

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

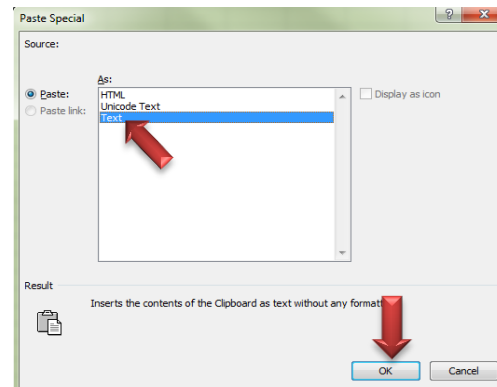
- Go to your Summary Class List in BannerWeb.
- Highlight the entire list from the #1 to the last little envelope button:

Summary Class List

| Record Number | Student Name | ID | Reg Status | Level | Credits | Midterm | Final | Grade Detail |
|---------------|-----------------|-----------|----------------|---------------|---------|---------|-------|--------------|
| 1 | Decker, Lynn A. | 000211964 | **Registered** | Undergraduate | 1.000 | Enter | Enter | |
| 2 | Trax, Reggie T. | 000223891 | **Registered** | Undergraduate | 1.000 | Enter | Enter | |

Email class

- 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.