## **E-Services**



UHCL

## Downloading Rosters to Excel

Steps	Descriptions
1.	Access the UHCL E-Services page at <u>www.uhcl.edu/eservices</u> .
	Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Faculty Center tile
	Faculty Center
3.	The Faculty Center displays your Teaching Schedule for the current semester automatically.
	Joe Test
	Faculty Center         Advisor Center         Search           my schedule         class roster         grade roster
	A schedule
	Summer 2011   UH-Clear Lake change term
	CV Upload Link Select display option:  Show All Classes  Show Enrolled Classes Only
	Kon Legend: 🏦 Class Roster 🗟 Grade Roster 🗟 Learning Management
	My reaching schedule > Summer 2011 > OH-Crear Lake   150m Class Class Title Enrolled Days & Times Room Class Dates Upload
	Image: PSOFT 1234:         Intro to PeopleSoft         TuTh 12:00AM - 12:00AM         TBA         Jun 6, 2011-         Syllabus           01         (Lecture)         Aug 6, 2011         Upload
	(18241) Link View Weekly Teaching Schedule
4.	Click the Class Roster icon next to the class number.
	My Teaching Schedule > Sum
	Class Class Title I
	SOFT 1234- Intro to RecoleSoft
	18241) (Lecture)
5.	Click the <b>Download to Excel</b> icon located on the right of <b>Find</b>
	*If you are unable to download the file, you may have to configure your browser to allow for automatic downloads.
	Use the Allowing Automatic Downloads guide to make sure you have the settings correct on your browser.
	Enrolled Students Find First II 1 of 1 II Last
	ASR Notify Photo ID Name Grade Units Program and Plan Level
	1 TOP - The amore Top - Top - School of Business UG -
	1 Mart W W003009 1est, Joe Kichard Graded 3.00 General Business BS Junior



to return to the Home Page.

Click on

or