

How to Download Course Rosters with *Banner*

This will not work until close to the start of classes.

A similar document with snapshots of the different *myPurdue* web pages is also on the web.
Please view rather than print documents.

Graduate instructors and limited-term lecturers are expected to download their course rosters using *myPurdue* or *Banner*. The instructions given below explain how to do so. *If you have problems logging into myPurdue, please contact ITaP. If you have questions or encounter other problems*, please contact Peter Cook (cook@math.purdue.edu; MATH 846; 4-1914) but note that you will not be able to download rosters and might not have a **Faculty** tab in your *myPurdue* page until *Banner* recognizes you as a "faculty" member (= any person with current instructional responsibilities). So, *wait until very close to the first day of classes and be aware that we cannot speed up this process.*

Please note: you may be asked to answer FERPA related questions before being allowed to access your *myPurdue* faculty site. Course rosters, grade information, student contact information, etc. are subject to FERPA regulations. Asking you to take an online FERPA training and quiz is Purdue's way to ensure that it complies with these federal requirements.

Instructions for downloading course rosters

- 1 You will need your ITaP (Purdue) career login and password. (These are not the same as your Math ones.)
- 2a Use any web browser to get on-line and go to the *myPurdue* login page:
<https://mypurdue.purdue.edu/cp/home/loginf>
- 2b Enter your ITaP career login and password. Click on **Login**.
- 3a Your *myPurdue* page will have several **brown** tabs labeled **Home**, **Faculty**, etc. Stay on the **Home** tab.
- 3b Click on the **yellow** folder labeled **Banner Self-Service** located in a box labeled **Banner Self-Service** towards the middle of your **Home** page.
- 3c Click on the **yellow** folder labeled **Faculty Services**.
- 3d Click on the file **Download my Course Rosters**.
- 4 If need be, select the relevant semester from the drop box - *this step might not be required if the semester is the current one.*
- 5a To download **all** your students in **one** course roster, click on the **blue** **Select All** and click on the **Download Roster** button.
- 5b To download your sections in separate rosters, click on the box in front of a section and click on the **Download Roster** button. Repeat for each section.
- 6 Depending on your web browser or how its download preferences are set, your roster will either open up or be saved to your computer or both. You should be able to open/read/use the file as a spreadsheet or a comma-separated text file.
- 7 When you are ready to quit *myPurdue* make sure to click on **Logout** towards the top right of (any) page and quit your browser. *Closing the window is not sufficient.* The next person using the computer can get back to your *myPurdue* pages without logging in.
- 8 *Make sure that saved course rosters do not remain in a publicly accessible part of the computer (e.g., on the desktop of a friend's computer or in the "download folder" of a computer in the Tippecanoe County Library). Whenever printing course rosters, please pick them up promptly from the printer. Otherwise, you violate your students' right to privacy (and FERPA regulations).*

Other information about your course is available under the **brown** **Faculty** tab on your *myPurdue* page.

WARNING: Do not add any course information to your *myPurdue* course pages - see the handout "New Departmental rules and procedures for TAs and limited-term lecturers due to *Banner*".