

Creating Class Rolls from Banner Using Excel

Obtaining the Rolls from the Banner system

- Go into the Banner system
- Select correct term and “Summary Class Rolls” for the desired class
- Select and copy the rolls, including the numbers, starting with name # 1

Open Excel

- In a new document, click column C
- Format column to text
- Click the cursor in A1
- Paste
- Right click on the small clipboard on the bottom right of the screen
- Click on “Match Destination Formatting”
- Select and delete all unwanted columns
- Double click on the line between columns A-B & B-C

Formatting the rolls

- Select as many blank columns as you wish to have on your roll
- Adjust first blank column to desired width (the other selected columns will adjust automatically)
- Click the space bar in each blank column you desire to print; also click the space bar in any extra rows you wish printed.
- Borders and Headers
- Select entire table
- Click on the Borders icon on the tool bar at the top of the document
- Select the desired border style, and click on that
- Click on File; select Print Preview
- Click on Setup; click on Header/Footer; Select Custom Header & type in desired header data
- (Borders can also be selected here under the heading “Sheet”)
- Close

Save the document into the Excel files and Print

Close, return to Banner, and repeat the steps for another roll