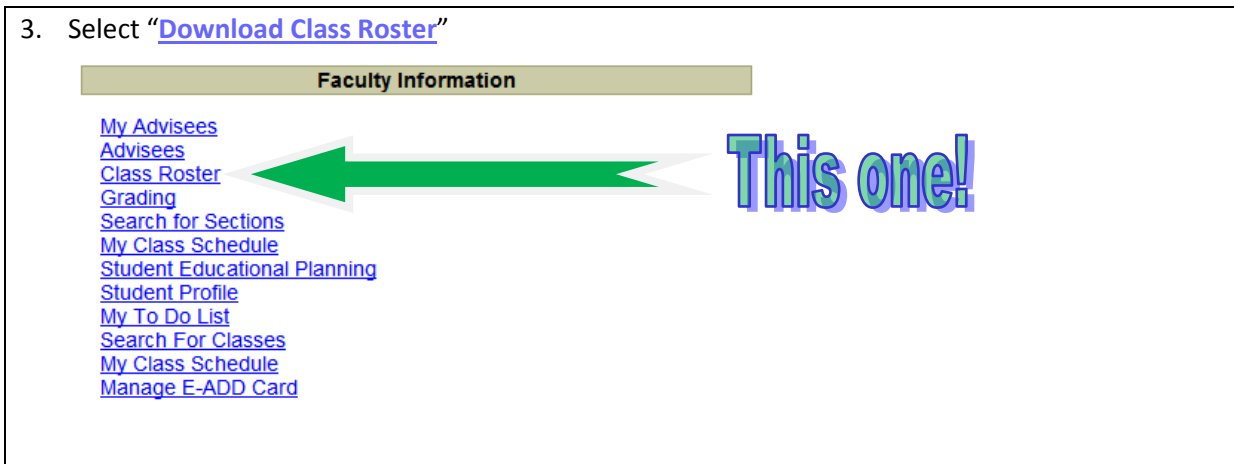


# Instructions for “Download All Class Rosters” into **Excel**

**Important note:** This process is used to download all class rosters at once **into Microsoft Excel only**. **Gradequick users will need to follow their existing procedures to download their class rosters into Gradequick.** However, all instructors might find this Excel download useful as a roll sheet for the first day of class. It lists all enrolled students in alphabetical order followed directly by all waitlisted students in the order they registered. Also, each section for a given instructor is on its own separate *tab* at the bottom of the screen, so all class rosters can be downloaded at once.

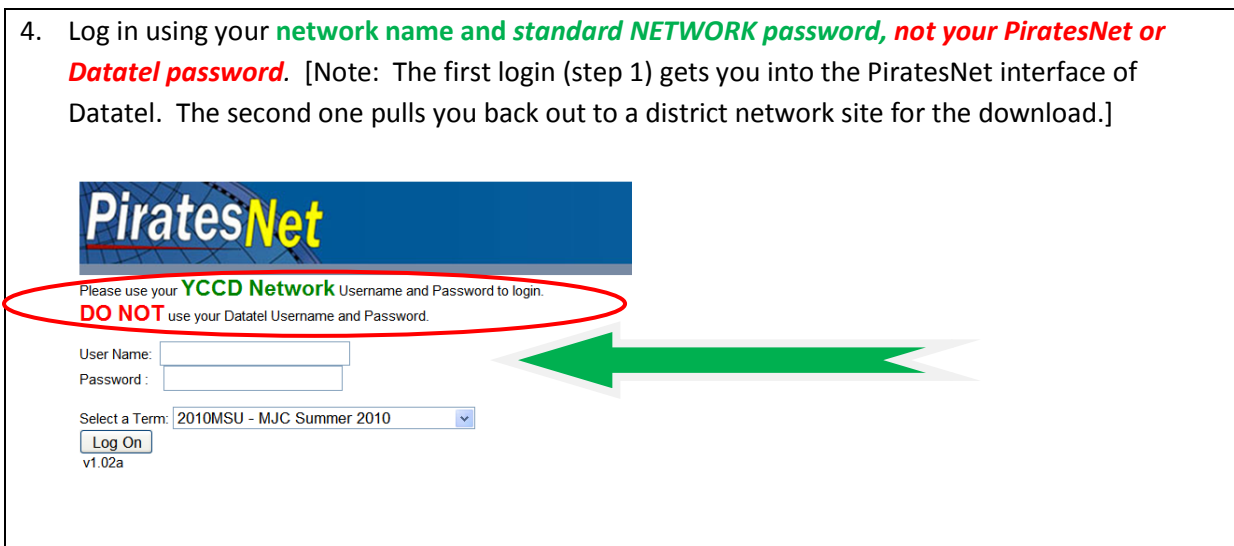
1. Log into PiratesNet using your **network name and PiratesNet password**
2. Go to the Faculty Menu

