



Importing your PAWS for Faculty Class Roster into Excel November 2008

There are two major steps involved in importing your class roster into Excel.

1. Gather your roster data from PAWS for Faculty
2. Format your roster data using Excel

Step 1. Gathering Data with PAWS for Faculty

After you have logged into PAWS for Faculty generate your class roster. Your screen will look similar to the following screen.

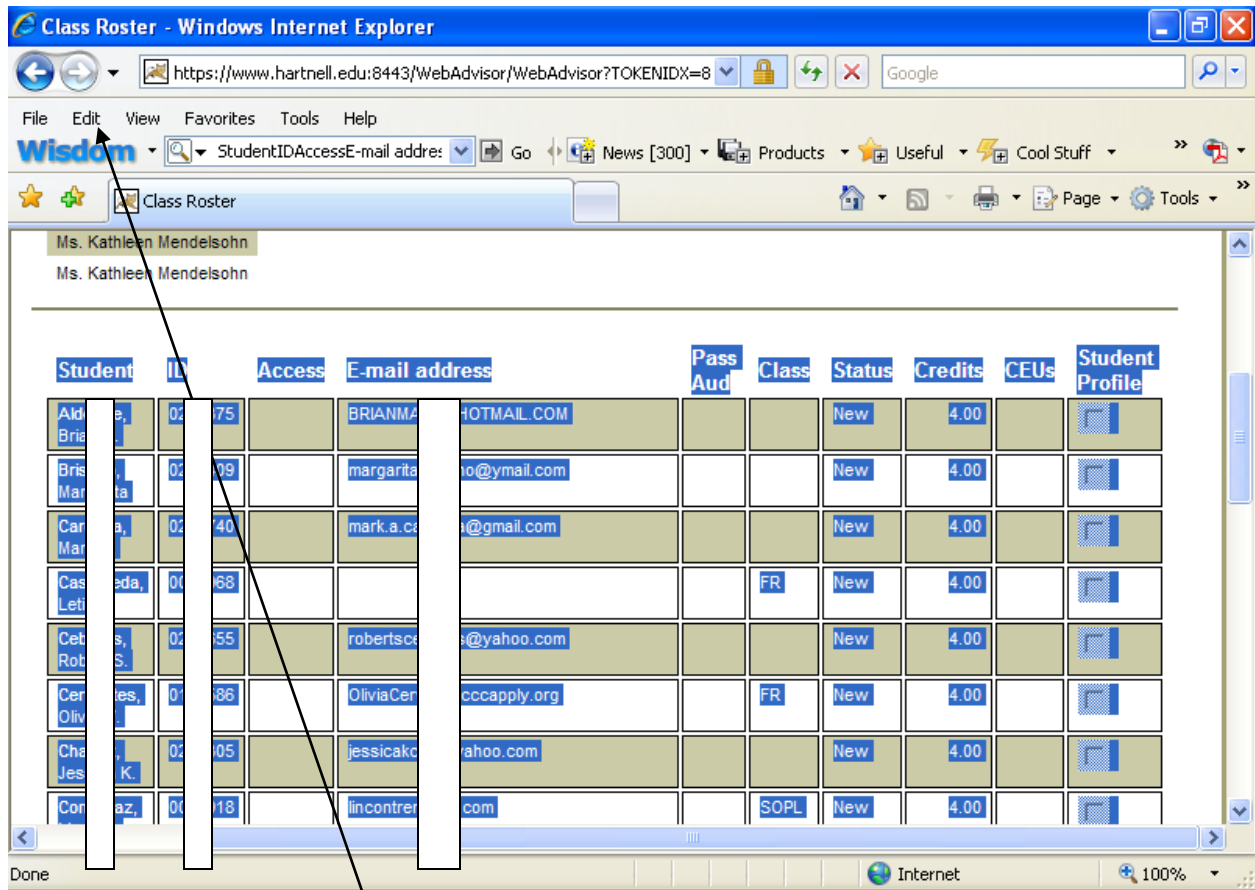
The screenshot shows a web browser window titled "Class Roster - Windows Internet Explorer". The address bar shows the URL: <https://www.hartnell.edu:8443/WebAdvisor/WebAdvisor?TOKEI>. The browser displays a table with the following data:

Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits
Alte, Brian M.	021775		BRIANM...HOTMAIL.COM			New	4.00
Brito, Margarita	02109		margarita...no@gmail.com			New	4.00
Cadena, Maria A.	02140		mark.a.c...a@gmail.com			New	4.00
Celedonia, Le...	00168				FR	New	4.00
Cedros, Robert S.	02155		roberts...s@yahoo.com			New	4.00
Centes, Olivia V.	01186		OliviaCe...cccapply.org		FR	New	4.00
Chavez, Jessica K.	02105		jessicak...yahoo.com			New	4.00
Contreras, Lin...	00118		lincontre...l.com		SOPL	New	4.00
D...io,	02199					New	4.00



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Now you need to copy all the data that is displayed in the table. To do this, we start by selecting the very top left of the table and drag until the entire table is highlighted. Your screen should look similar to the following.

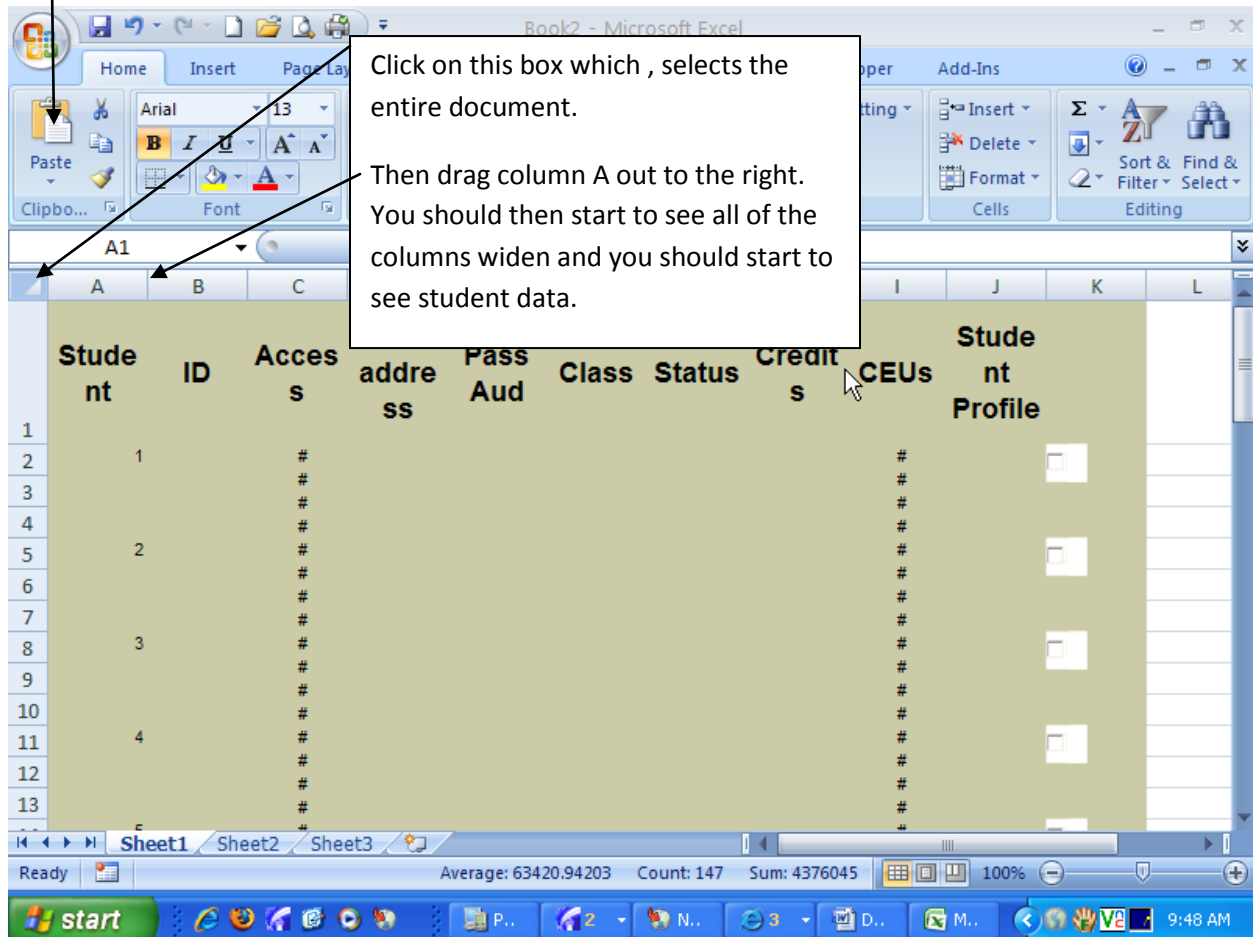


Copy this data by going to the **EDIT** menu and clicking on **COPY**.

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Step 2. Formatting data using Microsoft Excel.

Open Microsoft Excel, you should have a blank spreadsheet in front of you. You are now ready to past the data that you copied from PAWS for Faculty into the spreadsheet. With the cell A1 selected, click on **PASTE** (click right on the clipboard).



