Printing a Class Roster
University of Dayton - Porches/Banner Training

Currently there is no print option when viewing class lists (rosters) through Porches. However, there is a workaround – copy and paste the information into Excel and print the document.

1. Display the summary class list that you would like to print.

2. Click and drag your mouse across the entire Summary Class List (make sure the all information has been selected).

3. Click on the Edit menu and choose Copy or press <CTRL+C>.

4. Open Microsoft Excel.

5. Click on the first cell of the spreadsheet (A1).

6. Click on the Paste dropdown list and choose Paste Special.
7. Click on the **Text** option then click on the **OK** button.

8. Once the information has been pasted into Excel, you may want to adjust the column widths to make the information more legible.

9. Print the document.