

# Downloading Rosters

## Center for Teaching and Learning (CTL)

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## Downloading Rosters for Daylight

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1. Go to any page on the UofM Website and click on the lower left-hand corner of the page, click on the word **eCourseware**.

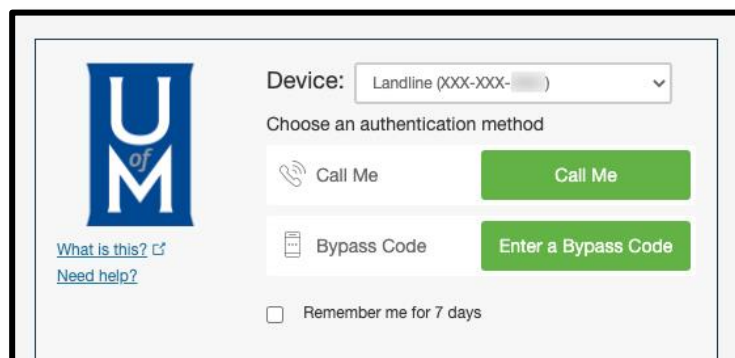


2. Using your UofM sign in with your **A)** uuid and **B)** password.



The screenshot shows the 'Login to Office 365' page. At the top right is the University of Memphis logo. The main content area has a white box with a blue border. On the left side of this box, there are two red circles with white letters 'A' and 'B'. Circle 'A' is next to the 'UUID' label and its input field, which contains 'e.g., jsmith'. Circle 'B' is next to the 'Password' label and its input field. Below these fields is a blue 'Login' button. To the right of the input fields are four links: '> Forgot your username?', '> Reset your password?', '> Initialize your account?', and '> Need help?'. At the bottom of the white box, there is a small disclaimer: 'By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)'.

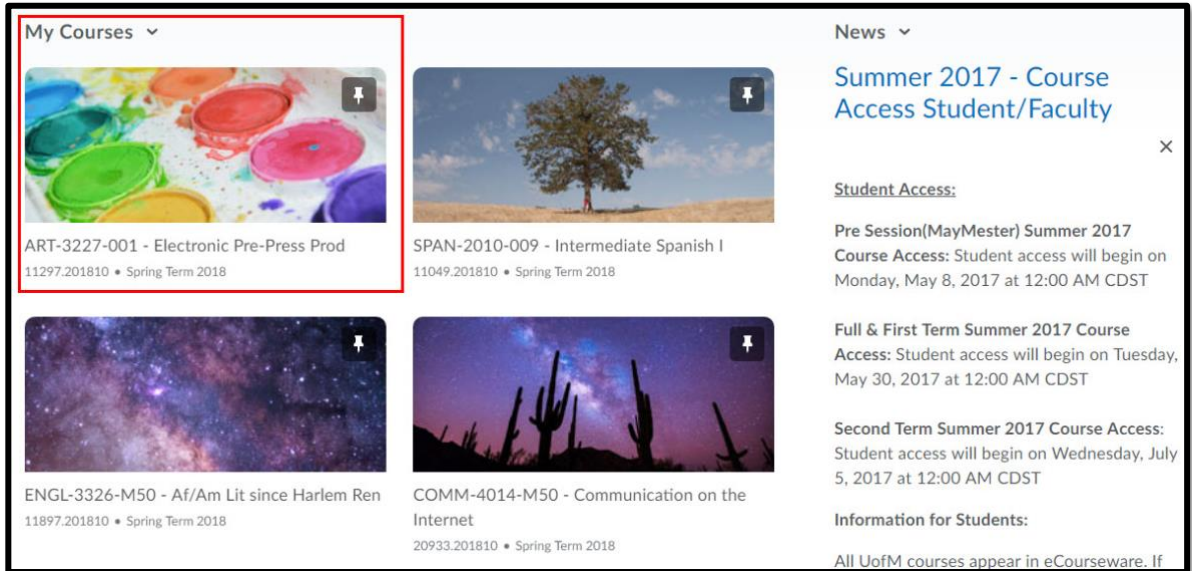
3. Authenticate Using Duo (*if DUO has been enabled*).




The screenshot shows the Duo authentication page. On the left is the University of Memphis logo. To its right is a 'Device:' dropdown menu with 'Landline (XXX-XXX-XXXX)' selected. Below this is the heading 'Choose an authentication method'. There are two options: 'Call Me' with a green 'Call Me' button, and 'Bypass Code' with a green 'Enter a Bypass Code' button. At the bottom, there is a checkbox labeled 'Remember me for 7 days'. On the left side of the page, there are two links: 'What is this? <img alt="external link icon" data-bbox="248 771 261 781"/>' and 'Need help?'.