Click on this box which, selects the entire document.

Then drag column A out to the right. You should then start to see all of the columns widen and you should start to see student data.

	Student ID	Access address	Pass Aud	Class Status	Credits	CEUs	Student Profile
1							
2	1	#				#	
3		#				#	
4		#				#	
5	2	#				#	
6		#				#	
7		#				#	
8	3	#				#	
9		#				#	
10		#				#	
11	4	#				#	
12		#				#	
13		#				#	

You can now delete columns F – J.



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A	B	C	D	E
Studen	ID	Access	E-mail address	Pass Aud
1	Aldere, Brian M.	275		BRIAN...@HOTMAIL.COM
2	Briseno, Margarita	209		margarita_briseno@ymail.com

You will notice that the titles don't match the rows of data. To correct this, you will need to manually change them to match.

- on Column B heading, type Student
- on Column C heading, type ID
- on Column E heading type E-Mail Address

It should now look like this.

A	B	C	D	E
Student	Student	ID	E-mail address	E-mail Address
1				
2	Aldere, Brian M.	275		BRIAN...@HOTMAIL.COM
3				
4				
5	Briseno, Margarita	209		margarita_briseno@ymail.com

- You can now delete Column A, and Column D

It should now look like this.

A	B	C
Student	ID	E-mail Address
Aldere, Brian M.	275	BRIAN...@HOTMAIL.COM
Briseno, Margarita	209	margarita_briseno@ymail.com



