

Creating Class Rolls from Banner Using Excel

Follow these steps:

1. Go to myDixie and enter your assigned **University ID** number and **PIN** (if you don't know this information, call 652-7708).
2. Choose the "**Faculty & Advisors**" link.
3. Choose the "**Summary Class List**" link.
4. Select the appropriate **Term** and click "**Submit**".
5. Open Excel
 - In a new document, right click column C
 - Format column to text by clicking "Format Cells" and "Text"
 - Click the cursor in A1
 - Paste
 - Right click on the small clipboard on the bottom right of the screen
 - Click on "Match Destination Formatting"
 - Select and delete all unwanted columns
 - Double click on the line between columns A-B & B-C
6. Format the roll
 - Select as many blank columns as you wish to have on your roll
 - Adjust first blank column to desired width (the other selected columns will adjust automatically)
 - Click the space bar in each blank **column** you desire to print; also click the space bar in any extra **rows** you wish printed.
7. Add borders and headers
 - Select the entire table
 - Click on the Borders icon on the tool bar at the top of the document 
 - Select the desired border style, and click on that
 - Click on File; select Print Preview
 - Click on Page Setup; click on Header/Footer; Select Custom Header & type in desired header data (Borders can also be selected here under the heading "Sheet")
 - Click "OK"
8. Save the document into the Excel files and/or Print
9. Close, return to Banner, and repeat the steps for another roll
10. If you have questions, contact the Registrar's Office (x7708 or records@dixie.edu).