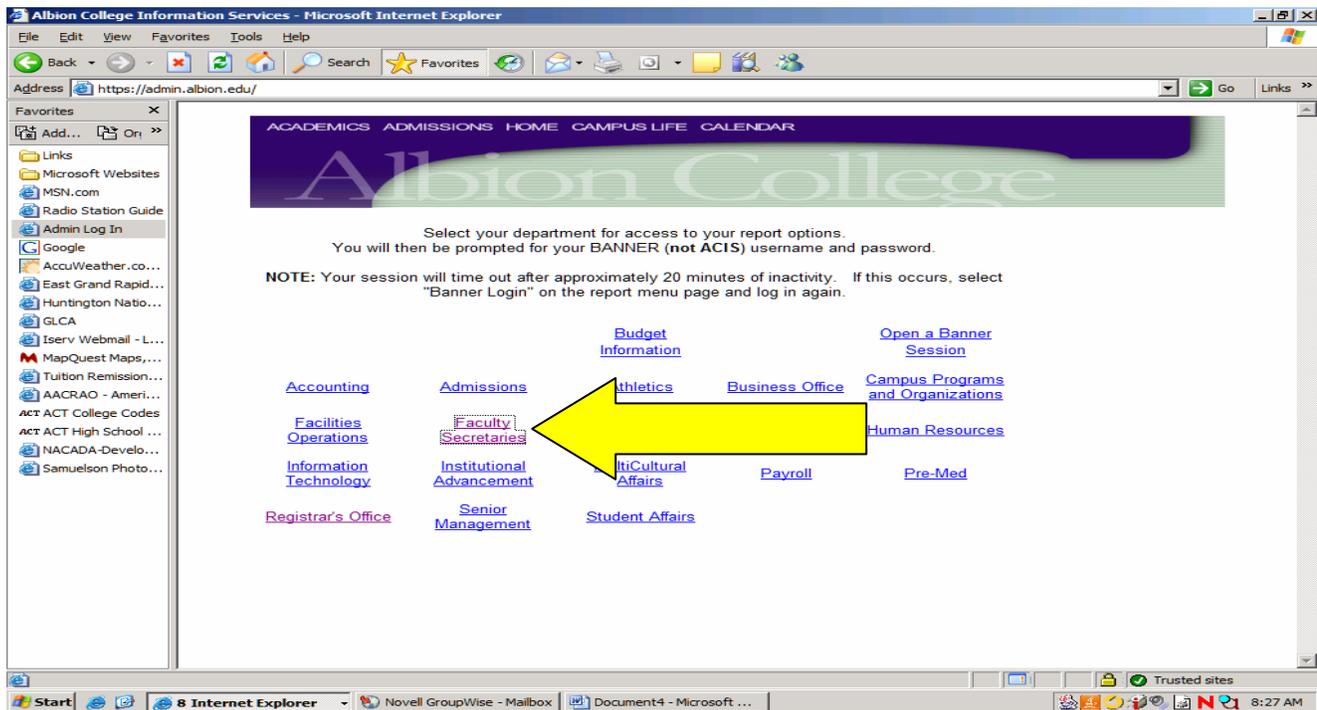


# CLASS ROSTERS

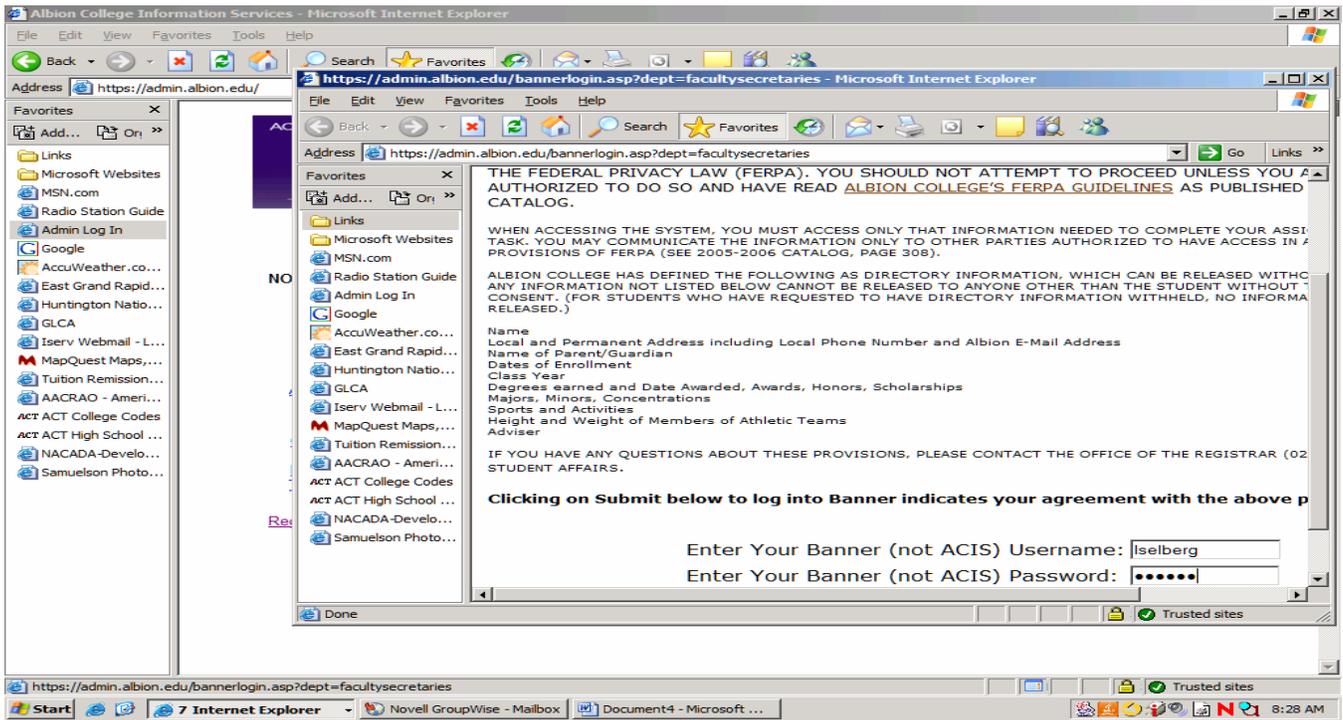
If you want to see a list of students registered in a course.... the following will walk you through how to pull a class roster.

You can access this report via the admin login in ( <https://admin.albion.edu/> ).

