

SiS - Downloading the Grade Roster

1. The **Faculty Center** allows you access to your schedule, class roster and grade roster.
2. Click the **Collapse Menu** button.

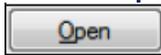
3. Use the **My Schedule** page to access instructor-related transactions and to view teaching schedules. You see only those terms for which you are assigned as the instructor.
4. To view a different term, click the **change term** button. For this example, retain the **2011 Spring** term.
5. Click the **Grade Roster** button for the class you want to download.

6. Use the **Grade Roster** page to enter or view grades and update the roster's approval status. You have the option to download the grade roster to Excel.
7. To download the grade roster, press the **[Ctrl]** key and click the **Download** link.



Note: Depending on your browser settings, you may be able to simply click the **Download** link.

8. Click the **Open** button.



9. The grade roster opens in a new window in Excel.

Click the **Maximize** button.



10. To save the file, save as a MS Office Excel workbook with a new name.

11. To close the file, click the **Close** button.



12. The **Class Roster** page redisplay.
13. To return to the **Faculty Center**, click the **Faculty Center** link.
14. Congratulations! You have successfully downloaded the **Grade Roster**.
End of Procedure.