



Creating a Class Roster in Excel

Revised - 08/28/06 (Replaces previous version)

1. Logon to Ursa at <http://ursa.unco.edu> using your network user name and password.
2. When you're in Ursa, your name will appear under the Ursa header. (Fig. 1)
3. Click on the **Faculty** tab. (Fig. 1)
4. In the **Class Roll** channel, enter the **Course Record Number (CRN)** for the course for which you want to create a class roster and click on **Submit**. (Fig. 2)
5. Click on either **Open** or **Save**. (Fig. 3)
6. The class roll will appear in an Excel spreadsheet with the following information: CRN, course prefix, number, section, instructor, the students': Bear Number, names, level, major, phone numbers and e-mail address).
7. From the spreadsheet you can copy and paste e-mail address(es) into an e-mail message for one student, several students or the whole class.

Fig. 1 *Note: The class roll channel (Fig.2) may not render properly using the Safari 1.x, and Internet Explorer 7.x browsers.*

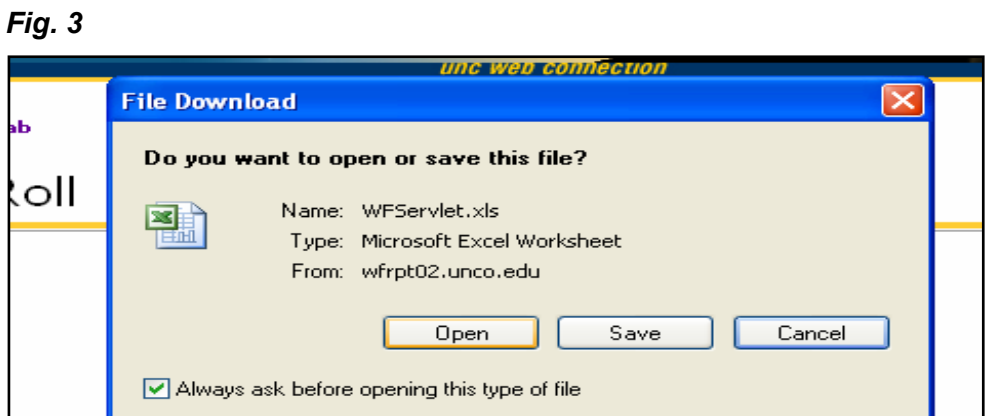
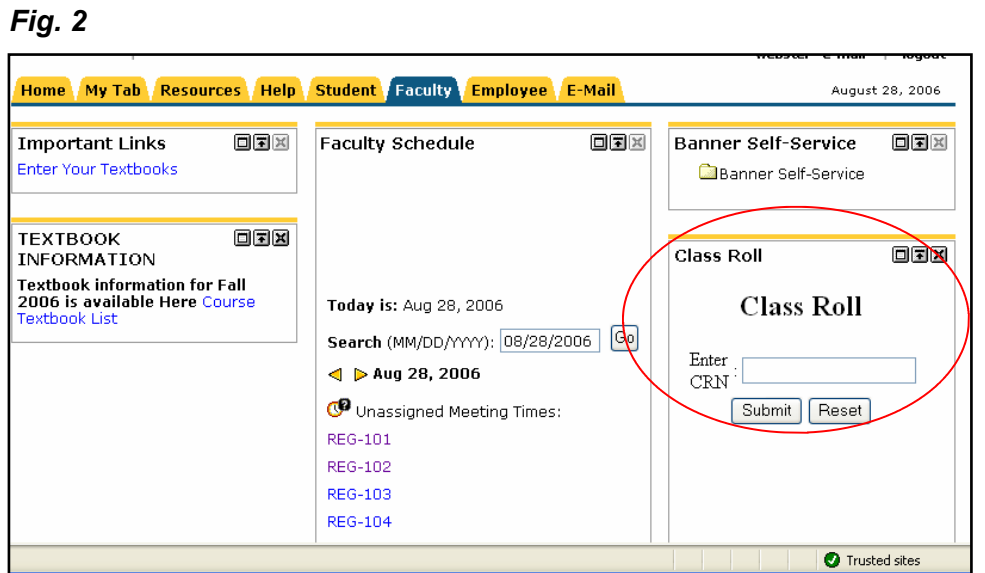


Fig. 3