4. 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).*




**My Courses** ▾

  
ART-3227-001 - Electronic Pre-Press Prod  
11297.201810 • Spring Term 2018

  
SPAN-2010-009 - Intermediate Spanish I  
11049.201810 • Spring Term 2018

  
ENGL-3326-M50 - Af/Am Lit since Harlem Ren  
11897.201810 • Spring Term 2018

  
COMM-4014-M50 - Communication on the Internet  
20933.201810 • Spring Term 2018

**News** ▾

[Summer 2017 - Course Access Student/Faculty](#) ×

**Student Access:**

**Pre Session(MayMester) Summer 2017 Course Access:** Student access will begin on Monday, May 8, 2017 at 12:00 AM CDST

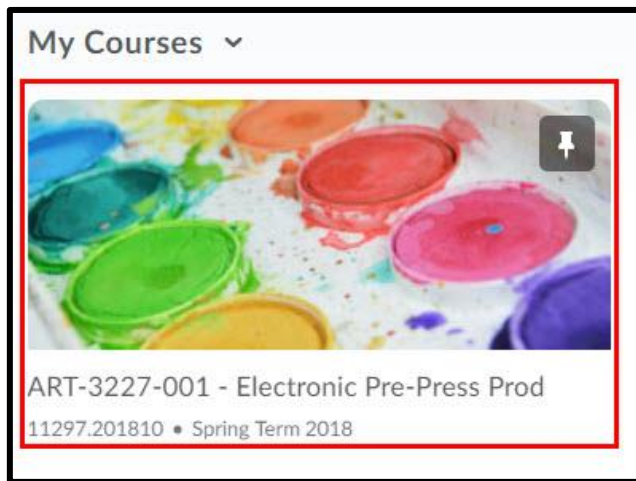
**Full & First Term Summer 2017 Course Access:** Student access will begin on Tuesday, May 30, 2017 at 12:00 AM CDST

**Second Term Summer 2017 Course Access:** Student access will begin on Wednesday, July 5, 2017 at 12:00 AM CDST


**Information for Students:**

All UofM courses appear in eCourseware. If

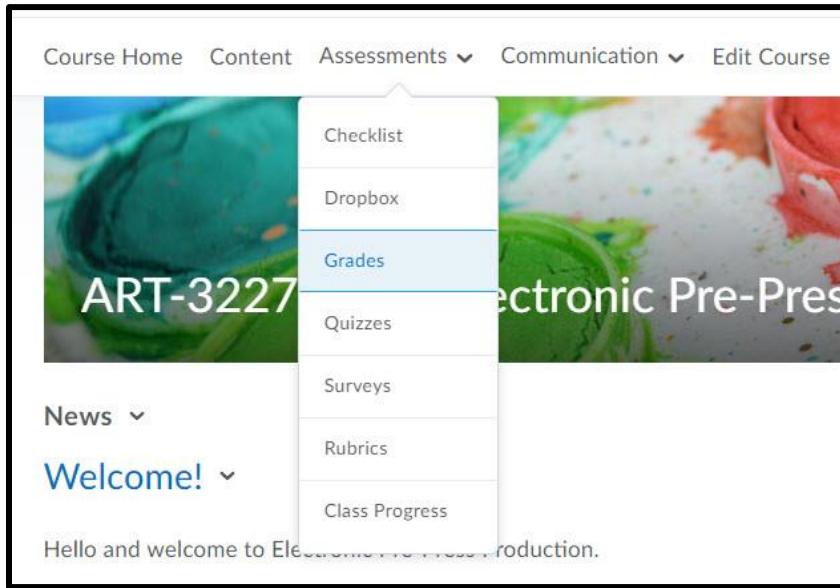
5. Find the title of the class you need a roster for and click on it; your class site will appear.