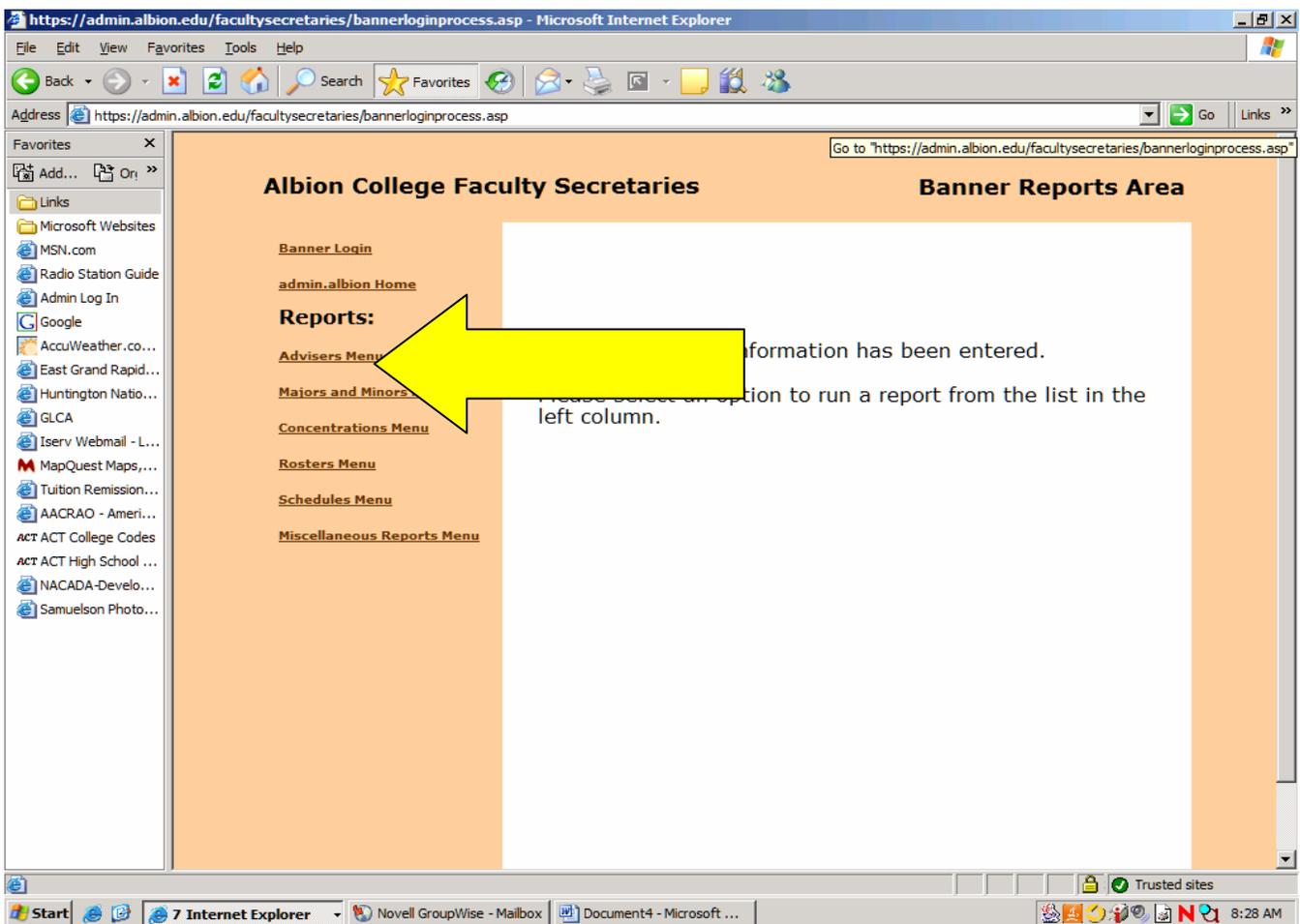
Pick faculty secretaries (see arrow below)...

