

## 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

\*Enrollment Status Enrolled

Enrollment Capacity 20      Enrolled 4

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

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	<a href="#">Navarrete, Jaime G.</a>	P/NP	3.00	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS		Freshman
4	<input type="checkbox"/>		1003724994	<a href="#">Ofelia, Gallardo R</a>	P/NP	3.00	Degree/Certificate Seeking - ASSOCIATE OF ARTS		Freshman

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

notify selected students   notify all students

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

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 ...

7. Click on **Download File**

uter. Click here for options...

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

File Download

**Do you want to open or save this file?**

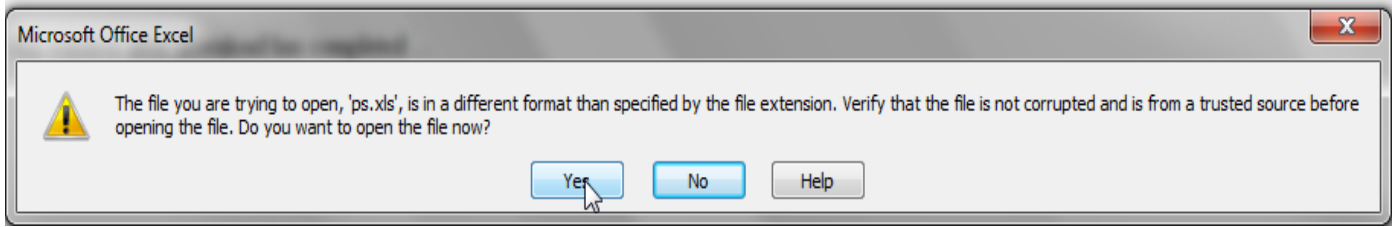
Name: ps.xls  
Type: Microsoft Office Excel 97-2003 Worksheet  
From: css.shr.nevada.edu

Open   Save   Cancel

Always ask before opening this type of file

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

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

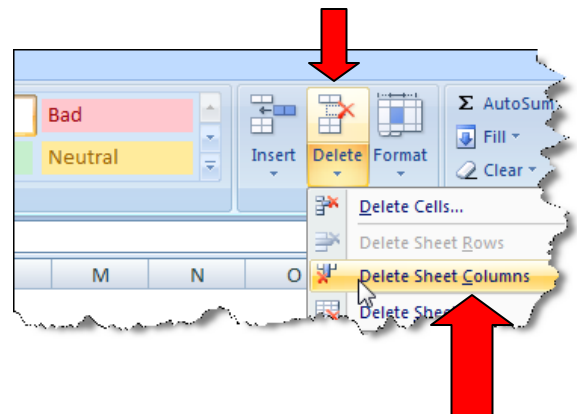
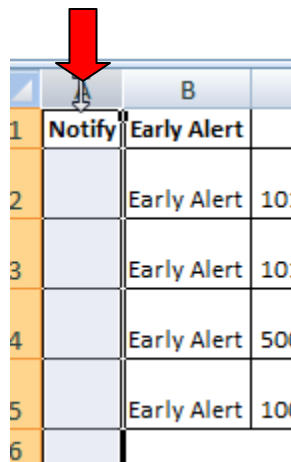


10. You will see your roster:

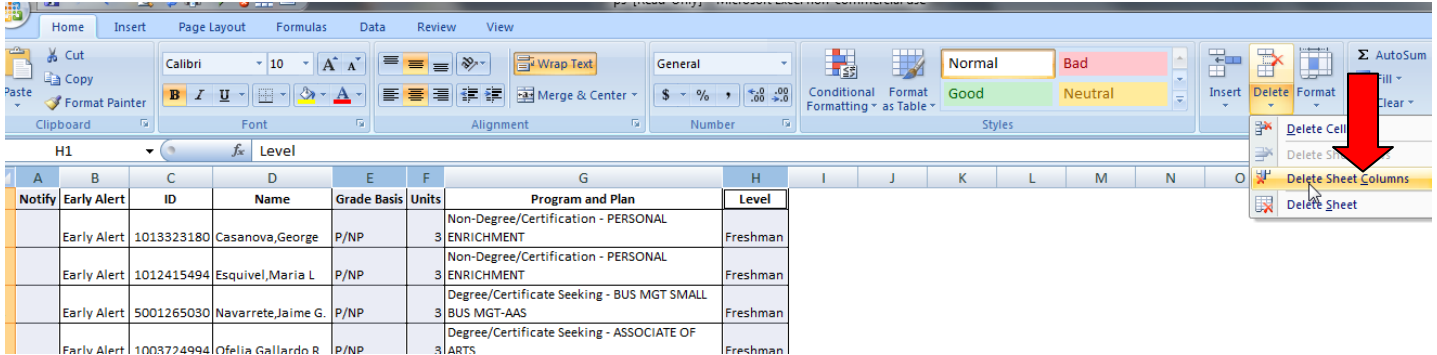
	A1							
	A	B	C	D	E	F	G	H
1	Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level
2		Early Alert	1013323180	Casanova,George	P/NP	3	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
3		Early Alert	1012415494	Esquivel, Maria L	P/NP	3	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
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:

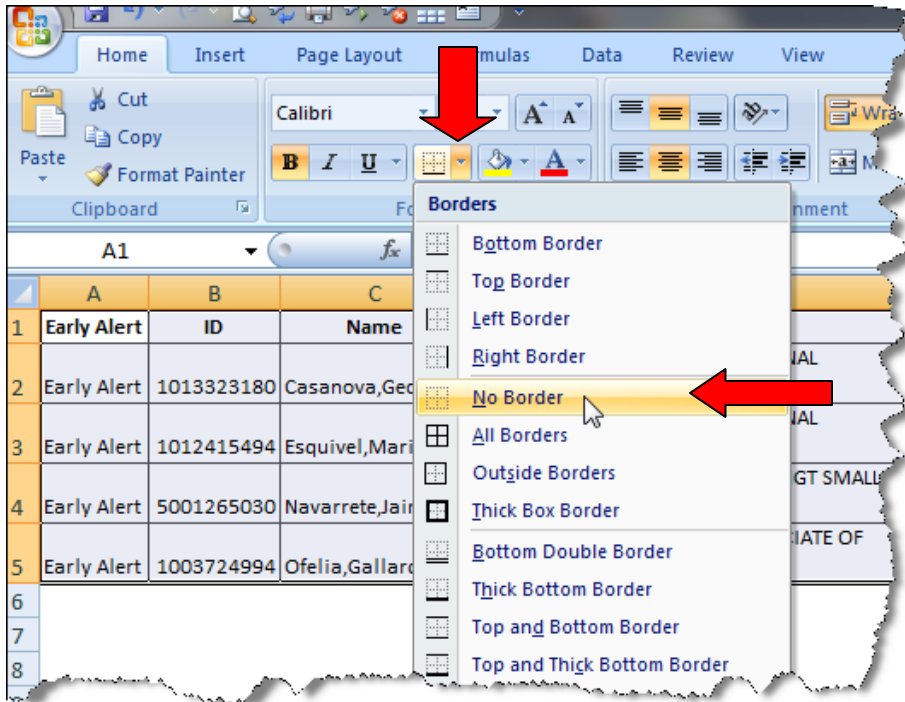


If you want to delete more than one column, select the first column letter you want, hold and don't let go of the CTRL key and click on each column (letter) you want to delete. Click on the **Home** tab, in the group **Cells**, click **Delete**, click on **Delete Sheet Columns**

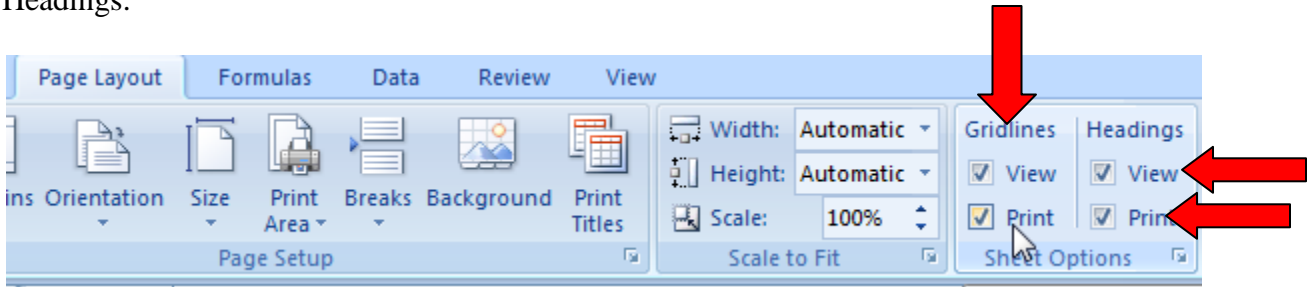


Now to **get rid of borders** and add lines:

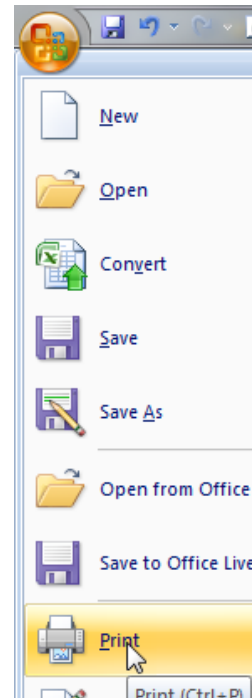
12. Highlight (choose) all the data, in the **Home** tab, in the group **Format**, click on the **Borders** down arrow and click on **No Border**



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):

