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.

											*		A Faculty
Faculty Grade Entry													
My Courses										Search			۹.
Grading Status	≎ R	olled	¢	Subject	\$ Course [‡]	Section	Ŷ	Title	(; Term	¢	CRN	^ ^
Not Started		Not Started		DANC - Dance	100A	01		Intro to Mo Dance	dern	201730 - Spring Semester	2017	30319	_
Not Started		Not Started		DANC - Dance	300	01		Contempor Modern III	ary	201730 - Spring Semester	2017	30634	
Not Started		Not Started		DANC - Dance	400	01		Contempor Modern IV	ary	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)

											* (•	Faculty
Faculty Grade Entry													
Faculty Grade End y													
My Courses									(iii)	Search		Q	
										2017			~
Not Started	Not Started		DANC - Dan	ce		300	01		Contemporar Modern III	201730 - y Spring Semester	30634		~
Records Found: 6										K < Page 1	K < It	Per Page	10 -
						• •							
Enter Grades									Ī	Search			
Full Name	\$	ID	¢	Midterm Grade	¢	Final Grade	¢	Rolled	C Last Atten	Date 🗘	Hours A	tended	¢
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.

xport Template	Cancel
Export files as	
• Excel spreadsheet(.xls)	
O Excel spreadsheet(.xlsx)	
Export	

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

you	want to op	en or	save 2017	30_Dance	_300_()1_Templa	te.xlsx	(3.89 KB) fr	om stagin	ıg.ssb.u	imt.edu?			Оре	n :	Save	•	Cancel	×
X J J → C ^M - → 201730 Dance 300.01_Template - Microsoft Excel																			
	File Hom	ie Ir	nsert Page	Layout Fo	ormulas	Data R	eview	View											
	Cut		Calibri	* 11	· A	<u>م</u> = =	- *	• 📑 Wrap	Text	General	-	≤ŝ		Normal	Ba	d	C	Good	
Pi	aste 🛷 Formi	at Painte	BI	I • III •	<u>ð</u> - <u>1</u>	<u>\</u> · ≡ ≡	≡ (第	🚝 🔤 Merg	je & Center 👻	\$ - 9	· ·	Conditional Formatting *	Format as Table *	Neutral	Cal	lculation		Check Cell	1
	Clipboard		G.	Font		Gi .	Ali	gnment	Gi.	N	umber 🖓				Styles				
	D15		- (0	f_{x}															_
1	A	В	С	D	E	F	G	н	1		J		к		L			м	T
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attend	ed Date	Hours Attende	d Incomple	te Final O	Grade Ex	tension Date	e Extens	ion Da	te Constraints	
2	201730	30634	Student, I	990123464	No	No	Dance									Any da	ate allo	wed	
3	201730	30634	Student, J	990123465	No	No	Dance									Any da	ate allo	wed	
4	201730	30634	Student, K	990123466	No	No	Dance									Any da	ate allo	wed	
5	201730	30634	Student, L	990123467	No	No	Dance									Any da	ate allo	wed	
6	201730	30634	Student, M	990123468	No	No	Dance	w								Any da	ate allo	wed	
7	201730	30634	Student, O	990123469	No	No	Dance									Any da	ate allo	wed	
8	201730	30634	Student, P	990123470	No	No	Dance									Any da	ate allo	wed	

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.