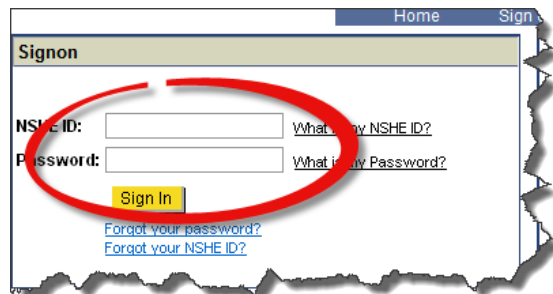
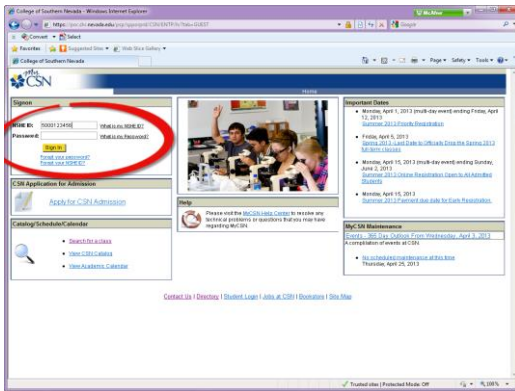


Instructions for Downloading a Class Roster to an Excel Spreadsheet

1. Log on to your MyCSN account using your NSHE ID and password.



2. Click on **Enter Faculty Self Service** link (if you are taking classes, you will see two tabs. Make sure you have clicked on the **Faculty** tab.)



- You will see this screen. If you do not see your schedule, make sure on the right panel you are in **My Schedule**.

The screenshot shows the CSN Faculty Center interface. On the left is a navigation menu with 'My Schedule' selected. The main content area is titled 'Faculty Center My Schedule' and shows the user 'SUSA' for the '2011 Fall' semester at 'College of Southern Nevada'. There are tabs for 'my schedule', 'class roster', and 'grade roster'. Below the tabs, there are options to 'Show All Classes' or 'Show Enrolled Classes Only'. A table titled 'My Teaching Schedule > 2011 Fall > College of Southern Nevada' displays the following data:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CIT 95-5201 (87147)	Personal Computer Basics (Lecture)	4	Mo 6:00PM - 8:50PM	Summerlin 111	Aug 29, 2011- Dec 15, 2011
IS 101-1006 (86521)	Intro Info System (Lecture)	22	TBA	Web-Online Course	Aug 29, 2011- Dec 15, 2011
IS 101-1015 (86530)	Intro Info System (Lecture)	22	TBA	Web-Online Course	Aug 29, 2011- Dec 15, 2011
IS 101-1023 (86538)	Intro Info System (Lecture)	22	TBA	Web-Online Course	Aug 29, 2011- Dec 15, 2011
IS 101-5201	Intro Info System	4	Tu 2:00PM - 4:50PM	Summerlin	Aug 29, 2011-

- Click on **Class Roster** (the three little people icon)

This close-up shows a red arrow pointing to the 'Class Roster' link (represented by a three-person icon) next to the class entry 'CIT 95-5201 (87147) Personal Computer Basics (Lecture)'. The 'Class Roster' link is highlighted with a mouse cursor.

- At the bottom of the screen, if you click on **Printer Friendly Version**, nothing will print unless you press **CTRL-P**.

Enrollment Capacity 20 Enrolled 4

Send an E-Alert for student to receive timely assistance from Student Success/Retention Services

Enrolled Students							
Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>				P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>				P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>				P/NP	3.00	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS	Freshman
<input type="checkbox"/>				P/NP	3.00	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman

Select All Clear All

[Faculty Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

[Printer Friendly Version](#)

This will show but nothing will

**If you press CTRL P
it will print the entire screen!**

Class Roster

2011 Fall | Regular Academic | College of Southern Nevada | Undergraduate

<input checked="" type="checkbox"/> CIT 95 - 5201 (87147)
Personal Computer Basics (Lecture)
Days and Times Room Instructor Dates
Mo 6:00PM-8:30PM Summerlin 111 Susana Conteras De Finch 08/29/2011 - 12/15/2011

Enrollment Status Enrolled

Enrollment Capacity 20 Enrolled 4

Enrolled Students					
ID	Name	Grade Basis	Units	Program and Plan	Level
1		P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
2		P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
3		P/NP	3.00	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS	Freshman
4		P/NP	3.00	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman

[Return](#)

6. Go back to the class roster if you are not there. Click on the spreadsheet icon.

*Enrollment Status **Enrolled**

Enrollment Capacity 20 Enrolled 4

Send an E-Alert for student to receive timely assistance from Student Success/Retention Services

Enrolled Students Find First 1-4 of 4 Last

	Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Download	Level
1	<input type="checkbox"/>		1013323180	Casanova, George	P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT		Freshman
2	<input type="checkbox"/>		1012415494	Esquivel, Maria L	P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT		Freshman
3	<input type="checkbox"/>		5001265030	Navarrete, Jaime G.	P/NP	3.00	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS		Freshman
4	<input type="checkbox"/>		1003724994	Ofelia, Gallardo R.	P/NP	3.00	Degree/Certificate Seeking - ASSOCIATE OF ARTS		Freshman

Select All Clear All [Printer Friendly Version](#)

7. If you get this message, just click on the message.

Secure Search McAfee

bing Search MSN News Celebrity Video Weather Hotmail

Favorites <https://css.shr.nevada.edu/psc/spcssprd/?cmd=...>

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File...".

