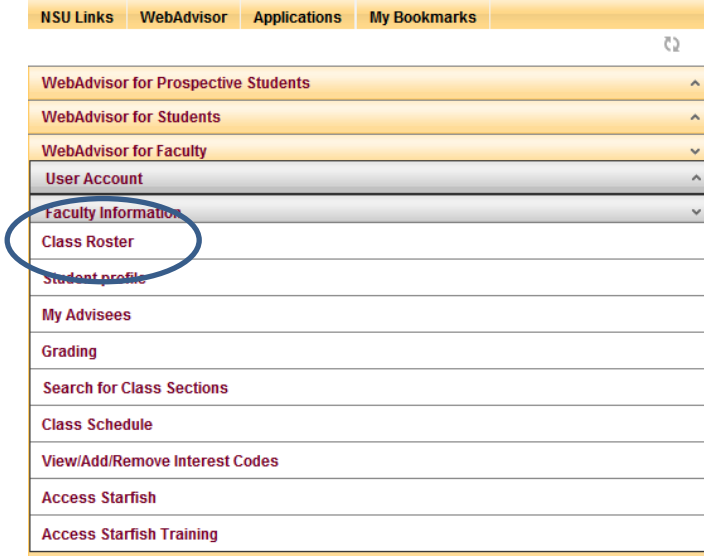


Saving Class Roster in myNSU

1. From the myNSU homepage, click the WebAdvisor tab and then select Class Roster from the Faculty Information section.



2. Select the term you wish to view and click Submit.
3. From the list of courses available, click on the highlighted course you would like to export your class roster for.

The screenshot shows the 'Class Roster Select Section' form. At the top, there is a 'BACK' button. Below it is a table with the following columns: Section Name and Title, Term, Start Date, End Date, Meeting Information, Location, and Reg/Avail/Wait. The table contains one row of data: EDFN-491-N01 (12766) IS:CompSupportEducEnvironment, 2014 Spring, 01/13/14, 05/09/14, 01/13/2014-05/09/2014, Northern State University, 1 / 2 / 0. Below the table, there is a form for selecting a term or date range, with fields for Term, Start Date, and End Date. At the bottom, there is a 'SUBMIT' button.

4. A table will be presented that shows the following information for each student:

Student ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Repeat	Credits	CEUs	Cross-Listed Section
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5. Using your computer mouse, highlight all of the students displayed.
6. Then copy this information by right-clicking and selecting Copy or selecting Ctrl + C on your keyboard.
7. Scroll to the top of the page and click the link to "click here to download it to Excel".
8. In the pop-up message that appears, select to open Excel.
9. Excel may require you to Enable Content.
10. Click the button **Click Here to Paste** and your roster will paste to your Excel spreadsheet in proper format.