Downloading Rosters

Desire 2 Learn

Center for Teaching and Learning (CTL)
100 Administration Bldg., Memphis, TN 38152
Phone: 901.678.8888
Email: itstrainers@memphis.edu
Center for Teaching and Learning Website

12/19/2017

Brought to you by:
umTech & The Center for Teaching & Learning
Table of Contents

Service Desk Request ................................................................. 7
   Submitting a Ticket ............................................................... 7
   Call the ITS Service Desk (901.678.8888) any day of the week! ........ 7
Important Links ........................................................................... 7
1. Go to myMemphis and enter your UUID and password (this is the same information you enter to access your campus email or umDrive).

2. Select the Faculty Page, and then click the eCourseware logo. Your My Home page of eCourseware will display.
3. In the center column, under *My Courses*, you will see a list of all courses you are assigned to as faculty. You may need to scroll down to see the *My Course* area.

*Note: Before each semester, Banner will automatically create a course shell for each offering in the catalog and populate the course with faculty and students (populations are updated nightly)*.

Find the title of the class you need a roster for and click on it; your class site will appear.
4. Near the top of the screen, above the class title, from the drop-down menu under assessments click Grades; the Grade Setup Wizard will display.

![Grade Setup Wizard](image)

5. On the left side, under Grades Area, click Enter Grades; the User List screen will display.

![User List Screen](image)

6. Select the Export Grades button; the Export Grades screen will display.

![Export Grades Screen](image)

7. Under Export Options:
• Under the Export Options:
  o Export Grade Items For: All users should be selected in the dropdown
  o Key Field: Click the User name radio button; this is their UUID
  o Grade Values: Remove all checkmarks
  o User Details: This is your preference; choose the checkbox(es) appropriate for your needs; select what you would like to show up in the CSV file in addition to the students’ UUID.

*Remove all checkmarks, if any exist, from the Choose Grades to Export and Grade Item areas*

Click the Export to CSV button at the top or bottom if he options box. An Export Grades box will appear letting you know your file is now ready to download.
8. Within the Export Grades box, click the link and a box will open and the file will appear.

![Export Grades screenshot]

9. Download the file and open in Excel and you can save it to the location of your choice, you may work with it as you would any .csv file.

![Downloaded file screenshot]
Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
  - Here is a link to our service desk ticketing system
  - After logging in, choose the link Request Help or Services.
  - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk is available from 8:00 a.m. - 11:59 p.m., seven days a week (excluding some holidays). You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 12:00 a.m., please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- Explore the umTech Website
- Center for Teaching and Learning (CTL) Website
- Search our Training and Documentation