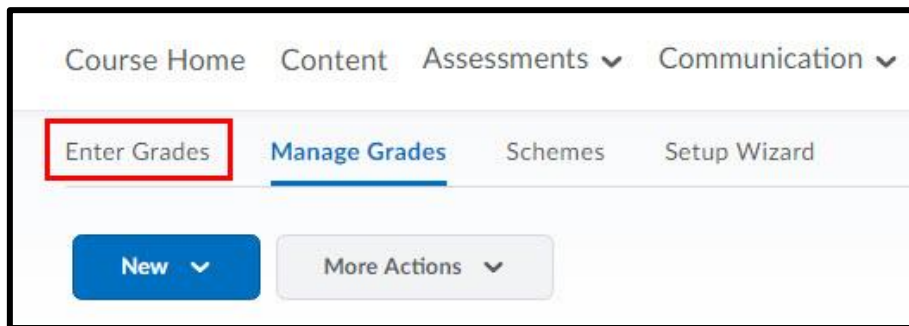
**My Courses** ▾

  
ART-3227-001 - Electronic Pre-Press Prod  
11297.201810 • Spring Term 2018

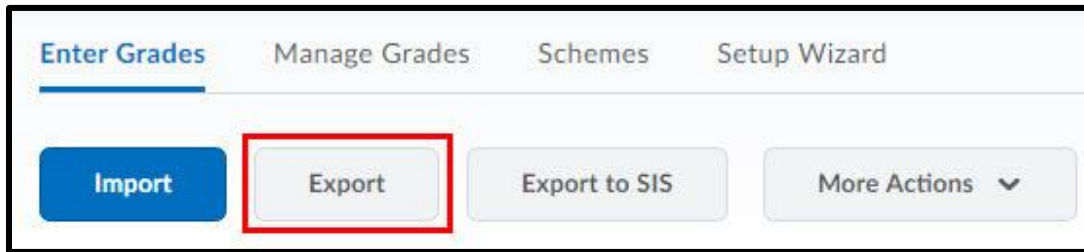
6. Near the top of the screen, above the class title, from the drop-down menu under assessments click **Grades**; the Manage Grades page will display.



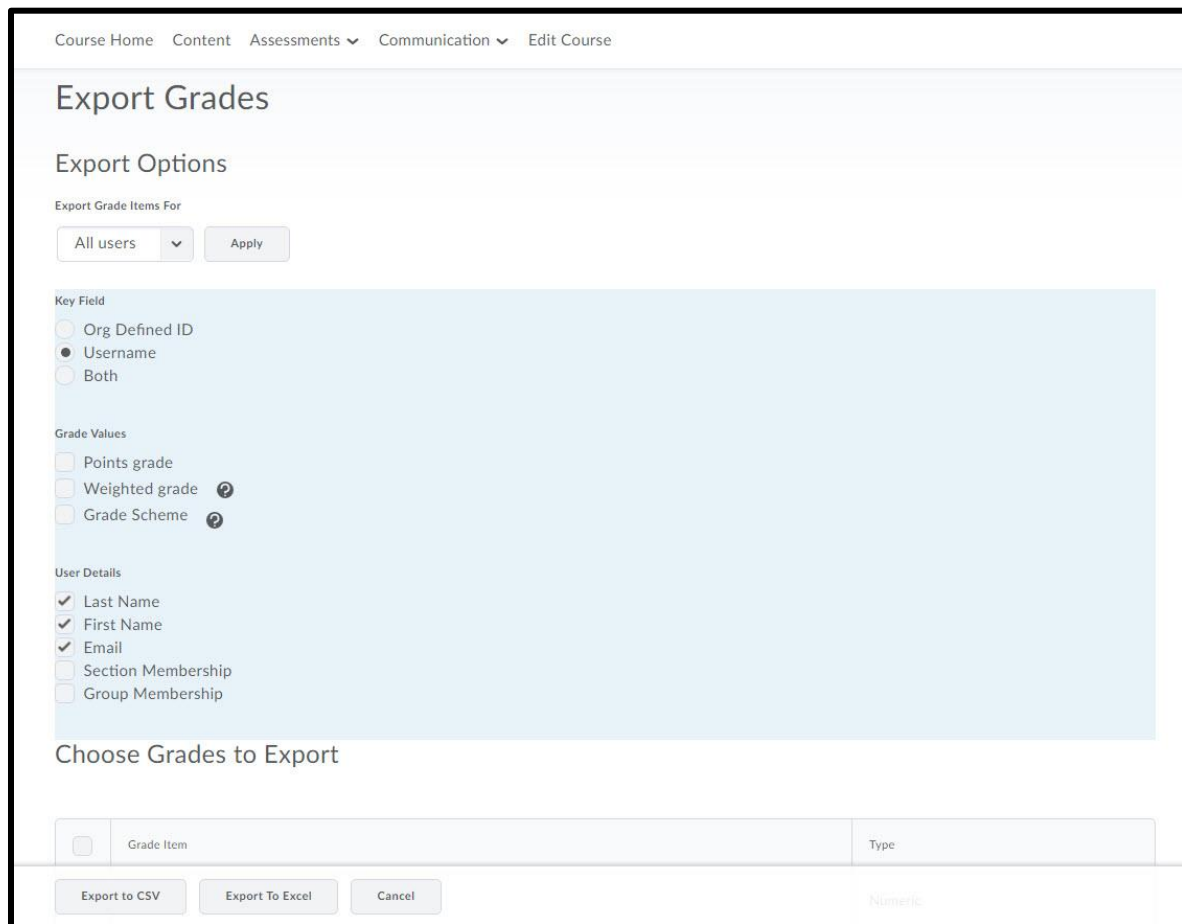
7. On the left side, under Grades Area, click Enter Grades; the User List screen will display.



