In Order To Print Roster
Need To Download To A Spread Sheet

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

6. If you get this message, just click on the message:

7. Click on **Download File**

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

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9. If you get this message, click **Yes**:

Microsoft Office Excel

⚠ The file you are trying to open, 'ps.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

[Yes] [No] [Help]
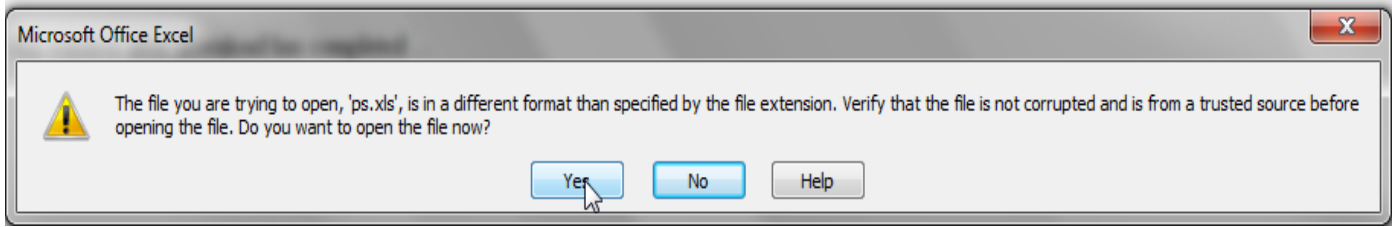
10. You will see your roster:

	A	B	C	D	E	F	G	H
		Clipboard		Font		Alignment	Number	
	A1		fx	Notify				
1	Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level
2		Early Alert	1013323180	Casanova,George	P/NP	3	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
3		Early Alert	1012415494	Esquivel,Maria L	P/NP	3	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
4		Early Alert	5001265030	Navarrete,Jaime G.	P/NP	3	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS	Freshman
5		Early Alert	1003724994	Ofelia,Gallardo R	P/NP	3	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman
6								
7								

11. 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:

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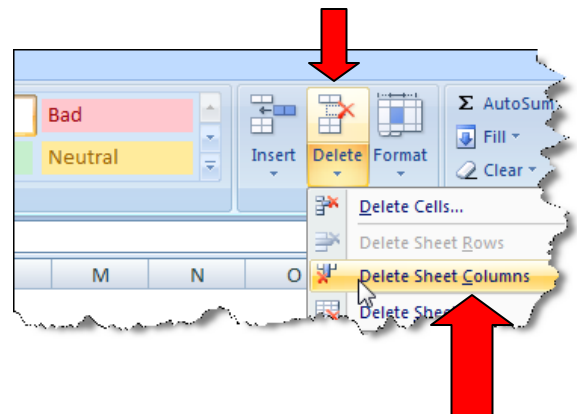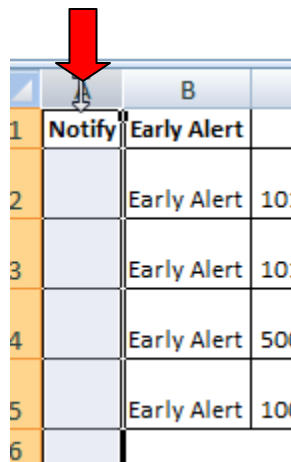
If you want to delete more than one column, select the first column letter you want, hold and don't let go of the CTRL key and click on each column (letter) you want to delete. Click on the **Home** tab, in the group **Cells**, click **Delete**, click on **Delete Sheet Columns**
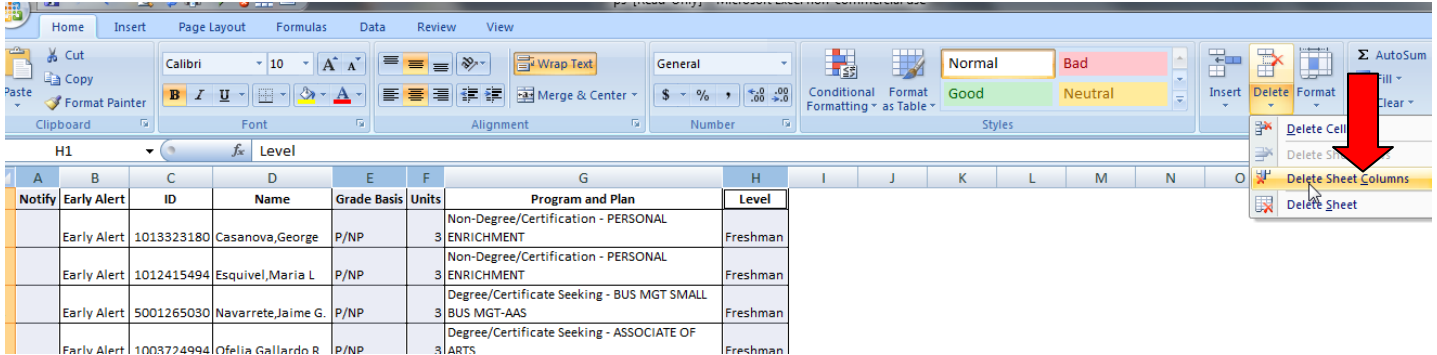