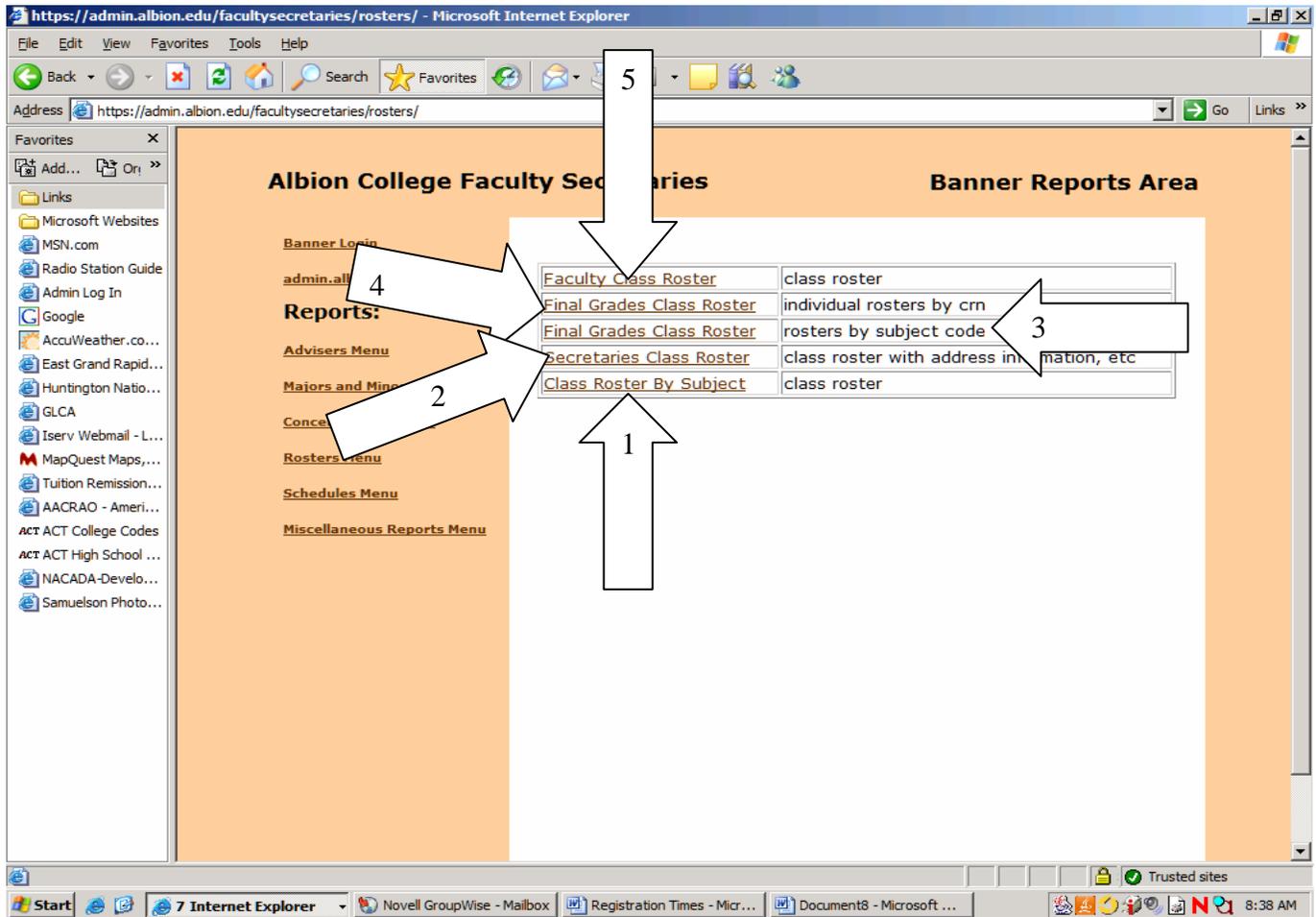


The login screen will come up and you need to enter your user ID and password (see screen shot below). Use your BANNER ID and password.



You will want to click on "rosters menu" (see arrow below) to bring up your options.





From here you have a couple different options;

**Class Roster By Subject** (arrow 1 above)

This report provides class rosters for all courses for the specified Subject and term. The roster includes: instructor name, subject code, course #, section #, CRN, course title, a grade column, student ID and name, class, course units, and student campus email address.

**Secretaries Class Roster** (arrow 2 above)

This report provides a class roster for the term and course (based upon course reference number (CRN) entered). The roster includes: instructor name, subject code, course #, section #, CRN, course title, student ID and name, gender, class, KC address, local phone number, and student campus email address, expected graduation term, and major(s).

**Final Grades Class Roster** (arrow 3 above)

This report provides class rosters as a guide for the submission of Final Grades for the selected term. The roster includes: instructor name, subject code, course #, section #, CRN, course title, a grade column, student ID and name, class, walk year, **if it corresponds to the term year**, anticipated graduation term, **if it is the current term**, and student campus email address.

**Final Grades Class Roster** (arrow 4 above)

This report provides a class roster as a guide for the submission of Final Grades for the selected term. The roster includes: instructor name, subject code, course #, section #, CRN, course title, a

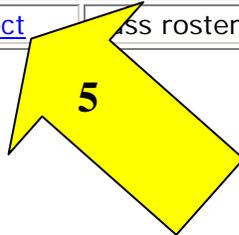
grade column, student ID and name, class, walk year **if it corresponds to the term year**, anticipated graduation term **if it is the current term**, and student campus email address. The difference between this one and the one above is how you get the roster, by subject code or CRN.