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



9. Under Export Options:



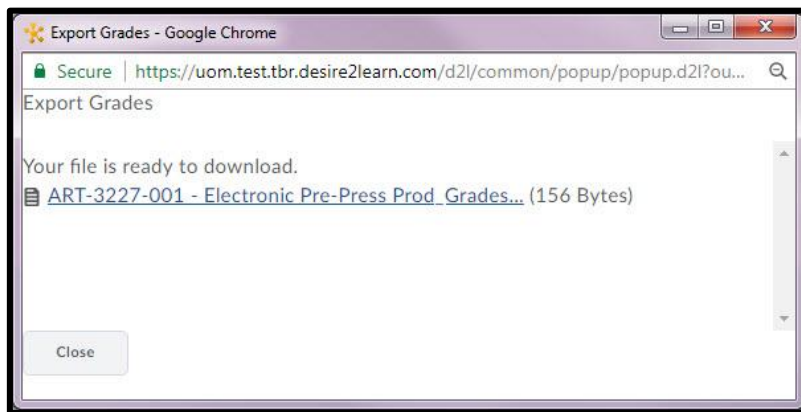
A screenshot of the 'Export Grades' screen. At the top, there are navigation links: 'Course Home', 'Content', 'Assessments', 'Communication', and 'Edit Course'. The main heading is 'Export Grades'. Below it is the 'Export Options' section. Under 'Export Grade Items For', there is a dropdown menu set to 'All users' and an 'Apply' button. The 'Key Field' section has three radio buttons: 'Org Defined ID', 'Username' (selected), and 'Both'. The 'Grade Values' section has three checkboxes: 'Points grade', 'Weighted grade', and 'Grade Scheme'. The 'User Details' section has five checkboxes: 'Last Name', 'First Name', 'Email', 'Section Membership', and 'Group Membership'. Below this is the 'Choose Grades to Export' section, which contains a table with columns 'Grade Item' and 'Type'. At the bottom, there are three buttons: 'Export to CSV', 'Export To Excel', and 'Cancel'. The 'Type' column in the table is currently empty.

- Under the Export Options:
  - Export Grade Items For: All users should be selected in the dropdown
  - Key Field: Click the Username radio button; this is their UUID
  - Grade Values: Remove all checkmarks
  - 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.

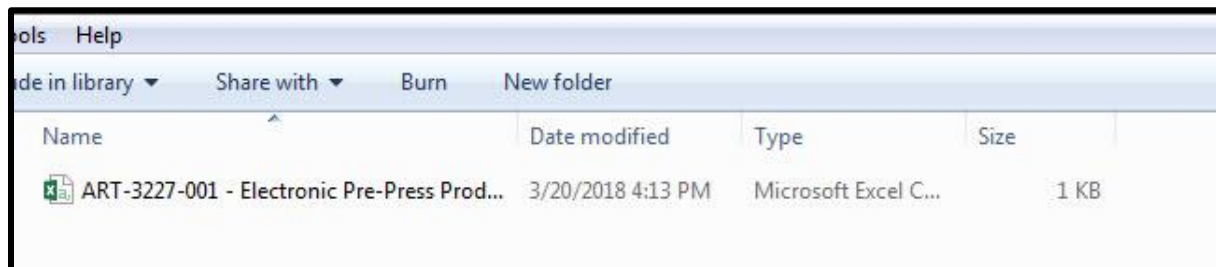
\*Remove all checkmarks, if any exist, from the Choose Grades to Export and Grade Item areas\*

Click the Export to CSV button at the top or bottom of the options box. An Export Grades box will appear letting you know your file is now ready to download.

9. Within the Export Grades box, click the link and a box will open and the file will appear.



10. 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.



# 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

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### 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 hours will be as follows:
  - Monday - Friday 8:00 am - 8:00 pm
  - Saturday 10:00 am - 2:00 pm
  - Sunday 1:00 pm - 5:00 pm
- 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 8:00 pm, 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](mailto:umtech@memphis.edu) (using this email will automatically generate a help desk ticket).

### Important Links

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