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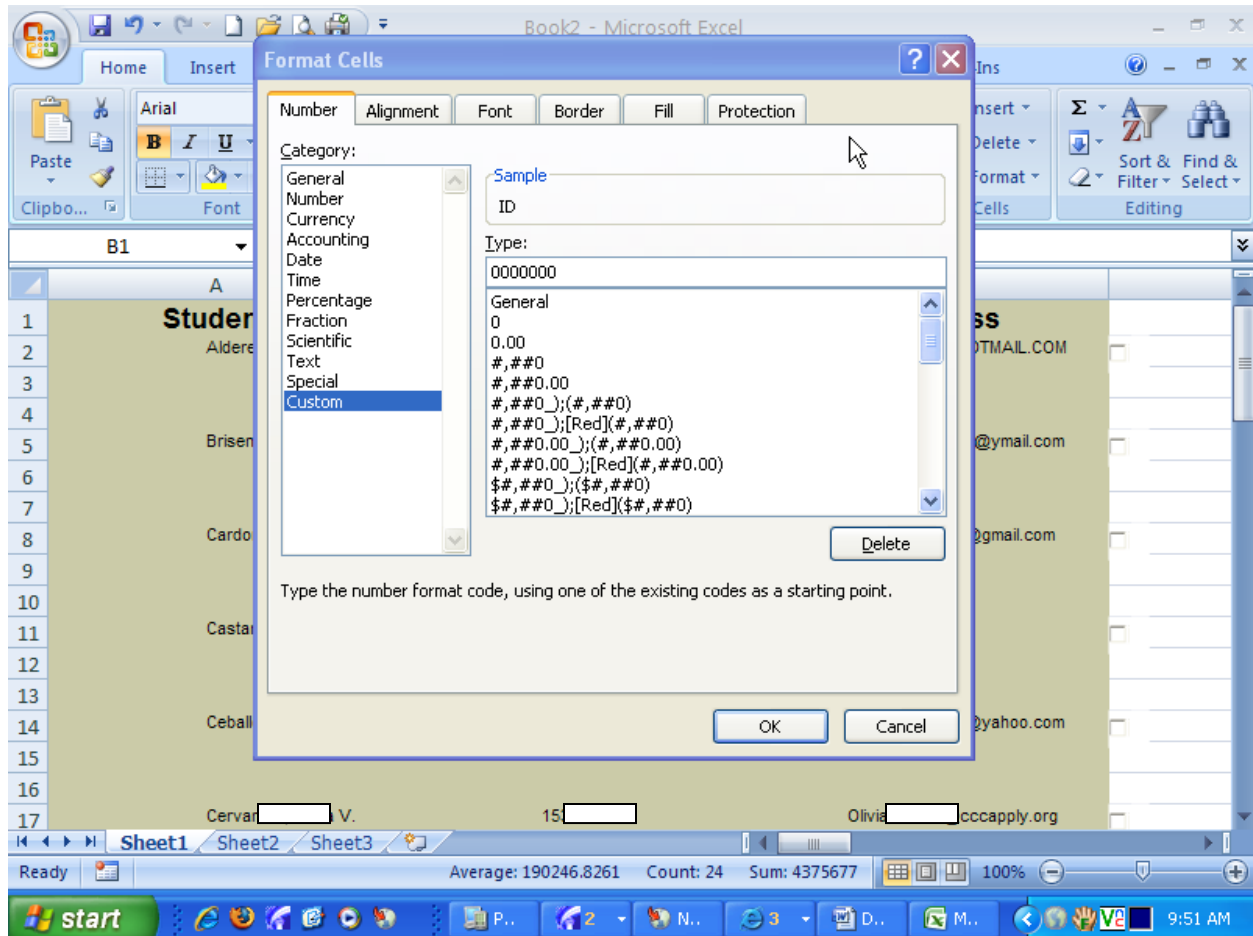
Now, we need to format the ID column to display the zeros that are generated by PAWS for Faculty and part of the Student ID at Hartnell.

To do this, we select the column that contains the ID information.

Click on this button to get the format menu.

	A	B	C
1	Student	ID	E-mail Address
2	Alden Brian M.	2005	BRIAN ALDEN1@HOTMAIL.COM
3			
4			
5	Brise Margarita	2009	margarita.brise@ymail.com
6			
7			
8	Card Mark A.	2000	mark.a.dona@gmail.com
9			
10			
11	Castro Leticia	2006	leticia.castro@cccapply.org
12			
13			
14	Ceballos Robert S.	2005	robert.s.ceballos@yahoo.com
15			
16			
17	Cervantes Olivia V.	1006	olivia.cervantes@cccapply.org

