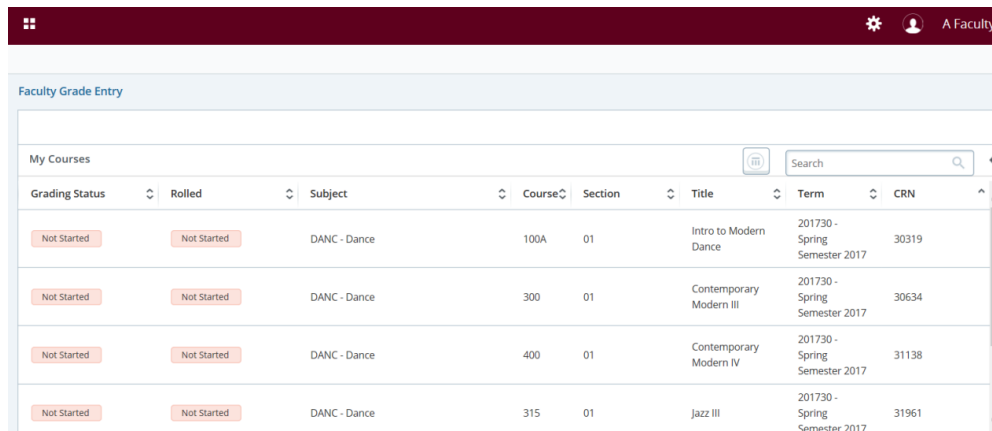


# Exporting Banner XE Faculty Grade Sheet

## 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.*

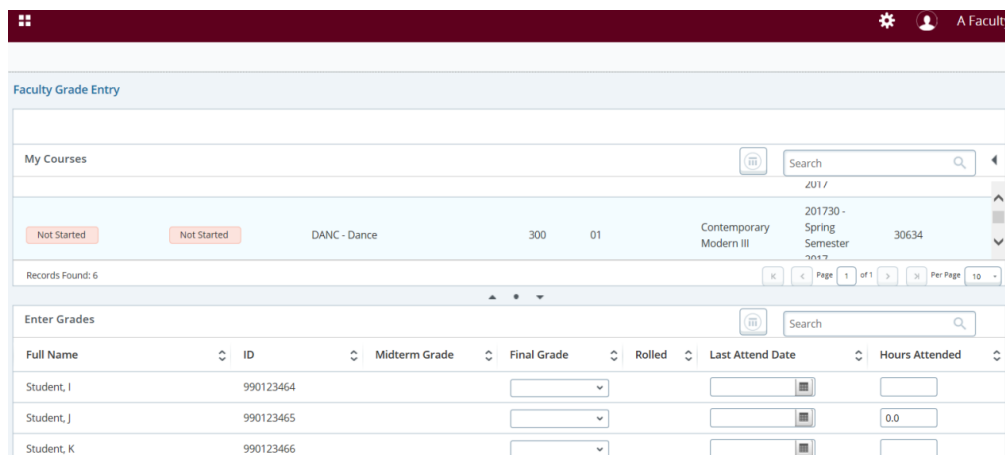
- Go to <http://cyberbear.umt.edu/>
- Enter your UM Netid name and password, and then sign in.
- Cyberbear main page > Proceed to main menu > select **Cyberbear for Faculty and Advisors** > Click through **Ferpa Warning** > Click **Faculty Grade Entry** from menu
- The Final Grades tab with only your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



The screenshot shows the Banner XE Faculty Grade Entry interface. At the top, there is a dark red header with a user profile icon and the text "A Faculty". Below the header, the page title "Faculty Grade Entry" is displayed. A search bar is present with the text "My Courses" and a search icon. Below the search bar, there is a table with the following columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table contains four rows of data, all with "Not Started" in the Grading Status and Rolled columns.

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)



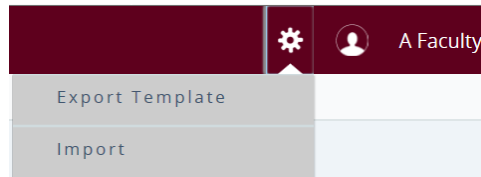
The screenshot shows the Banner XE Faculty Grade Entry interface with the "Enter Grades" tab selected. The header is the same as in the previous screenshot. Below the header, the page title "Faculty Grade Entry" is displayed. A search bar is present with the text "My Courses" and a search icon. Below the search bar, there is a table with the following columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The table contains three rows of data for students I, J, and K.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Student, I	990123464					
Student, J	990123465					0.0
Student, K	990123466					

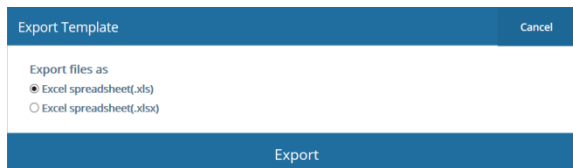
# Exporting Banner XE Faculty Grade Sheet

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

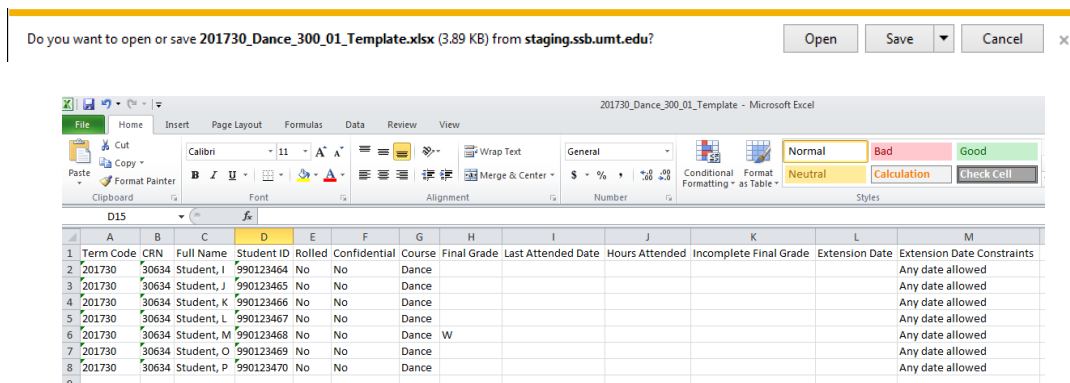
- Select the Export Template option from the Tools menu on the top right of screen.



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



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



- 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.