



Printing a Class Roster

University of Dayton - Porches/Banner Training

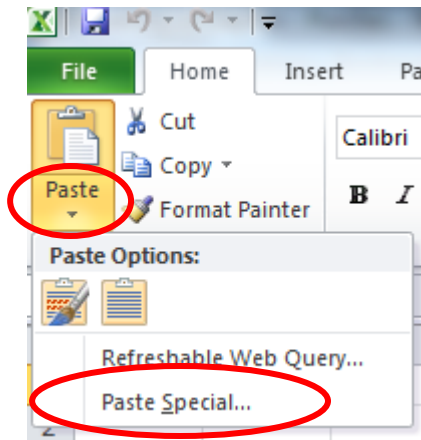
Currently there is no print option when viewing class lists (rosters) through Porches. However, there is a workaround – copy and paste the information into Excel and print the document.

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).

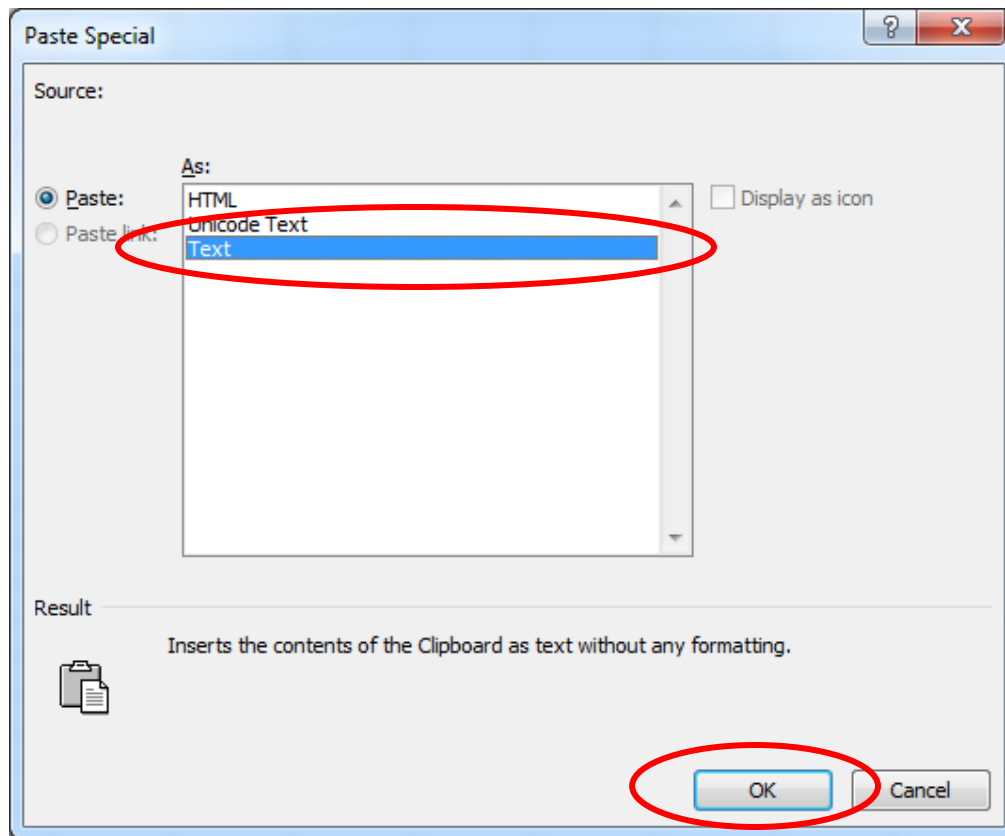
Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Allen, Joseph R.	00	Register on Web	Graduate	3.000	
2	Bracken, Amy S.	00	Register on Web	Graduate	3.000	
3	Fox, Clanssa	00	Register on Web	Graduate	3.000	
4	McLain, Tonya R.	00	Register on Web	Graduate	3.000	
5	Miles, Rachael	00	Register on Web	Graduate	3.000	
6	Newman, Debra L.	00	Register on Web	Graduate	3.000	
7	Seaberry, Kyla M.	00	Register on Web	Graduate	3.000	

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.

	A	B	C	D	E	F	G	H	I
1	Record								
2	Number	Student N ID		Reg Status	Level	Credits	Grade Det		
3	1	Allen, Jos		0	Register o	Graduate	3	E-mail	
4	2	Bracken, A		0	Register o	Graduate	3	E-mail	
5	3	Fox, Claris		0	Register o	Graduate	3	E-mail	
6	4	McLain, To		0	Register o	Graduate	3	E-mail	
7	5	Miles, Rac		0	Register o	Graduate	3	E-mail	
8	6	Newman,		0	Register o	Graduate	3		
9	7	Seaberry,		0	Register o	Graduate	3	E-mail	
10									
11									

9. Print the document.