

How do I find my course roster?

Faculty members who teach classes may view their course rosters in myPurdue. To access your course rosters, log into myPurdue at <https://myPurdue.purdue.edu> using your Purdue Career Account user name and password.

Secure Access Login




User Name:

Password:

[Help with logging into myPurdue](#)

Click on the **Faculty** tab on the top of the page. Note: Your tabs may be different due to your assigned roles.



Quick Links   

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Class List

- [Download Course Rosters](#)
- [Detail Class List](#)
- [Summary Class List](#)

There are three options for rosters. The options are listed under the **Class List** section of the Quick Links Channel. Each type of class list contains different information about your students.

Download Course Roster: Allows you to download your course roster and save it so that you may view the information with a spreadsheet application, such as Excel, or a text editor, such as Notepad. This process is described in the [next section](#). This view is the most comprehensive of all of the class lists and contains a variety of information about each student.

Detail Class List: Click on the Detail Class List link. It provides information such as each student's program, college, major, minor, etc.




Summary Class List: Click on the **Summary Class List** link. This is an abbreviated roster that provides name, ID, level, registration status, and the number of credit hours for which the student is taking your course.



Note: The **Detail Class List** and **Summary Class List** allow you to send e-mail to individual students directly from the page. Simply click on the e-mail icon on the right side of each student listed.

How do I download my course roster?

Go to the Quick Links channel on the left side of your screen. Under the Class List category, click on the **Download Course Rosters** link.

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Select the term for the roster needed from the **Select a Term** pull-down list. Click **Submit**.

Select Term

Select a Term:

In the **Download** column, check the check box(es) to indicate the courses for which you need a roster. Select a **Character Set** (US7ASCII is recommended) and click the **Download Roster** button.

Download Course Roster

 Course Email Lists can be requested at <http://www.itap.purdue.edu/tt/emaillists/>.

Summary Course List

Download (check for yes):	CRN	Course	Section Type	Credit Hour	Class Size	Max Class Size	Course Title	Meeting Time
<input checked="" type="checkbox"/>	17815	EDCI 36000	001 Lecture	3	17		25 Curriculum And Instruction In Family And Consumer Sciences: Middle School	TR 4:30-5:45pm*Jan11-May01-BRNG 1268
<input type="checkbox"/>	17919	EDCI 45000	001 Lecture	2	16		25 Techniques Of Coordination In Cooperative Vocational Education	W 5:30-7:20pm*Jan11-May01-BRNG 1222

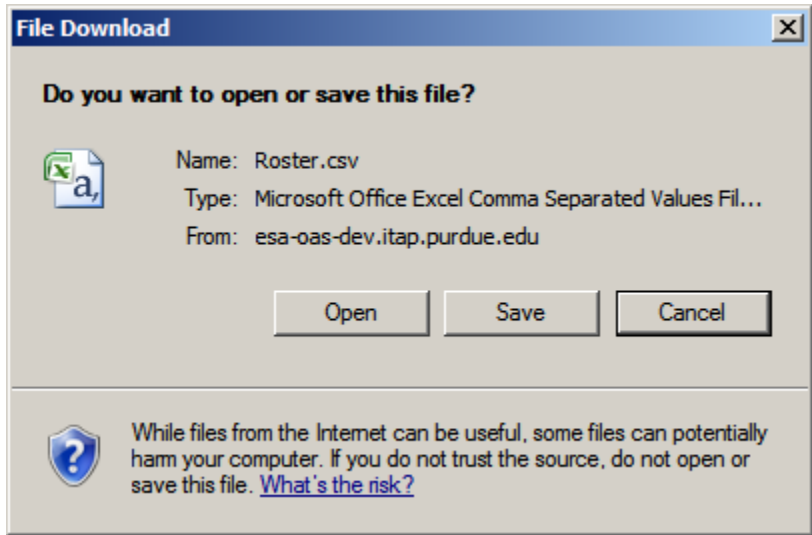
Character Set:

[Select All](#) [Deselect All](#)

[Return to Previous](#)

After you click **Download Roster**, you will be prompted with a **File Download** dialog box. When you **open** or **save** the file, the file format is a Comma Separated Values (CSV).* You may import it into any spreadsheet application. The .CSV format is used to expand compatibility for those running non-Windows platforms without Excel or with a different version of Excel.

*Note: See additional information about [Character Sets and .CSV Files](#).



For Microsoft Office users, the file will open in Excel by default. Microsoft users also may save the file in .CSV format and open it in a text editor, such as WordPad, to obtain raw data. If choosing to **save**, you will then be able to name the file, specify the destination to which to save, and open the file in your spreadsheet application.

	A	B	C	D	E	F	G	H	I
1	TERM	TERM DESCR	ID	User ID	NAME	PREF FIRST	FIRST NAME	MIDDLE NAME	LAST NAME
2	201210	Fall 2011			Student, Ima	Ima	Ima		Student
3	201210	Fall 2011		Student IDs and User IDs listed here.	Student, Imogene	Gene	Imogene		Student
4	201210	Fall 2011			Student, Purdue Pete	Pete	Purdue		Student

Roster Data Field Definitions

The downloaded roster contains the following data fields:

TERM	Banner term code for the section.
TERM DESCR	Banner term code description for the section.
ID	Student's PUID.
User ID	Student's user ID.
NAME	Student's full name.
PREF FIRST	Student's preferred (first) name
FIRST NAME	Student's first name.
MIDDLE NAME	Student's middle name.
LAST NAME	Student's last name.
CONFIDENTIAL	'Y' indicates this student's information is confidential.
LEVEL	Student's level: undergraduate, graduate, professional.
CLASS CODE	Student's classification code.
CLASSIFICATION	Student's classification description.
EMAIL	Student's email address.
CRN	Course Request Number; unique identifier of the section.
SUBJECT	Course subject.
COURSE NUMBER	Course number.
SECTION	Section identifier.
COURSE TITLE	Course title of the section.
CREDIT HR	Number of credit hours for which the student is registered.
SCHEDULE TYPE	Type of instruction for the section.
CAMPUS	Campus offering the section.
COLLEGE CODE	Code of College (or School) offering the section.
COLLEGE	College (or School) offering the section.
PROGRAM DESCR	Student's program description.
MAJOR DESCR	Student's major description.
REG STATUS	Student's registration status.
GRADABLE INDICATOR	Indicates whether the section is gradable, Y or N.
GRADE MODE	Grade mode for the student.
GRADE MODE DESCR	Grade mode description, e.g., Regular, Audit, etc.
CANDIDATE	Indicates student's candidacy for graduation this term, Y or N.