

# Export My Class Roster to Excel

1. You can access your class roster from the Faculty Center Home page by clicking of the Class Roster icon shown below.

Buster Bronco

faculty center class search browse catalog blackboard

**Faculty Center**

[View My Advisees](#)  
[View Personal Data Summary](#)  
[View My Class Permission Nbrs](#)  
[Assign a Grading Proxy](#)

Fall 2008 | Boise State University change term

Select display option:  Show All Classes  Show Enrolled Classes Only

Class Roster Grade Roster

My Teaching Schedule > Fall 2008 > Boise State University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">GENBUS 202-002 (72568)</a>	The Legal Environ of Business (Lecture)	100	MoWe 2:40PM - 3:55PM	Business Bldg Rm 101	Aug 25, 2008- Dec 12, 2008
<a href="#">GENBUS 202-003 (72216)</a>	The Legal Environ of Business (Lecture)	100	Tu 6:00PM - 9:00PM	Business Bldg Rm 101	Aug 25, 2008- Dec 12, 2008
<a href="#">GENBUS 441-002 (70573)</a>	Business, Govt. & Society (Lecture)	40	Mo 6:00PM - 9:00PM	Business Bldg Rm 102A	Aug 25, 2008- Dec 12, 2008
<a href="#">MBA 536-001 (72087)</a>	Global Econ & Bus Analysis (Lecture)	30	Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Sep 6, 2008- Sep 6, 2008
			Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Sep 20, 2008- Sep 20, 2008
			Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Oct 4, 2008- Oct 4, 2008
			Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Oct 18, 2008- Oct 18, 2008

2. To view students who have dropped your course update the Enrollment Status and click Change.

Faculty Class Roster Student Contact Info Enrollment Dates

**Faculty Center**

**Class Roster**

**GENBUS 202 - 002** The Legal Environ of Business  
Lecture (72568)

Fall 2008 | Regular Academic Session | Boise State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 2:40PM - 3:55PM	Business Bldg Rm 101	Buster Bronco	08/25/2008 - 12/12/2008

\*Enrollment Status:  Enrolled  All Dropped  Enrolled 100

To view students that have dropped the course update the Enrollment Status

[View FERPA Statement](#)

Notify	ID	Name	Grade Basis	Grade	Audit	Units	Program and Plan	Level	Status Note
<input type="checkbox"/>	111111111	<a href="#">Beatrice Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - Computer Science	Sophomore	
<input type="checkbox"/>	111111111	<a href="#">Betty Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - General Business BBA	Sophomore	
<input type="checkbox"/>	111111111	<a href="#">Billy Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - General Business Mgmt	Sophomore	
<input type="checkbox"/>	111111111	<a href="#">Bobby Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - Management, Entreprenl Op BBA	Sophomore	
<input type="checkbox"/>	111111111	<a href="#">Buffy Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - Finance BBA	Sophomore	

# Export My Class Roster to Excel

3. To export your roster to excel click on the export icon shown below.

Faculty Class Roster | Student Contact Info | Enrollment Dates

Faculty Center

Class Roster

**GENBUS 202 - 002** The Legal Environ of Business

Lecture (72568)

Fall 2008 | Regular Academic Session | Boise State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 2:40PM - 3:55PM	Business Bldg Rm 101	Buster Bronco	08/25/2008 - 12/12/2008

\*Enrollment Status: Enrolled

Enrollment Capacity: 100    Enrolled: 100

[View FERPA Statement](#)

Notify	ID	Name	Grade Basis	Grade	Audit	Units	Program and Plan	Level	Status Note
<input type="checkbox"/>	111111111	<a href="#">Beatrice Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - Computer Science	Sophomore	
<input type="checkbox"/>	111111111	<a href="#">Betty Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - General Business BBA	Sophomore	
<input type="checkbox"/>	111111111	<a href="#">Billy Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - General Business Mgmt	Sophomore	
<input type="checkbox"/>	111111111	<a href="#">Bobby Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - Management, Entreprenl Op BBA	Sophomore	
<input type="checkbox"/>	111111111	<a href="#">Buffy Bronco</a>	Graded			3.00	Undergraduate Degree Seeking - Finance BBA	Sophomore	

      

[Return to Faculty Center](#)

4. Excel will open and the roster data will populate the fields.

	A	B	C	D	E	F	G	H	I	J
1	Notify	ID	Name	Grade Basis	Grade	Audit	Units	Program and Plan	Level	Status Note
2		111111111	Bronco, Beatrice	Graded			3	Undergraduate Degree Seeking - Computer	Sophomore	
3		111111111	Bronco, Betty	Graded			3	Undergraduate Degree Seeking - Marketing	Senior	
4		111111111	Bronco, Billy	Graded			3	Undergraduate Degree Seeking - General	Sophomore	
5		111111111	Bronco, Bobby	Graded			3	Undergraduate Degree Seeking - Finance BBA	Sophomore	
6		111111111	Bronco, Buffy	Graded			3	Undergraduate Degree Seeking - Business &	Sophomore	