3. Select “[Download Class Roster](#)”



The screenshot shows a menu titled "Faculty Information" with the following items: My Advisees, Advisees, Class Roster, Grading, Search for Sections, My Class Schedule, Student Educational Planning, Student Profile, My To Do List, Search For Classes, My Class Schedule, and Manage E-ADD Card. A large green arrow points to the "Class Roster" link, and the text "This one!" is written in a stylized font next to it.

4. Log in using your **network name and standard NETWORK password, not your PiratesNet or Datatel password**. [Note: The first login (step 1) gets you into the PiratesNet interface of Datatel. The second one pulls you back out to a district network site for the download.]



The screenshot shows the PiratesNet login page. The "PiratesNet" logo is at the top. Below it, the text reads: "Please use your **YCCD Network** Username and Password to login. **DO NOT** use your Datatel Username and Password." This text is circled in red. Below the text are fields for "User Name:" and "Password:". There is also a "Select a Term:" dropdown menu set to "2010MSU - MJC Summer 2010" and a "Log On" button. A large green arrow points to the "User Name:" field.

5. Click the link to "Download all class Rosters (Excel)" (not each individual section)

sanuersu

### Faculty Class Roster

[Instructions for downloading and importing files into Gradequick](#)  
[Instructions for downloading class roster information](#)  
[Download all class Rosters \(Excel\)](#)

**Click here** (points to the green arrow)

**Not here** (points to the blue link '1262')

**Tip:** Synonyms printed in blue (links) can be clicked for student roster.  
**Note:** Gradequick users please click on a section # and use the Download File(Gradequick) link

Name	Sec/ Synonym	Title	Units	Location	Type	Times	Days	MAX/ AVAIL	Status
MANAT-125-1262	<a href="#">1262</a>	Human Anatomy 8/31/2009 - 12/19/2009	5	MSCI 213, East	LEC	11:10 AM-12:15 PM	TTH	28/1	Wait/15
				MSCI 221, East	LEC	12:25 PM-1:15 PM	T		
				MSCI 221, East	LAB	8:00 AM-11:05 AM	TTH		
MANAT-125-1263	<a href="#">1263</a>	Human Anatomy 8/31/2009 - 12/19/2009	5	MSCI 213, East	LEC	11:10 AM-12:15 PM	TTH	28/0	Wait/14
				MSCI 221, East	LEC	12:25 PM-1:15 PM	TH		
				MSCI 221, East	LAB	1:25 PM-4:30 PM	TTH		

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6. Choose to "Open" the file so you can view it.

**File Download**

Do you want to open or save this file?

Name: xls\_xml\_test.xls  
 Type: Microsoft Office Excel 97-2003 Worksheet, 106KB  
 From: www.mjc.edu

**Open** **Save** **Cancel**

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

7. You will get an (annoying) error message – **Click YES!**

ROSTER

**Microsoft Office Excel**

The file you are trying to open, 'xls\_xml\_test.aspx', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

**Yes** **No**

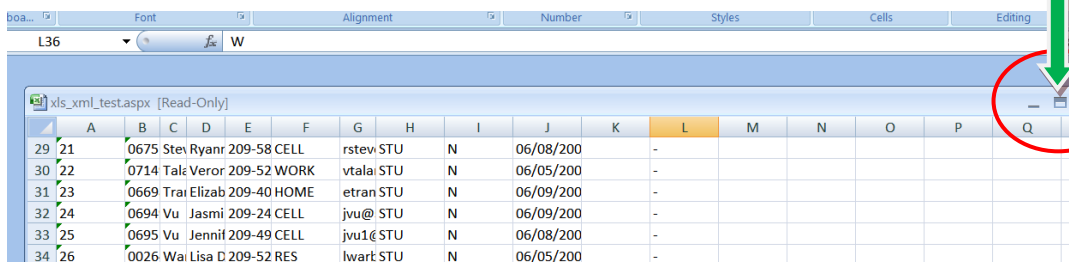
Name	Sec/ Synonym	Title	Units	Location	Type	Times	Days	MAX/ AVAIL	Status
General Botany	4	1/12/2009 - 5/2/2009	4	MSCI 206, East	LEC	9:35 AM-10:40 AM	MW	28/5	Wait/4
				MSCI 206, East	LAB	2:20 PM-5:25 PM	MW		