Please close this window after download has completed ...

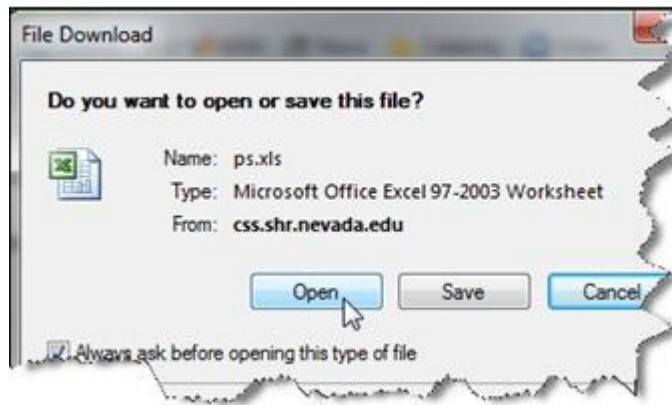
8. Click on **Download File**.

...ter. Click here for options...

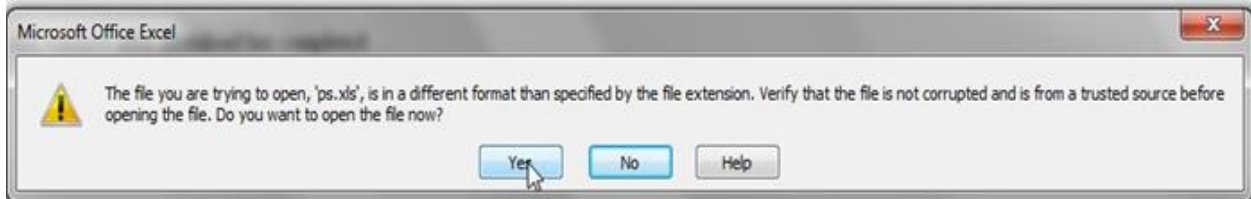
ormation Bar and sel

- Download File...
- What's the Risk?
- Information Bar Help

9. This will open Excel. Click on **Open**.



10. If you get this message, click **Yes**.



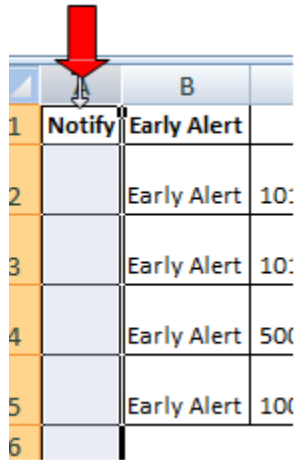
11. You will see your roster.

	A	B	C	D	E	F	G	H
1	Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level
2		Early Alert			P/NP	3	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
3		Early Alert			P/NP	3	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
4		Early Alert			P/NP	3	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS	Freshman
5		Early Alert			P/NP	3	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman

12. If you do NOT like the lines and want to delete some of the columns here is how to do it.

Delete columns by selecting them individually or as a group. Individually, just click on the column letter (example A) and click on the **Home** tab, group **Cells**, click on **Delete**, click on **Delete Sheet Columns**.

Example:

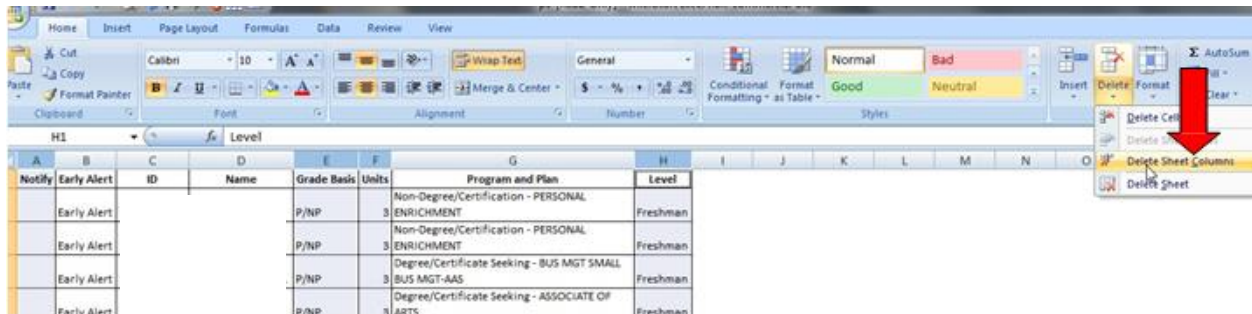


A screenshot of an Excel spreadsheet. A red arrow points to the column letter 'A' at the top of the spreadsheet. The spreadsheet contains the following data:

