

Export Class Roster for Instructors

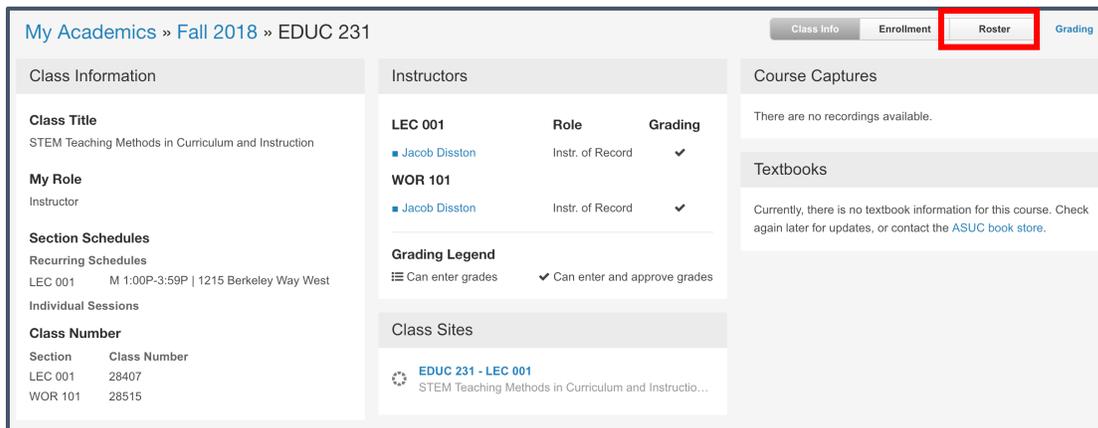
This job aid describes how instructors can access and download a class roster.

1. Log in to CalCentral using your CalNet ID and passphrase.

Navigate to **My Academics > Teaching** and select the appropriate class.

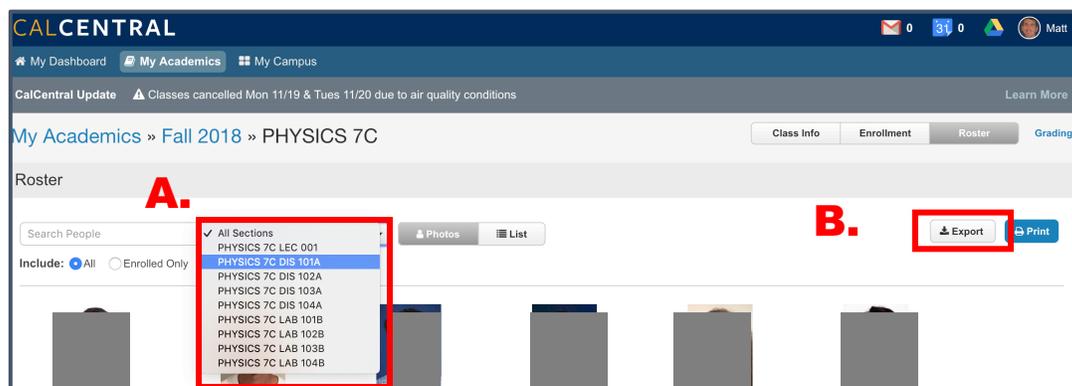
The screenshot shows the CalCentral 'My Academics' interface. At the top, the navigation bar includes 'My Dashboard', 'My Academics' (highlighted with a red box and labeled 'A.'), 'My Finances', and 'My Campus'. The main content area is divided into several sections: 'Profile' (showing user 'Jacob D' and academic details), 'Semesters' (with a table for Spring 1997), 'Degree Progress' (listing milestones like 'Advancement to Candidacy'), and 'Teaching' (highlighted with a red box and labeled 'B.'). The 'Teaching' section is expanded to show a list of classes by semester. Under 'Fall 2018', the class 'EDUC 231' (STEM Teaching Methods in Curriculum and Instruction) is highlighted with a red box and labeled 'C.'. Other classes listed include EDUC 231A, EDUC 390D, EDUC 393, and EDUC 231A for Summer 2018. A 'Show More' button is visible at the bottom of the teaching list.

2. Select **Roster** from the class dashboard.



3. Choose the appropriate **Class Section** from the drop down menu to view only students enrolled in that section.

Select **Export** to download an CSV file of the currently displayed roster.



4. The export will be a CSV file, which can be opened in Excel. Below are examples and notes:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Student ID	User ID	Role	Email Address	LEC	DIS	LAB	Majors	Terms in Attendance	Units	Grading Basis
2	Ge	20	0 6	5 Student	li	1	101A	101B	Civil & Environmental Eng BS, Gec	8	4	Letter
3	Br	20	5 9	3 Student	v	1	101A	103B	Electrical Eng & Comp Sci BS	6	4	Letter
4	Pri	20	1 10	0 Student	p	1	104A	103B	Chemical Engineering BS	6	4	Letter
5	Ca	20	8 10	2 Student	r	1	104A	101B	Atmospheric Science BA	6	4	Letter
6	Vi	20	5 10	5 Student	g	1	102A	104B	Physics BA	8	4	Letter
7	Le	20	7 10	7 Student	n	1	104A	103B	Letters & Sci Undeclared UG	6	4	Letter
8	Du	20	3 11	7 Student	r	1	102A	104B	Eng Math & Statistics BS	8	4	Letter
9	Yo	20	9 11	3 Student	a	1	104A	101B	Computer Science BA	8	4	Letter
10	Le	303	4 15	1 Student	d	1	102A	103B	Electrical Eng & Comp Sci BS	6	4	Letter
11	Ha	303	8 15	4 Student	h	1	101A	101B	Letters & Sci Undeclared UG	6	4	Letter
12	Vi	303	0 15	5 Student	e	1	101A	103B	Geology BA	6	4	P/NP
13	Lit	303	9 15	3 Student	v	1	102A	103B	Physics BA	6	4	Letter

Each class component will appear in a separate column. This class has 3 components (LEC, DIS, LAB).
Technical note: While leading zeros are present, Excel does not automatically display them.

If the class is cross-listed, a new column will appear that shows which class the student enrolled in.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Student ID	User ID	Role	Email Address	Course	SEM	Majors	Terms in Attendance	Units	Grading Basis	Waitlist Position
2	Es	3032	7 10	02 Student	e	AFRICAM C265	1	Education PhD	G	3	Letter	
3	W	3032	0 10	47 Student	h	AFRICAM C265	1	Public Health MPH	G	3	Letter	
4	Ini	3033	1 10	43 Student	jc	AFRICAM C265	1	Public Policy MPP	G	3	S/U	
5	Ha	3033	4 10	03 Student	e	AFRICAM C265	1	Social Welfare MSW	G	3	Letter	
6	Ar	3034	3 10	27 Student	rr	AFRICAM C265	1	African American Studies PhD	G	3	Letter	
7	Te	15	0 10	40 Student	rr	EDUC C265C	1	Social Welfare MSW	G	3	Letter	
8	Rc	15	8 10	88 Student	a	EDUC C265C	1	Public Policy MPP	G	3	Letter	
9	Da	23	8 10	44 Student	st	EDUC C265C	1	Public Policy PhD	G	3	Letter	
10	Th	22	9 10	37 Student	st	EDUC C265C	1	Public Policy MPP	G	3	Letter	
11	Hu	26	3 15	53 Student	ku	EDUC C265C	1	ISP PhD	G	3	Letter	

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>