

## FACULTY SELF-SERVICE: CLASS LIST ROSTER DOWNLOAD REPORT

This report is helpful to download a class roster of enrolled students that will list the students' UTRGV email. Please see the following instructions on how to download this report.

1. Login to the [MyUTRGV](#) portal using an approved web browser.

Banner 9 Faculty Self-Service is recommended on this web browser:



2. Select the Application *ASSIST*.
3. Click on the four-squares () at the top left side.
4. Click on **ASSIST**.
5. Click on **Faculty and Advisors**.
6. Click on **Faculty Class List Report – Download**.
7. Select a term and course from the drop-down options.

# Class Roster

Select Term:

Select Course:

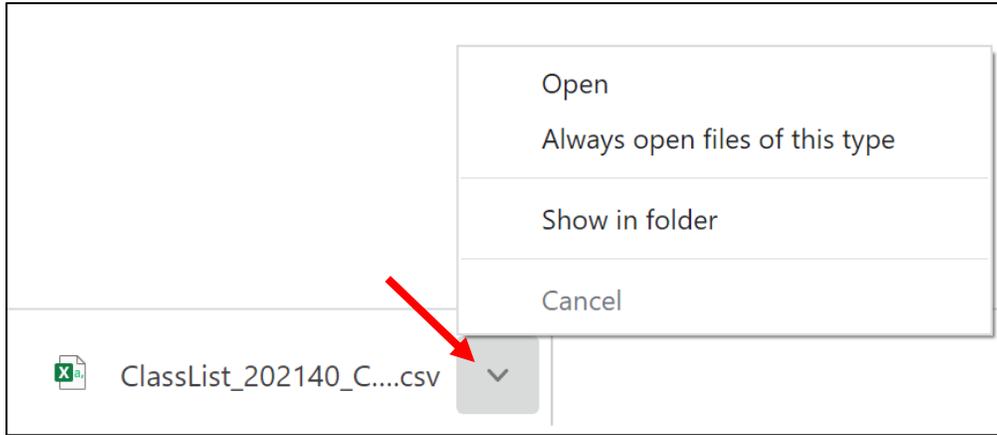
8. The student list will be displayed, and you will click on **Download**.

Student ID	Last Name	First Name	MI	Major	Class	Email	Conf.	Reg. Date	Reg. Seq.
X00000002	Duplicate	Student	R.	Biology	FR	aida.patino@utrgv.eduY		2021-JUL-08 08:46:12A2	
X00000003	Duplicate	Student	S.	Teacher Certification	MA	miguel.trevino@utrgv.		2021-JUL-08 08:46:26A3	
X00000001	Test System	User	M.	Criminal Justice	SO			2021-JUL-08 08:45:59A1	

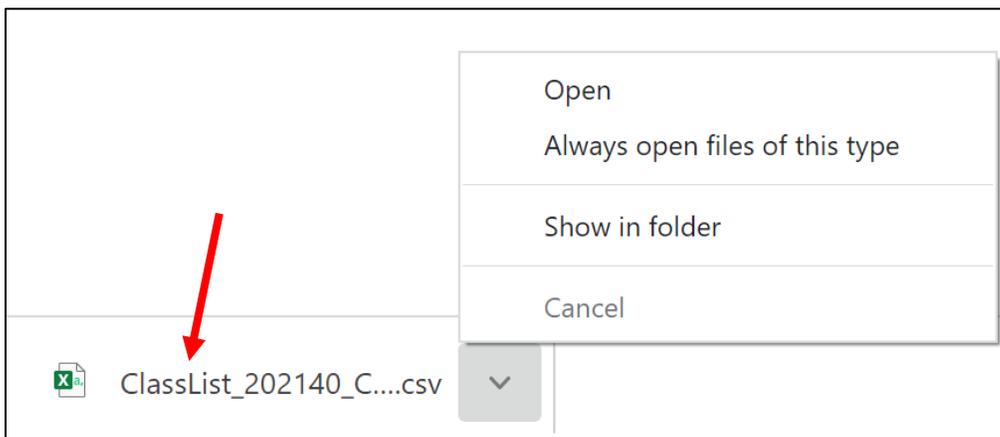
Page 1 of 1 Per Page 10 Records Found: 3

**Download**

- Your download status will be noted at the bottom of the browser. Click on the options and select "Always open files of this type." This selection will avoid you taking this step with future downloads.



- Click on the title of the report to open your report.



- Your excel report will look something like this.

	A	B	C	D	E	F	G	H	I	J	K
1											
2		COOP-0000.01									
3		CRN 70701									
4											
5	Student ID	Last Name	First Name	MI.	Major	Class	Email	Conf.	Reg.Date	Reg.Seq.	
6	X00000002	Duplicate	Student	R.	Biology	FR	aida.patinc	Y	2021-JUL-0	2	
7	X00000003	Duplicate	Student	S.	Teacher Ce	MA	miguel.trevino@utrgv		2021-JUL-0	3	
8	X00000001	Test System	User	M.	Criminal Ju	SO			2021-JUL-0	1	
9											
10											
11											

**Note:** Formatting will need to be done to expand column width and here is a Microsoft site to assist with column width formatting (<https://support.microsoft.com/en-us/office/change-the-column-width-and-row-height-72f5e3cc-994d-43e8-ae58-9774a0905f46>).

12. After your formatting you may save or print your downloaded class list roster.
13. To download another class, then make a new course selection.

Important: This feature is only available to faculty who have assigned classes. If you are not assigned a class, then the message below will be displayed.