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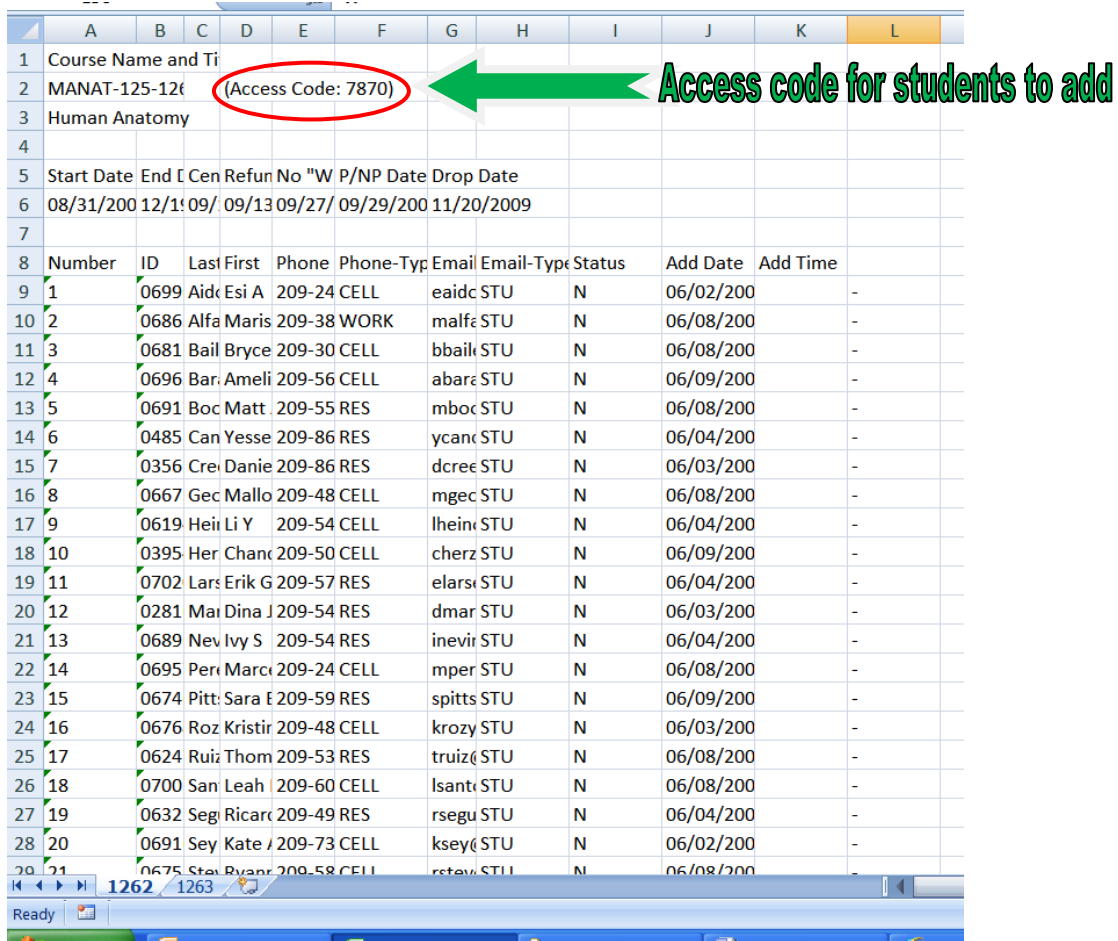
- You will get an Excel file showing course information and important dates followed by student names, phone numbers, email addresses, etc.

The file is not *maximized* at first, so click the top right button to fill the screen. (Otherwise, you won't be able to see the *Tabs* in step 11 representing each section.)

