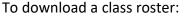
SO Southern OREGON **UNIVERSITY**

Download Roster

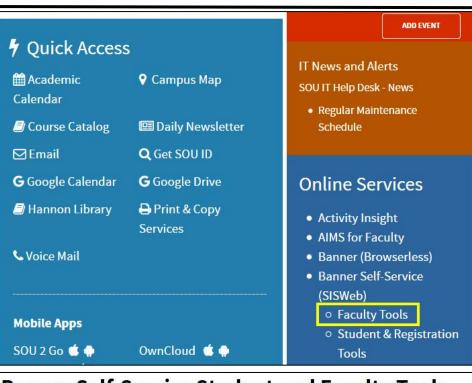


- 1. Log into Inside SOU.
- 2. Open the Faculty Tools link under Banner Self-Service in the Online Services block.

3. Click on Class List Download to Excel.

- 4. Select the **Term** and click on Submit.
- 5. Select the CRN and click on Submit.

Personal Information Student Faculty Services Employee	Personal Information Student Faculty Services Employee
Search Go	Search Go
Select Term	Select CRN
Select a Term: Fall 2017 V	CRN: BA 488 0: Fundamentals of Project Mgmt, 1490 (11) V
Submit	Submit



Banner Self-Service Student and Faculty Tools

Student Faculty	
Faculty Classes and Schedule	Faculty Registration Tools
Class List (Summary)	Course Catalog
• Wait List	Class Schedule
• Syllabus	Registration Time Tables
Office Hours	Look Up Classes for Student
Class List Download to Excel	Add or Drop Classes
Faculty Detail Schedule	Change Course Options
Faculty Schedule Week at a Glance	Registration Overrides
• Final Exam Schedule	Irregular Registration

 Select the fields that you want to have included in the downloaded spreadsheet (Student ID and Student Name fields are included by default) and click on Submit.

Course In										
Fundame	enta	als of	Proj	ect M	anage	me	nt - BA 48	8 0)	
CRN:		149	0							
Duration	:	Sep	25,2	2017 ·	- Dec 0	8, 2	2017			
Status:		Acti	ve							
Enrollme	nt (Coun	ts							
		Maxi	mum	Actu	al Rem	ain	ing			
Enrollme	nt:			11	19					
Cross Lis	t:	30		18	12					
Field Sele	eti									
Student 1										
Student I										
Class:										
Major 1:										
Major 2:										
Email:										
Phone:										
Registrat	ion	Stat	us:							
Registrat										
Math Plac	cen	nent	Level	:						
Math Ove	erri	de Le	evel:							
Math Tra	nsf	fer Le	evel:							
Arithmeti	ic T	est F	Placer	nent	Score:					
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Submit										
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	Ор	ening r	oster.xls						>	<
	Ye	ou have	chosen	to open						

7. Save the file to your computer or open it.

You have chosen to	open:	
roster.xls		
which is: Micr	rosoft Excel 97-2003 Worksheet	
from: https://	banweb.sou.edu	
What should Firefo	x do with this file?	
O <u>O</u> pen with	Microsoft Excel (default) \sim	
○ <u>O</u> pen with	Microsoft Excel (default)	