Exporting Class Rosters to a Spreadsheet

Class rosters can be exported into a spreadsheet from Banner XE Faculty Grade Entry. *Grade rosters are available for exporting when grading is opened at the end of the term.*

- ➢ Go to <u>http://cyberbear.umt.edu/</u>
- > Enter your UM Netid name and password, and then sign in.
- Cyberbear main page > Proceed to main menu > select Cyberbear for Faculty and Advisors > Click through Ferpa Warning > Click Faculty Grade Entry from menu
- The Final Grades tab with only your courses that are open for grading will be displayed.

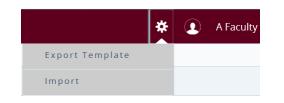
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culty Grade Entry												
My Courses						(II)		Search			Q] •
Grading Status	\$ Rolled	\$ Subject	¢	Course 🗘	Section	\$ Title	¢	Term	\$	CRN		^
Not Started	Not Started	DANC - Dance		100A	01	Intro to Modern Dance		201730 - Spring Semester 2017		30319		
Not Started	Not Started	DANC - Dance		300	01	Contemporary Modern III		201730 - Spring Semester 2017		30634		
Not Started	Not Started	DANC - Dance		400	01	Contemporary Modern IV		201730 - Spring Semester 2017		31138		
Not Started	Not Started	DANC - Dance		315	01	Jazz III		201730 - Spring Semester 2017		31961		

Select the course by clicking on one of the columns. (You can also use the search box and enter a CRN)

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Faculty Grade Entry															
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Enter Grades					•	• •					Search			٩,	
Full Name	\$	ID	\$	Midterm Grade	\$	Final Grade	\$	Rolled	C Last	Attend D	ate	≎ Ho	urs Atten	ded 🗧	2
Student, I		990123464					~								
Student, J		990123465					~					0.	0		
Student, K		990123466					~								

To export a class roster from Banner XE Faculty Grade Entry:

Select the Export Template option from the Tools menu on the top right of screen.



Select the export file type as Excel (.xls or .xlsx) then click the Export button.

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Export files as	
Excel spreadsheet(.xls)	
Excel spreadsheet(.xlsx)	

Open the file in Excel. The default file name uses the term code, subject, course number, section number, and "Template".

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1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attend	ed Date	Hours Attended	Incomplete Final	Grade	Extension Date	Extension	n Date Constraints
2	201730	30634	Student, I	990123464	No	No	Dance								Any date	allowed
3	201730	30634	Student, J	990123465	No	No	Dance								Any date	allowed
4	201730	30634	Student, K	990123466	No	No	Dance								Any date	allowed
				990123467		No	Dance								Any date	allowed
				990123468		No	Dance	W							Any date	allowed
	-			990123469		No	Dance								Any date	
8	201730	30634	Student D	990123470	No	No	Dance								Any date	allowed

Review the data. The file is read-only. You can use Save As and rename the file to edit. DO NOT change the student ID.