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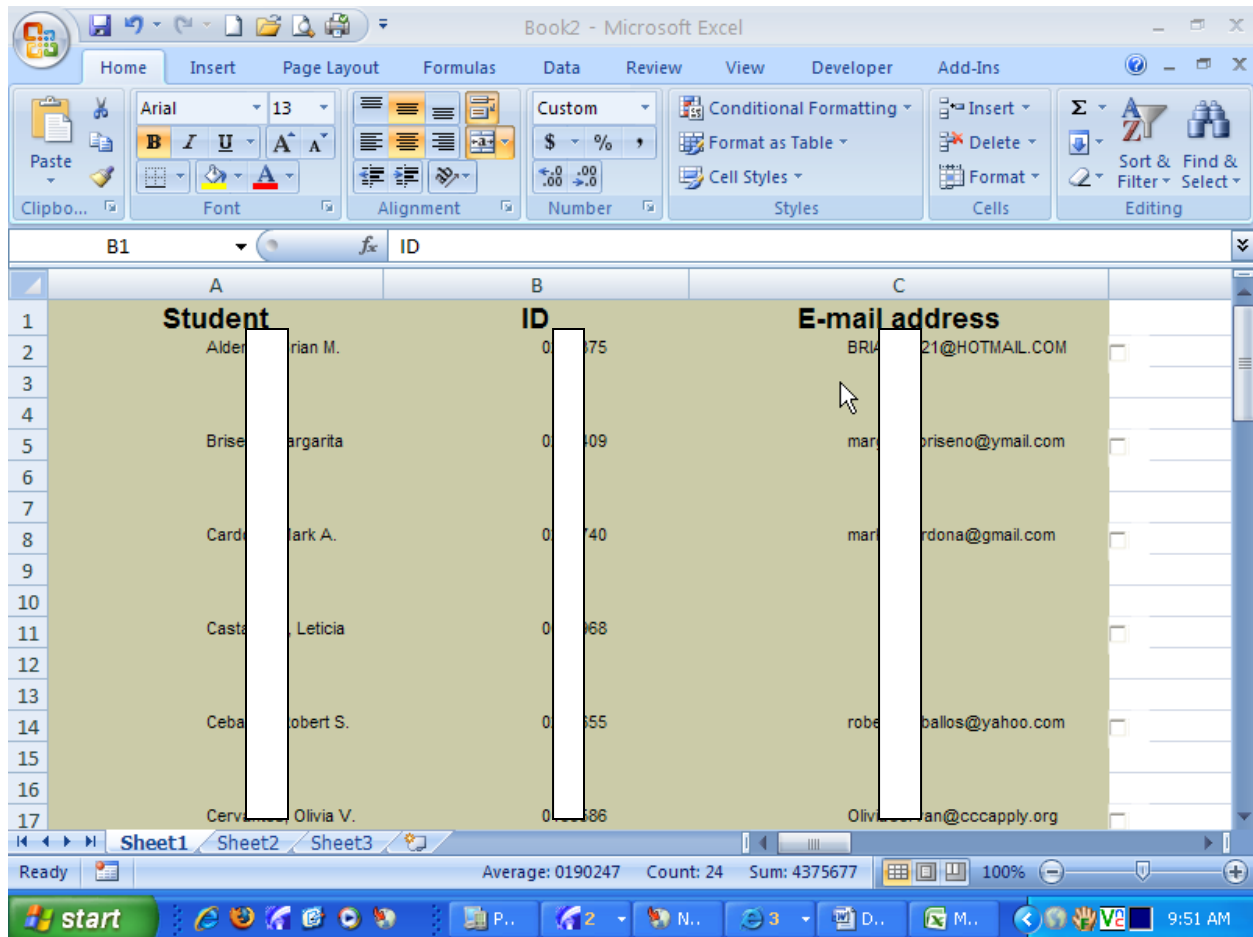


In the format cells window, select **CUSTOM** to the left. Then we need to enter a value that will accept the 7 digits generated by PAWS. To do this we enter 7 zero's in the **TYPE** box.



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Now notice that the ID column contains the same 7 digit number that the PAWS system uses.



After you adjust your columns for your formatting, you can now save the file.