

Step by Step Guide How to Print Roster using MyWeb

1. Log-in to MyWeb: <http://myweb.sjeccd.edu/>

in José-evergreen
COMMUNITY COLLEGE DISTRICT

myWeb Information Center

HOME | LOG IN | HOW TO | FAQ | CONTACT US

Welcome Guest!

MyWeb Information Center provides guests, students, faculty and staff with access to WebAdvisor. Please login to begin registration, purchase parking permit, etc. Prior to registration, please update your [contact information and education goals](#) (login required).

Apply for Admission and Search for Classes:

- [Evergreen Valley College](#)
- [San Jose City College](#)
- [Search for Classes](#)

Student Resources:

1. [SJECCD Schedule Planner](#)
2. [Login to Online Classes: Canvas](#)
3. [Parking Permit Purchase Instructions](#)
4. [I'm New to MyWeb](#)
5. [What is my Password?](#)
6. [MyWeb Technical Support Center](#)
7. [How to use MyWeb in English](#)
8. [Cómo navegar MyWeb en Español](#)
9. [Cách dùng MyWeb bằng Tiếng Việt](#)
10. [IRS Form 1098-T FAQs](#)

Colleague and MyWeb are unavailable between **10PM Sunday and 6AM Monday each week** for scheduled maintenance.

Do we have your latest e-mail address? In order for us to communicate with you more effectively, **CLICK HERE** to login and update your contact information.

Due to upgraded security requirements, the recommended minimum browser requirements for accessing MyWeb are **Internet Explorer 11** or **Firefox 27**.

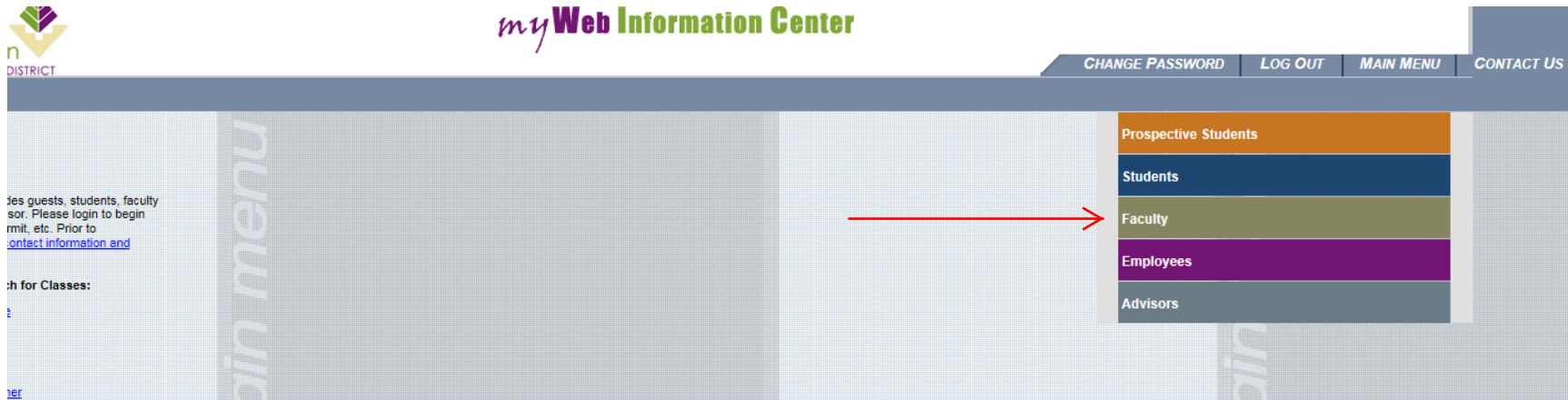
Account Information | What's My Username? | What's My Password?

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myweb.sjeccd.edu

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2. Once logged in, click on "Faculty":



3. Under the Faculty Information tab, click on "Class roster Select Section":



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4. Your sections will then appear for Roster selection
5. Click on the Section Name and Title [link](#) of the course you would like to print for the roster:

FACULTY

Class Roster Select Section

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
COUNS-014-206 (90897) College Success	Spring 2018 Regular	01/29/18	05/25/18	02/02/2018-05/25/2018 Lecture Friday 09:00AM - 12:05PM, Cedro Building, Room C204	Evergreen Valley College	15 / 15 / 0
COUNS-014-208 (90076) College Success	Fall 2017 Regular	09/05/17	12/21/17	09/08/2017-12/15/2017 Lecture Friday 09:00AM - 12:05PM, Cedro Building, Room C204	Evergreen Valley College	35 / -5 / 0

OR: Select a term or date range to change your class list

Term Start Date End Date

SUBMIT

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6. The roster will appear as such: (Be sure to click on the box next to “Show Waitlisted Students” if you wish to include all WL students in the roster)

My Class Roster

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
1 COUNS-014-208 (90076) College Success	C. Kost	09/08/2017-12/15/2017 Lecture Friday 09:00AM - 12:05PM, Cedro Building, Room C204	35 / -5 / 0

[←Select a different course section](#) [Gradebook](#) [E-Mail these Students](#)

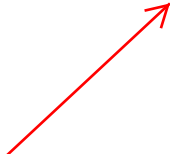
Student	ID	M	Access	E-mail Address	Phone Number	Pass	Aud	Class	Academic Level	Status	Repeat	Credits	Cross-Listed Section
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
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34													
35													

Security Access Messages

1	None
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Student Data suppressed for privacy purposes

- Show Dropped/Withdrawn Students
- Show Waitlisted Students



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7. Once you open the roster, export the file for formatting and printing:

Step 1: Export the Roster into MS Excel by clicking on "Click here to export your roster"

[Click here to export your roster](#) ←

FACULTY

My Class Roster

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
1 COUNS-014-208 (90076) College Success	C. Kost	09/08/2017-12/15/2017 Lecture Friday 09:00AM - 12:05PM, Cedro Building, Room C204	35 / -5 / 0

[←Select a different course section](#) [Gradebook](#) [E-Mail these Students](#)

Student	ID	M	Access	E-mail Address	Phone Number	Pass	Aud	Class	Academic Level	Status	Repeat	Credits	Cross-Listed Section
1									UG	New		3.00	
2									UG	Add		3.00	
3									UG	New		3.00	
4									UG	New		3.00	
5									UG	New		3.00	
6									UG	New		3.00	
7									UG	New		3.00	
8									UG	New		3.00	
9									UG	New		3.00	
10									UG	Add		3.00	
11									UG	New		3.00	

Student Data suppressed for privacy purposes

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Step 2: Another window will pop-up with a text version of the student list; follow the steps listed at the top of the page to copy/paste into MS Excel –

Student list to copy and paste:

To place roster into Excel, (1) Click in box (2) Select all and Copy (3) Paste into Excel

Excel Hint: To retain the ID leading zeros, highlight: the ID column (in Excel before pasting this)n and select from the menu/FORMAT/CELL/CUSTOM then enter 7 zeros (0000000) in the "type" box and click ok.



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Step 3: Once you've copied/pasted the student roster into MS Excel, you are ready to format and print your student roster!

