

# INSTRUCTIONS for DOWNLOADING COURSE ROSTERS

Please view rather than print this information  
A version without pictures is available on [www.math.purdue.edu/resources/gta](http://www.math.purdue.edu/resources/gta)  
This will not work until very close to the first day of classes

last revised 02/27/09

TAs and limited-term lecturers download their course rosters from *myPurdue*. The instructions given below explain how to. If you have problems logging into *myPurdue*, please contact ITaP. If you have questions or other problems, please contact P. Cook (MATH 846; [cook@math.purdue.edu](mailto:cook@math.purdue.edu); 4-1914) but note that you will not be able to download rosters and might not have a **Faculty** tab on your *myPurdue* page until *myPurdue* 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.

You need your Purdue (=ITaP) career login and password. Information on how to get those are available at *Policies and Procedures* on [www.math.purdue.edu/resources/gta](http://www.math.purdue.edu/resources/gta)

Please note: you may be asked to answer FERPA related questions before being allowed to access your *myPurdue* faculty site. Course roster, 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 Use any web browser to get on-line and go to the *myPurdue* login page <http://mypurdue.purdue.edu>. Note that *myPurdue* seems to work better with some web browsers (for example, Safari and Internet Explorer) than with others (for example, Firefox).

## Picture of the *myPurdue* Login page

Purdue University Login

<https://mypurdue.purdue.edu/cp/home/loginf>

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### myPurdue

**Secure Access Login**

User Name:

Password:

[Help with logging into myPurdue](#)

[Reset your password](#)  
[Help with resetting your password](#)

**Welcome to Purdue University's myPurdue!**

This secure site provides students, faculty and staff with Intranet and Internet services.

- [Information for Instructors and Staff](#)
- Help for Students:
  - [Drop/Add procedures](#)
  - [Reviewing your schedule](#)
  - [Registration errors](#)
- Additional Help:
  - [Course Registration](#)
  - [Payment options](#)
  - [Financial Aid](#)

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- 2a Enter your ITaP career login and password.
- 2b Click on **Login**.

**Picture of my myPurdue Home page**  
**Note that your page will look differently since we do not have the same Banner roles**

myPurdue

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**myPurdue**

Welcome Rita L Saerens  
You are currently logged in.

Logout Help

Home WL e~Print NC e~Print Faculty August 1, 2008

**Campus Announcements**

IT service outage rescheduled to Saturday  
Welcome to myPurdue!

**Single Sign-On Links**

- West Lafayette Banner**  
Opens the West Lafayette Banner system in a new window and logs you in.
- North Central Banner**  
Opens the North Central Banner system in a new window and logs you in.

**Career Account Password Status**

Last Password Change: 07/20/2008  
Password Valid Through: 11/17/2008

Your password expires in **108** days.

[Change your Career Account Password](#)  
[Career Account Password Help](#)

**Personal Announcements**

There are no announcements

**Banner Self-Service**

[Banner Self-Service](#)

**Course Rosters Help**

- Downloading course rosters for faculty
- Downloading course rosters for staff with course roster viewer role

**Purdue Courses**

[View the Course Catalog](#)  
[View the Schedule of Classes](#)

**Roster Viewer**

[View/Download Course Rosters](#)

**Useful Purdue Links**

- Purdue Directory Search**  
Find Purdue Students and Faculty. Opens in a new window.
- Purdue Web Search**  
Find information posted on the Purdue Web. Opens in a new window.
- Purdue Web Mail**  
Access your Purdue mail account to read and send messages. Opens in a new window.

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- 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 the ***yellow*** folder labeled **Faculty Services**.
- 3d Click on the file **Download my Course Rosters**.

**Picture of my *myPurdue* Home page showing the expanded Banner Self-Service folders**  
**Note that your page will look differently since we do not have the same *Banner* roles**

The screenshot shows the myPurdue website interface. At the top, there is a navigation bar with tabs for **Home**, **WL e-Print**, **NC e-Print**, and **Faculty**. The **Home** tab is selected. Below the navigation bar, the user is logged in as **Rita L Saerens**. The main content area is divided into several sections:

- Campus Announcements:** IT service outage rescheduled to Saturday. Welcome to myPurdue!
- Personal Announcements:** There are no announcements.
- Purdue Courses:** View the Course Catalog, View the Schedule of Classes.
- Useful Purdue Links:**
  - Purdue Directory Search:** Find Purdue Students and Faculty. Opens in a new window.
  - Purdue Web Search:** Find information posted on the Purdue Web. Opens in a new window.
  - Purdue Web Mail:** Access your Purdue mail account to read and send messages. Opens in a new window.
- Single Sign-On Links:**
  - West Lafayette Banner:** Opens the West Lafayette Banner system in a new window and logs you in.
  - North Central Banner:** Opens the North Central Banner system in a new window and logs you in.
- Banner Self-Service:** (Expanded)
  - Banner Self-Service
    - Faculty Services
      - Term Selection
      - CRN Selection
      - Faculty Detail Schedule
      - Week at a Glance
      - Detail Class List
      - Summary Class List
      - Final Grades
      - Faculty Security Information
      - Active Assignments
      - Assignment History
      - Class Schedule
      - Course Catalog
      - Syllabus Information
      - Office Hours
      - Download My Course Rosters
    - Department Applications
- Career Account Password Status:** Last Password Change: 07/20/2008. Password Valid Through: 11/17/2008. Your password expires in 108 days. Change your Career Account Password. Career Account Password Help.
- Course Rosters Help:**
  - Downloading course rosters for faculty
  - Downloading course rosters for staff with course roster viewer role
- Roster Viewer:** View/Download 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.

**Picture of my Download Course Roster page**  
**Of course, your page will look differently**

myPurdue

https://mypurdue.purdue.edu/render.UserLayoutRootNode.uP7uP\_tparam=utf&utf=& Google

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Back to Home Tab Logout Help

Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP

Download Course Roster 010339325 Rita L. Saerens  
Fall 2008  
Aug 01, 2008 03:41 pm

Summary Course List

Download (check for yes):	CRN	Course	Section Type	Credit Hour	Class Size	Max Class Size	Course Title	Meeting Time
<input type="checkbox"/>	23361	MA 39000	001 Lecture	1	4	5	Mathematics Enrollment	Arrange 1 Hour* Aug25-Dec20

Download Roster Select All Deselect All

Return to Previous

[ Term Selection ]

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- 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** at the top right of (any) page and quit your browser. **Closing the window is not sufficient.** The next person using the computer could get to your *myPurdue* pages without logging in.
- 8 Make sure that course rosters do not remain in a publicly accessible part of the computer (e.g., on the desktop of an office 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 ***Policies and Procedures*** on [www.math.purdue.edu/resources/gta](http://www.math.purdue.edu/resources/gta)