**Faculty Class Roster** (arrow 5 above)

This report provides a class roster for the term and course (based upon course reference number (CRN) entered). The roster includes: instructor name, subject code, course #, section #, CRN, course title, academic standing, midterm and final grades columns, student ID and name, gender, class, course units, and student campus email address.

For our purposes of this document, we are going to look at "faculty class roster" (arrow 5 above & below).

<a href="#">Faculty Class Roster</a>	class roster
<a href="#">Final Grades Class Roster</a>	individual rosters by CRN
<a href="#">Final Grades Class Roster</a>	rosters by subject code
<a href="#">Secretaries Class Roster</a>	class roster with address information, etc
<a href="#">Class Roster By Subject</a>	class roster



When running this report you need to enter information in 3 fields:

1. Current term: the 6 digit code for the current term from which you want the roster (see arrow 1 above)
2. Fall term: for this field enter the 6 digit code for the most recent fall (or if it is currently fall then both #1 & #2 will have the same number) (see arrow 2 above)
3. CRN: the CRN for the specific COURSE you want the roster from (see arrow 3 above)

The screenshot shows a web browser window with the URL <https://admin.albion.edu/facultysecretaries/rosters/facultyroster/report.asp>. The page content includes the following text:

Export data as a text file to Word  
 Export data as comma delimited file  
 Close this window

Course Roster - Theory and Method in Anthro.  
 Date/Time Run: 10/30/2007 8:44:05 AM  
 Term: 200730

INSTRUCTOR	SUBJ	CRS #	SEC	CRN	COURSE TITLE	EOT	MID GR	FINAL	REG ST	STU #	STUDENT NAME	G	CL	HRS	EMAIL	CONFIDENTIAL?
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	00			RW			F	04	1	LEB13@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	00	0.0	W	WC			M	04	0	MJC12@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	00			RW			M	04	1	JFG10@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.				RW			M	04	1	APP10@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	00			RW			F	04	1	KNS10@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	AP	3.3		RW			M	03	1	MAV10@albion.edu	
					Theory											

The report will show up as seen above. Then you click on "export data as comma delimited file", it will then ask if you want to "open" it or "save". You can "open" it and this will allow you to change the size of the columns to read the information better.

https://admin.albion.edu/facultysecretaries/rosters/facultyroster/lseibergfacultyroster.txt - Microsoft Internet Explorer

Address: https://admin.albion.edu/facultysecretaries/rosters/facultyroster/lseibergfacultyroster.txt

CLASS ROSTER FOR THE TERM: 200730      October 30, 2007      Page 1

Renkin, Hadley

A&S 343 01 8108 Theory and Method in Anthro.

STU #	STUDENT NAME	CL	G	EOT	MID	FINAL	REG	ST	HRS	EMAIL	CONFIDENTIAL?
00	[REDACTED]	04	F	00			RW		1	LEB13@albion.edu	
00	[REDACTED]	04	M	00	0.0	W	WC		0	MJC12@albion.edu	
00	[REDACTED]	04	M	00			RW		1	JFG10@albion.edu	
00	[REDACTED]	04	M				RW		1	APP10@albion.edu	
00	[REDACTED]	04	F	00			RW		1	KNS10@albion.edu	
00	[REDACTED]	03	M	AP	3.3		RW		1	MAV10@albion.edu	
00	[REDACTED]	04	F	00			RW		1	APW12@albion.edu	
00	[REDACTED]	02	M	00			RW		1	MMW11@albion.edu	

This report will list all the students enrolled in the course, their class ranking, gender, midterm grade (if one was posted), how they registered, and e-mail information. You will notice the last column states "confidential?", if there is a Y (yes) this pertains to FERPA and we are to release **NO** information regarding this student to anyone.

**\*\*\*Note: Confidential information has been blocked out on this report.**