

Viewing/Printing Class Roster via WebAdvisor

1. Print these instructions before continuing.
2. Start an Internet Explorer or Firefox or any other browser session.
3. Go MCC's home web page (<http://www.mclennan.edu>).
4. Click on the **WEBADVISOR** link.

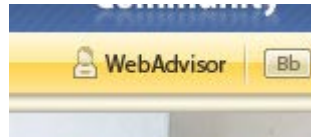


Figure 1: Web Advisor Link

5. From the Guest WebAdvisor Main menu, click on the **Log In** button.

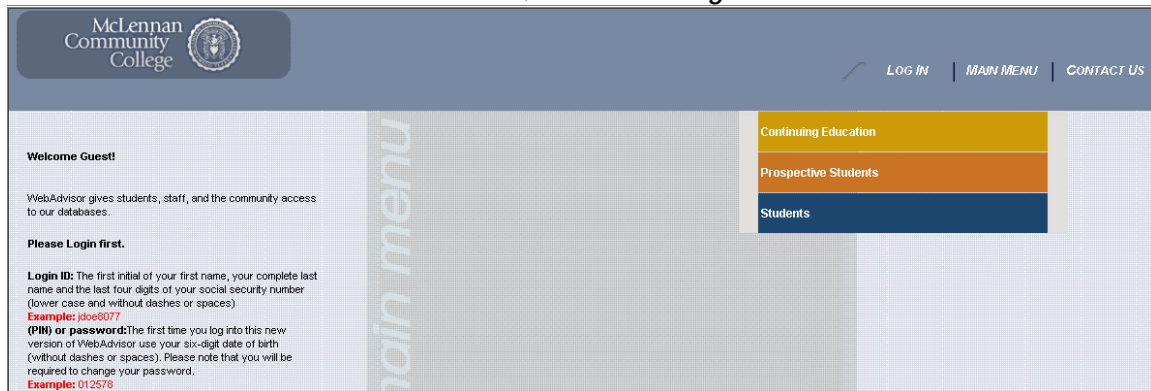


Figure 2: Web Advisor Main Menu

6. The Login dialog box should appear as in figure 3. Enter *the first letter of your first name, full last name, and the last 4 digits of your social security number with no dashes* as the Login ID (example *jdoe8077*). Enter *your WebAdvisor password*. Click the **Submit** button.

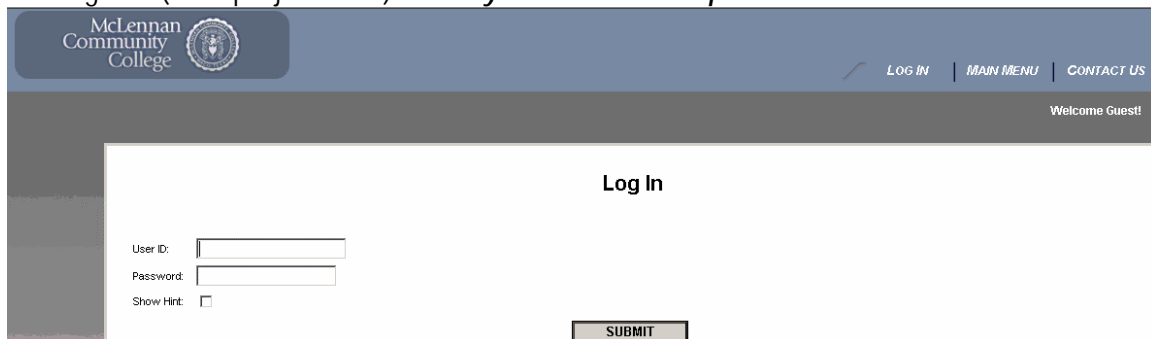


Figure 3: Web Advisor Login Dialog Box

7. From the Web Advisor Main Menu, select the **Web Advisor for Faculty** link.
8. At the Faculty Menu, click on the **Class roster** link.

Viewing/Printing Class Roster via WebAdvisor



Figure 3: WebAdvisor For Faculty Menu

9. Select a term from the term drop-down menu and click Submit, or if the term you wish to view rosters for is not in the drop-down menu, enter a start date and an end date (using a start/end date will display classes that begin or end within the time period specified) and click Submit, or if you do not enter a term or start/end date, all of the classes you have taught will display on the screen when you click on the Submit button.

Class Roster

Select a Term

or Enter a Date Range

10. Use the appropriate scroll bars to move from side to side or up and down to locate the class roster you wish to view.

NOTE: If you wish to view the roster in text format so that you can import the data into another application such as Excel, go to View Data in Text Format section in this document

11. To view a class roster from the list, click on the **check box** in the Choose One column. Click on **Submit**. You may only display one class roster at a time.
12. To print the roster, click on the **browser's printer** button.
13. To view a student's profile, click on the check box under the Stu Profile column. To return to the current roster after viewing a student's profile, click on the browser's **BACK** button. You may only view one student profile at a time. You must deselect the last student for which you viewed their student profile in order to view another student's profile.
14. To view a student's current schedule, click on the check box under the Stu Schd column. To return to the current roster after viewing a student's current schedule, click on the browser's **BACK** button. You may only view one student schedule at a time. You must deselect the last student for which you viewed their schedule in order to view another student's schedule.

Viewing/Printing Class Roster via WebAdvisor

15. To display another class roster, click on the browser's **BACK** button. Deselect the course roster you just viewed, and select the next roster for which you wish to view.
16. When you are finished, please click the **Log Out** button.

View Data in Text Format

1. Click on the **check box** in the Choose One column and click on the **check box** in the Text Vers column. Click on **Submit**. You may only display one class roster at a time.

Choose One	Text Vers
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

2. Once the roster is displayed on the screen, click on your browser's File menu.
3. Select **Save As**, and select the file type of **Text file**.
4. Enter the course name as the file name. Be sure to take note of which folder the file is going to be saved to.
5. To display another class roster, click on the browser's **BACK** button. **Deselect** the course roster you just viewed, and select the next roster for which you wish to view.
6. When you are finished, please click the **Log Out** button.

Import Data into an Excel Spreadsheet

1. Open Excel
2. Select File, Open.
3. Locate and double-click the file you just saved.
4. The 'Text Import Wizard – Step 1 of 3' dialog box will appear. In the 'Original Data Type' category be sure that the **Fixed Length** radio button is select. Click **Next**.
5. The 'Text Import Wizard – Step 2 of 3' dialog box will appear. The screen lets you set field widths (column breaks). Scroll down until you see the student data.
6. Create a break line just before the student ID. This will create a break between the record number and the student ID. Click **Next**.
7. The 'Text Import Wizard – Step 3 of 3' dialog box will appear. With the record number column highlighted, select the 'Do not import column (skip) radio button.
8. Highlight the student ID column and select the 'Text' radio button. Highlight the telephone number column and select the 'Text' radio button. Click Finish.
9. You may need to expand the column widths.
10. To save this file in an Excel format, select File, Save As, select the 'Microsoft Office Excel Workbook' from the 'Save as type' drop-down menu.