

## How to Download Course Rosters with *Banner* in FALL 2008

All faculty 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 Johnny Brown (jeb@math.purdue.edu; MATH 836; 4-1909) or Peter Cook (cook@math.purdue.edu; MATH 846; 4-1914).

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

(Open up *myPurdue* in another window, rather than print the following instructions.)

(1) You will need your ITaP (Purdue) career login and password. These are not the same as your Math account. Use any web browser and go to the *myPurdue* login page:

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

Purdue University Login

Help and Tutorials Customize Firefox Get Involved About Us

**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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Node: 4

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(2) Enter your ITaP Purdue career login and password. Click on **Login**.

- Your *myPurdue* page will have several ***brown*** tabs labeled **Home**, **Faculty**, etc. Stay on the **Home** tab.
- Click on the folder labeled **Banner Self-Service** located in a box labeled **Banner Self-Service** towards the middle of your **Home** page.
- Click the folder labeled **Faculty Services**.
- Click on the file **Download my Course Rosters**.

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, there is a header section with a large image of a Purdue building and the **myPurdue** logo. To the right of the image, there is a user greeting: **Welcome Rita L Saerens** and **You are currently logged in.** There are also **Logout** and **Help** links. Below the header, there are several content boxes. On the left, there are boxes for **Campus Announcements**, **Personal Announcements**, **Purdue Courses**, and **Useful Purdue Links**. In the center, there is a **Single Sign-On Links** box with links for **West Lafayette Banner** and **North Central Banner**. Below that is the **Banner Self-Service** box, which contains a tree view of folders: **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**, and **Download My Course Rosters**. At the bottom of the **Banner Self-Service** box is a **Department Applications** folder. To the right of the **Banner Self-Service** box is a **Career Account Password Status** box showing the last password change date (07/20/2008) and the password valid through date (11/17/2008). Below that is a **Course Rosters Help** box with links for **Downloading course rosters for faculty** and **Downloading course rosters for staff with course roster viewer role**. At the bottom of the page, there is a **Roster Viewer** box with a link to **View/Download Course Rosters**. The footer contains the copyright information: **Copyright © SunGard Higher Education 1998 - 2007.** and the **SUNGARD HIGHER EDUCATION** logo.

- To download **all** your students in **one** course roster, click on the **Select All** and click on the **Download Roster** button.
- 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.

The screenshot shows the myPurdue website interface. At the top, there is a navigation bar with links for 'Help and Tutorials', 'Customize Firefox', 'Get Involved', and 'About Us'. Below this is the myPurdue logo and a 'Back to Home Tab' link. A large banner image of a Purdue University building is displayed. The main content area is titled 'Faculty Services' and contains a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. Below the search bar, the text 'Download Course Roster' is displayed, along with user information: '010339325 Rita L. Saerens', 'Fall 2008', and 'Aug 01, 2008 03:41 pm'. A section titled 'Summary Course List' contains a table with the following data:

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

Below the table, there are buttons for 'Download Roster', 'Select All', and 'Deselect All'. A 'Return to Previous' link is also present. At the bottom of the page, there is a '[ Term Selection ]' link, a 'RELEASE: 7.4' notice, and a 'powered by SUNGARD HIGHER EDUCATION' logo.

- (3) 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.
- (4) 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**
- (5) Other information about your course is available under the **Faculty** tab on your *myPurdue* page.

**WARNING: Do not add any course information to your *myPurdue* course pages !!!**