

Topic: Viewing and Printing Class Rosters

When selecting in *KnightLine* the Summary Class list option, all students will appear on one continuous page. In order to view your roster better you may want to increase your browser's text size to the largest setting before printing your roster (Text size can be changed by clicking the top bar VIEW item of your browser and then selecting TEXT SIZE).

Warning: Printing your roster directly from *KnightLine* will result in very small print regardless of the browser viewer setting and will cut off rosters greater than approximately 20 students.

Suggested Method for Printing Rosters

The suggested method of printing is to use EXCEL. This method is also helpful for those faculty using EXCEL as an electronic grade book or for those who want to develop a comprehensive class list from multiple sections.

Please follow these instructions:

- Having chosen the correct term and CRN, navigate in *KnightLine* to your Summary Class List.
- Place your cursor on line 1 of your class list and while left-clicking your mouse; drag your mouse to the bottom of the page selecting all the students listed.
- Copy the selection (use the Edit/Copy or Control C keys).
- Next open EXCEL.
- Place cursor in the top, left cell.
- Next go to EDIT and PASTE SPECIAL. The PASTE SPECIAL box will open and select PASTE AS TEXT. You can repeat the procedure for additional pages of your roster, just place the cursor at the end of the previously pasted students.
- From there you can delete extra cells, change font size, etc. to use as a consolidated class list or for grade calculations.