00869595	Registered on Web	Undergraduate - TTU	0.000	
3	Valles, Nathan	R01964518	Registered on Web	Undergraduate - TTU	0.000	

Select or highlight the fields and students that you would like to move to Excel.

Summary Class List

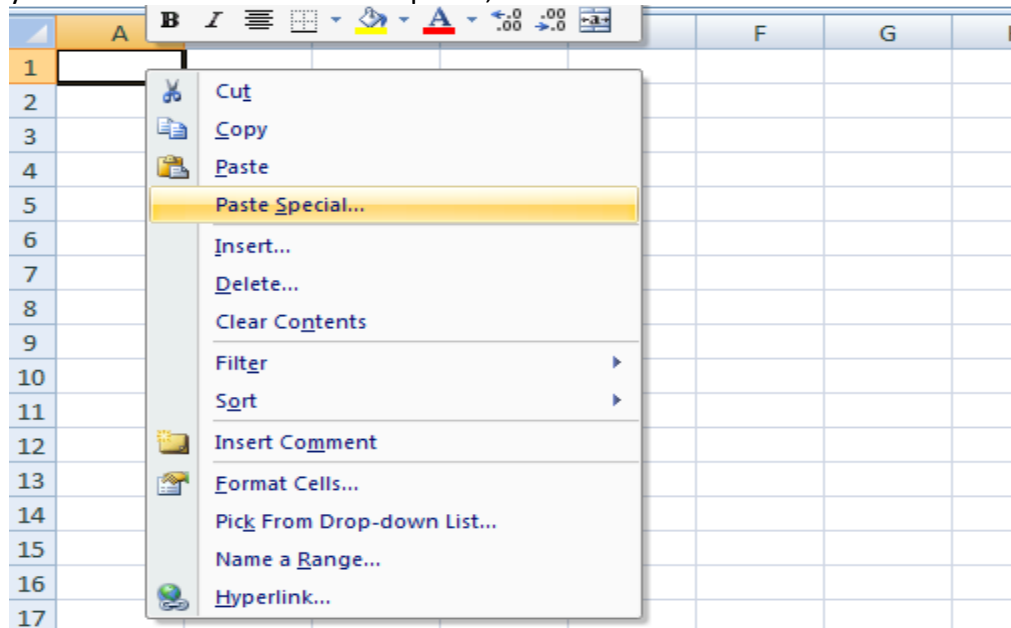
Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Box, Michael D.	R10281025	Registered on Web	Undergraduate - TTU	0.000	
2	Martinez, Arriana A.	R00869595	Registered on Web	Undergraduate - TTU	0.000	
3	Valles, Nathan	R01964518	Registered on Web	Undergraduate - TTU	0.000	

Then do a right click of your mouse to copy or select edit then copy from the menu bar at the top of your browser.

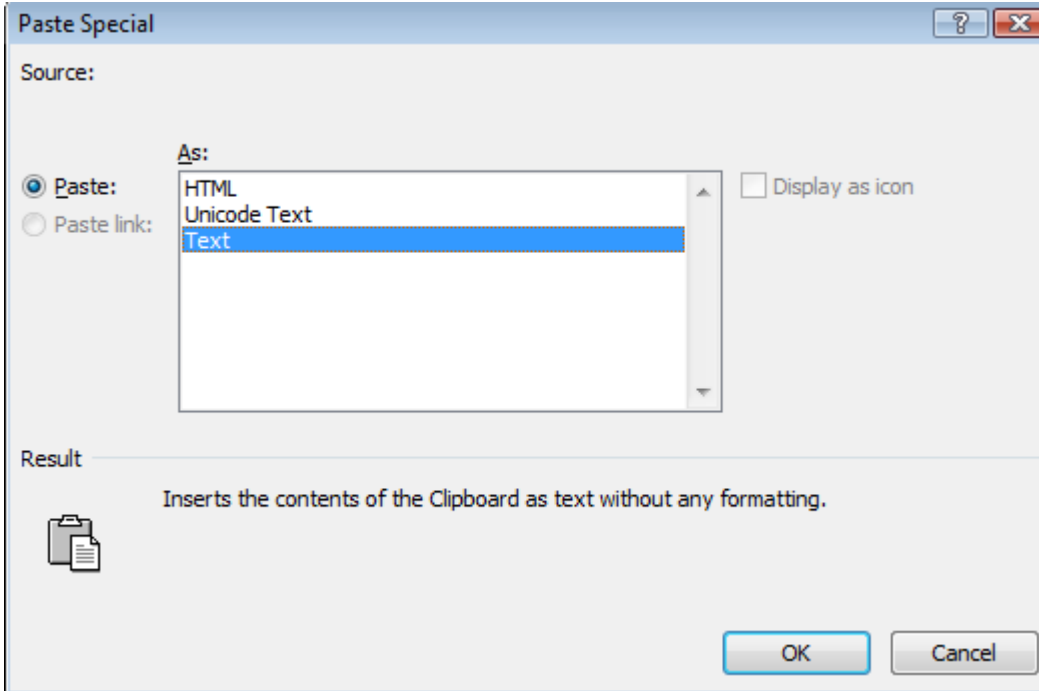
Then open Excel to a new worksheet in order to copy the data

This step is very important in order to get it to paste correctly.

If you are using any version of Excel, you can click in the cell for A1 and then do a right mouse click and you will select the item Paste Special, not Paste.



It will then bring up a box that asks you to select an option for pasting, select Text and click OK



This is what the results should look like.

	A	B	C	D	E	F	G	H
1	Record							
2	Number	Student N ID		Reg Status	Level	Credits	Grade Det	
3	1	Box, Mich	R10281025	Registered	Undergrad	0		E-mail
4	2	Martinez, R	R00869595	Registered	Undergrad	0		E-mail
5	3	Valles, Na	R01964518	Registered	Undergrad	0		E-mail

You are then able to edit as needed.