How to create a spreadsheet directly from the Summary Class List in BannerWeb (PC Users)

- Go to your Summary Class List in BannerWeb.
- Highlight the entire list from the #1 to the last little envelope button:

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Midterm</th>
<th>Final</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Decker, Lynn A.</td>
<td>000211964</td>
<td>&quot;Registered&quot;</td>
<td>Undergraduate</td>
<td>1.000</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Trax, Reggie T.</td>
<td>000223891</td>
<td>&quot;Registered&quot;</td>
<td>Undergraduate</td>
<td>1.000</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
</tbody>
</table>

- COPY this information to your computer's clipboard (right-click or CTRL+C or whatever method with which you're comfortable).
- Go to your blank Excel spreadsheet.
- Click in the A1 cell.
- Instead of clicking the clipboard to paste, **click on the tiny little arrow below the clipboard**: 
- Choose "Paste Special."
- A window will pop up. Choose "Text" and then click “OK:”

Now each column will match the columns on BannerWeb. Just delete any columns you don't need.