Now to **get rid of borders** and add lines:

12. Highlight (choose) all the data, in the **Home** tab, in the group **Format**, click on the **Borders** down arrow and click on **No Border**

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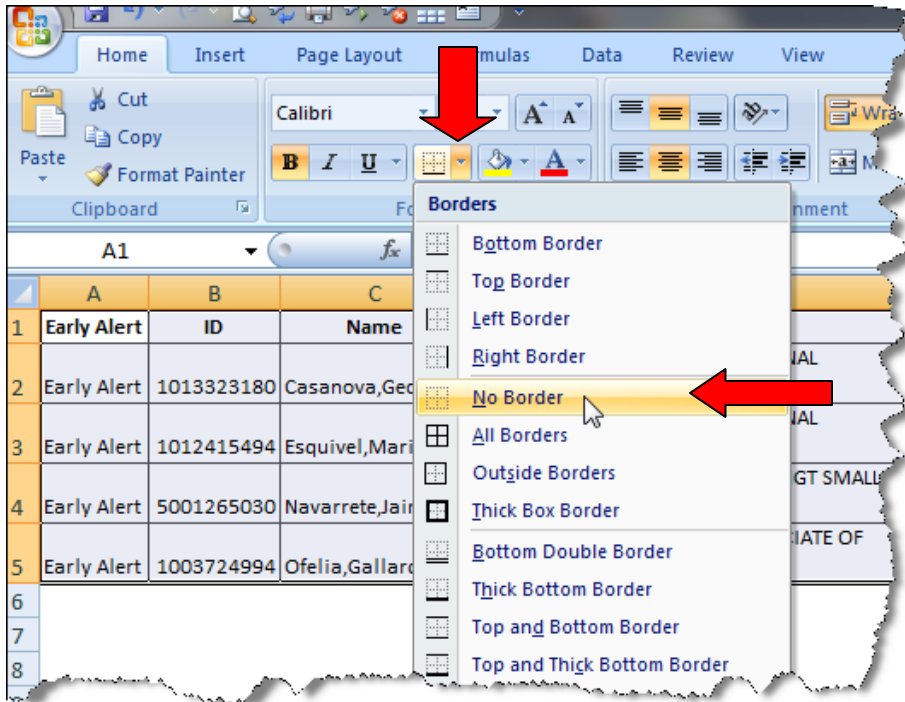
13. If you want to SEE the gridlines on the screen and print the lines on paper, click on **Page Layout** tab, in the group **Sheet Options**, click on **Print** and **View** for both Gridlines and Headings:
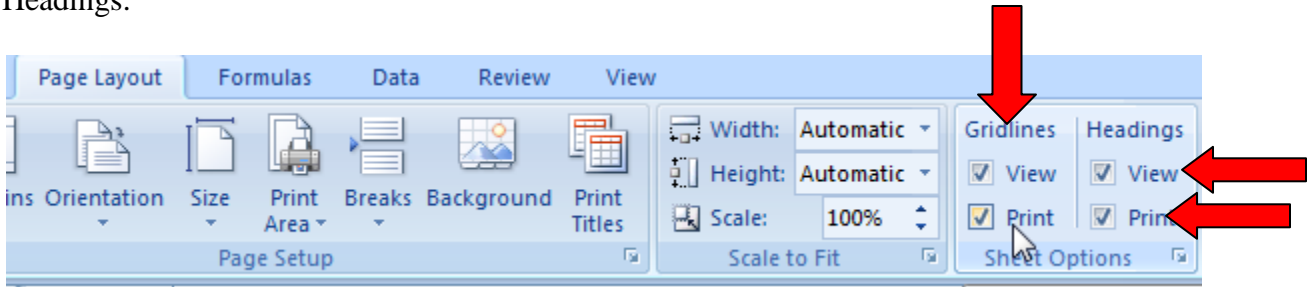
14. To print, click on the office button, click on **Print**.
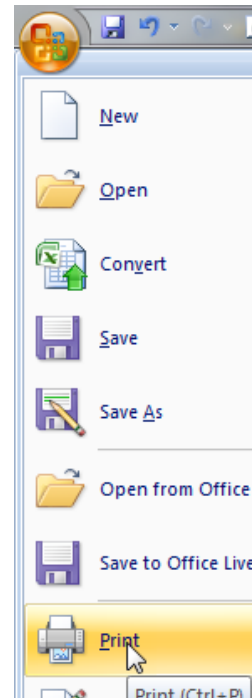
Note: if you need to send an e-mail to the student, you can by clicking on their name (if the name is in blue that means they have an e-mail address).

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

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