Accessing Your Class Roster through Self-Serve

PLEASE NOTE: In order to transfer the class roster from Self-Serve to **Microsoft Excel**, you must use the **Microsoft Internet Explorer web browser**. *Macintosh users should note that the Safari web browser is **not** compatible with this procedure. See Special Note below for Macintosh Users.*

To view the class roster in Self-Serve

1. Open Internet Explorer and go to https://pilots.up.edu.
2. Enter your network username and password and click 'Login'.
3. Click on 'Self-Serve' in the menu bar or in the right hand column.
4. Select the 'Faculty & Advisors' tab.
5. Click on 'Term Selection' and choose the term from the drop down menu. Click on 'Submit'.
6. Click on 'CRN Selection' and choose the CRN of your class. Click on 'Submit'.
7. You can select to view the 'Summary Class List' or the 'Detail Class List'.
8. If the word 'Confidential' is listed next to a student's name on the class list (or any page in Banner Web), it indicates that the student has requested that no information regarding the student may be released to a third party.

To transfer the class roster information to Excel

SPECIAL NOTE FOR MACINTOSH USERS: The Safari web browser is not compatible with this procedure and should not be used to transfer your class roster information to Microsoft Excel. Please use Netscape 7.1 for Mac or Microsoft Internet Explorer 5.2 for Mac as both of these browsers have been tested with this procedure and have been found to work correctly.

1. Choose the desired term and CRN of the class.
2. Select the 'Summary Class List' page to display the class roster.
3. Move your mouse pointer to the 'CRN' box just above the student names.
4. Click on the left mouse button and hold while you drag your mouse across the page and down to select the desired text.
5. From the Internet Explorer's Edit menu, select 'Copy' to copy the class roster information to the clipboard.
6. Open Microsoft Excel.
7. Click on the Edit menu in Excel and select 'Paste' to paste the class roster from the clipboard to Excel.

To save the class roster in Excel and remove the hyperlinks

SPECIAL NOTE FOR MACINTOSH USERS: All hyperlinks are automatically removed when you paste your roster information into Microsoft Excel so you do not need to complete this part of the procedure. Instead all you need to do now is edit out any information you do not wish to save, and save the document as an Excel file.

1. From the File menu in Excel select 'Save As'.
2. In the 'File Name' box type in the name of this file and in the 'Save as type' box, select "Microsoft Office Excel Workbook(*xls)".
3. Click 'Save'. You will receive a warning message that some of the features are not supported by this file format. Click 'OK' or 'Yes'.
4. Then select 'Close' from the File menu. This will clear the hyperlinks.
5. Now open the file you just closed and you will find that all the hyperlinks have been removed.
6. You may need to resize the name column to see the entire student name, and delete any unnecessary columns. Remember to save any changes made to this file.

*If you wish to remove the underline and color from the names on your roster, select the column and click the underline button on the toolbar twice. Then select the font color icon down arrow and select automatic.

Explanation of registration codes on the Summary Class List

RE	Registered
RW	Registered via the web
UU	Audit course
WC	Withdrawn from course
AW	Withdrawn from course by exception to academic regulations
WS	Student has withdrawn from the University