

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 and registration date. 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 Term-

▼

Select Course:

-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	Confidential	Registration Date	Reg. Seq.
X00000002	Duplicate	New Preferred name	R.	Accountancy	FR	test2@utrgv.edu	Y	2025-NOV-03 08:31:33AM	2
X00000003	Duplicate	Student Me	S.	Accountancy	FR	test3@utrgv.edu		2025-NOV-03 08:37:57AM	4
X00000001	Test System	User	T.	Accountancy	SO	test1@utrgv.edu	Y	2025-NOV-03 08:30:51AM	1

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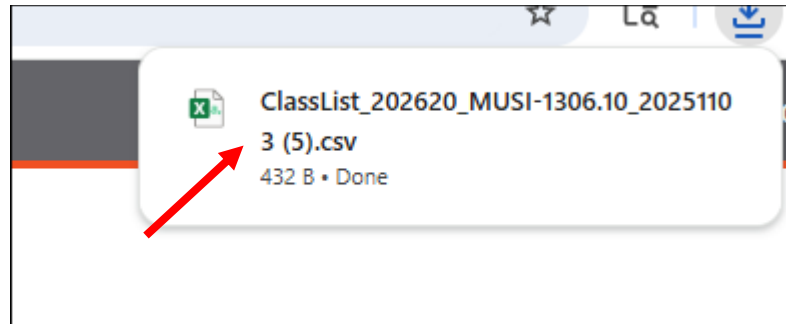
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Records Found: 3

Download

9. Depending on your computer, the file may download at the top or bottom of the browser.
10. Click on the title of the report to open your report.



11. Your excel report will look something like this.

MUSI-1306.10									
CRN 70179									
Student ID	Last Nam	First Nam	MI.	Major	Class	Email	Confident	Registrati	Reg.Seq.
X00000002	Duplicate	New Prefe	R.	Accounta	FR	test2@utr	Y	2025-NOV	2
X00000003	Duplicate	Student M	S.	Accounta	FR	test3@utrgv.edu		2025-NOV	4
X00000001	Test System	User	T.	Accounta	SO	test1@utr	Y	2025-NOV	1

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. You will notice items such as the **Email** and **Registration Date**.

MUSI-1306.10									
CRN 70179									
Student ID	Last Name	First Name	MI.	Major	Class	Email	Confidential	Registration Date	Reg.Seq.
X00000002	Duplicate	New Preference	R.	Accountancy	FR	test2@utrgv.edu	Y	2025-NOV-03 08:31:33AM	2
X00000003	Duplicate	Student M	S.	Accountancy	FR	test3@utrgv.edu		2025-NOV-03 08:37:57AM	4
X00000001	Test System	User	T.	Accountancy	SO	test1@utrgv.edu	Y	2025-NOV-03 08:30:51AM	1

13. After your formatting you may save or print your downloaded class list roster.
14. 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.

