



Export BannerWeb Class Roster List to Excel for Gradebooks

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Procedure for downloading an Excel Class List from BannerWeb. (*You'll need the CRN for the course to download a roster.*)

1. Login to your BannerWeb account.
2. Select **Faculty Services**
3. Select **Excel Class List** from the list of options
4. The system will prompt for login credentials again.
5. Enter the **CRN** when prompted.
6. Select **Get Roster**.
7. Click the **Save** button and navigate to where you want the file to be saved, and click **OK**. (You could choose to **Open** the file to use it immediately, and **Save** it later.)
8. A **Download Complete** message will appear indicating that the file is ready for editing.