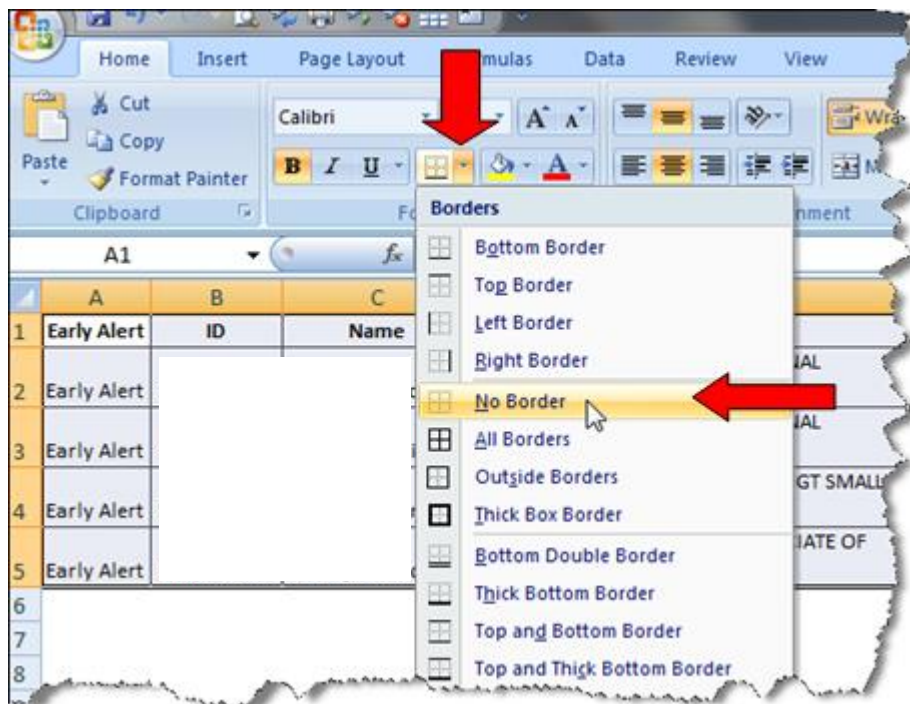
	A	B	
1	Notify	Early Alert	
2		Early Alert	10:
3		Early Alert	10:
4		Early Alert	500
5		Early Alert	100
6			



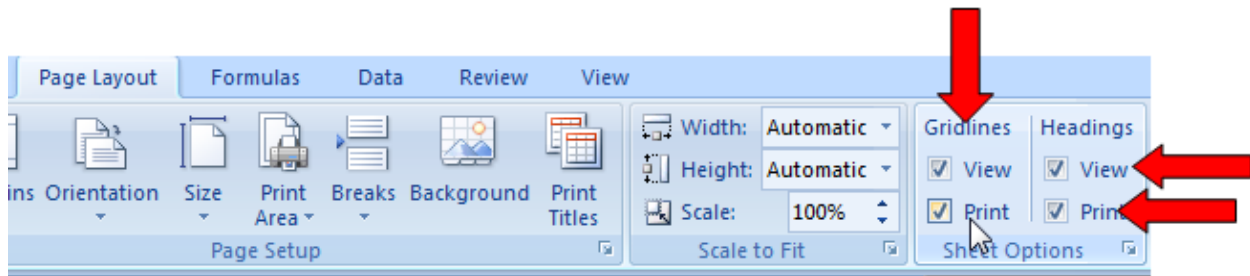
13. If you want to delete more than one column, select the first column letter you want, hold and don't let go of the CTRL key and click on each column (letter) you want to delete. Click on the **Home** tab, in the group **Cells**, click **Delete**, click on **Delete Sheet Columns**.



14. Now to **get rid of borders** and add lines. Highlight (choose) all the data, in the **Home** tab, in the group **Format**, click on the **Borders** down arrow and click on **No Border**



15. If you want to SEE the gridlines on the screen and print the lines on paper, click on **Page Layout** tab, in the group **Sheet Options**, click on **Print** and **View** for both Gridlines and Headings.



16. To print, click on the office button, click on **Print**.



Note: If you need to send an e-mail to the student, you can by clicking on their name (if the name is in blue that means they have an e-mail address).

17. Click on **My Schedule** to go back (link is at the bottom or top of screen).

