WEBADVISOR

Faculty: Importing a Class Roster
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Issued February 15, 2013 Revised May 26, 2016
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1. From the CTCD.edu website, select WebAdvisor from the top right corner.

2. This will take you to the WebAdvisor Log In page.
1. On the top right corner of the WebAdvisor home page, select **Log In**.

2. On the Log In page, enter your 8-character **User Id**, (lower case “c” plus seven digit CTC ID. If applicable, ensure leading zeros are entered). Next, enter your **Password** and click **SUBMIT**.

2. Once logged in, select the yellow **Faculty** box to view your course information.
1. Under **Faculty Information**, select **Class Roster**.

2. Select the correct section from the **Class Roster** list.

3. You should now have an active list to view contact information for students enrolled in this section.

- **Next**, we will show you how to import this information to a spreadsheet.
Creating a Section Spreadsheet thru OneNote

1. If you have never used **OneNote** on your PC before, you may receive the following pop-up alert when attempting to create a section spreadsheet for the first time.

1. To avoid this, open the Windows Start Menu. Pre-launch **OneNote** by selecting it from Microsoft Office folder.
1. On the Class Roster, from the bottom of the student table, start highlighting from the **Security Access Messages** section and continue up to the table header. Hold down the left mouse button and drag upwards to do this.

2. Now, right-click and select **Send to OneNote** from the menu. 
   a. If the option to select a file to import the class roster appears, choose the desired location.

3. The class roster should import to **OneNote** in table format.
1. To paste the table from **OneNote** into **Excel**, begin highlighting the Class Roster from the bottom of the table to the **top**, and select copy (or Ctrl + C).

2. On a blank **Excel** page, place the cursor in cell **A1** and paste (Ctrl + V).

3. Adjust the columns and rows as needed to ensure proper printing.
Creating a Section Spreadsheet thru Excel

1. Open **Microsoft Excel** from your Desktop or program menu.

2. From the **Data tab**, select **From Web**.

3. The **New Web Query** pop-up window will appear. Log into your **WebAdvisor** account the exact same way as you would from **Internet Explorer** and select the **Class Roster** that you want to format into a spreadsheet to print.
1. Once you have the correct Class Roster, select **Import** at the bottom of the window.

2. When the **Import Data** window appears, make sure the curser has selected cell **A1**.

3. Select **OK**. This will import the class roster into **Excel**.
1. The first 20 or more lines lists the course information and meeting times. If you do not need this information, **delete** or **hide** these rows before printing.
   
   a. For this example, select rows 1-22, right-click the mouse and select **Hide** or **Delete** from the menu.

2. Your spreadsheet is ready to review. Make any necessary adjustments to the column widths before printing.
Points of Contact & Revision History

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<thead>
<tr>
<th>Date</th>
<th>Page(s)</th>
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<th>Description</th>
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<tr>
<td>11/10/14</td>
<td>7, 13</td>
<td>Added</td>
<td>Included OneNote Alert message for first time users. Added Revision History and POCs.</td>
</tr>
<tr>
<td>05/26/16</td>
<td>2, 13</td>
<td>Added</td>
<td>Revised by Sheree Stover, POCs, new logo throughout</td>
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