[Click here](#)



- You can use this as a **roll sheet by adding columns for class meeting days**, or use it as a grade book by adding columns for class assignments, etc. Note the Access Code at the top!



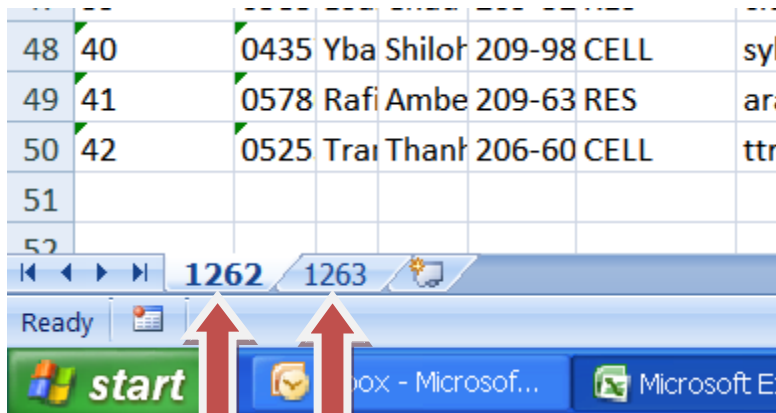
10. Scrolling down, you'll see enrolled students with an "N" in the *Status* column and a hyphen "-" in the last column, followed immediately by wait-listed students in registration order marked with the word "Active" in the *Status* column and a "W" in the last column. This should assist on the first day of class.

5	17	0624 Ruiz Thom 209-53 RES	truiz@STU	N	06/08/2009	-
6	18	0700 San Leah 209-60 CELL	lsant@STU	N	06/08/2009	-
7	19	0632 Segi Ricar 209-49 RES	rsegu@STU	N	06/04/2009	-
8	20	0691 Sey Kate 209-73 CELL	ksey@STU	N	06/02/2009	-
9	21	0675 Stev Ryan 209-58 CELL	rstev@STU	N	06/08/2009	-
0	22	0714 Tal Veror 209-52 WORK	vtalai@STU	N	06/05/2009	-
1	23	0669 Trai Elizab 209-40 HOME	etran@STU	N	06/09/2009	-
2	24	0694 Vu Jasmi 209-24 CELL	jvu@STU	N	06/09/2009	-
3	25	0695 Vu Jennif 209-49 CELL	jvu1@STU	N	06/08/2009	-
4	26	0026 Wal Lisa D 209-52 RES	lward@STU	N	06/05/2009	-
5	27	0661 Yan Christ 209-66 CELL	cyang@STU	N	06/08/2009	-
6	28	0611 Bre Ashle 209-52 RES	abrel@STU	Active	06/09/2009	03:01:23 PM W
7	29	0576 Fox Leanr 209-55 RES	lfox@STU	Active	06/09/2009	08:18:24 PM W
8	30	0714 Tro Sarah 209-88 RES	stroy@STU	Active	06/10/2009	11:56:15 AM W
9	31	0624 Ray Melis 209-98 CELL	mray@STU	Active	06/11/2009	12:50:13 PM W
0	32	0627 Bos Willia 209-89 RES	wbos@STU	Active	06/11/2009	09:55:43 PM W
1	33	0476 Wri Shanr 209-87 RES	swrig@STU	Active	06/14/2009	10:33:46 PM W
2	34	0171 End Sibille 209-38 RES	sends@STU	Active	06/15/2009	03:07:44 PM W
3	35	0707 Ran Alex F 209-57 RES	aram@STU	Active	06/16/2009	12:56:37 PM W
4	36	0713 Uhl Erin M 209-32 CELL	euhl@STU	Active	06/16/2009	03:55:25 PM W
5	37	0670 Ruiz Cristi 209-54 RES	cruiz@STU	Active	06/26/2009	10:05:02 AM W
6	38	0370 Mai Jacqu 209-40 RES	jmart@STU	Active	07/01/2009	12:50:44 PM W
7	39	0583 Lea Chad 209-32 RES	cleaz@STU	Active	08/12/2009	02:39:46 PM W

Enrolled Students

Waitlisted Students

11. At the bottom, ***notice the tabs*** – each section for a given instructor has its own page! Click on each tab to open and view its contents.



***Tabs for each section for this instructor***