


Creating a class roster from MDConnect

Step	Action
1.	Begin by navigating to the Faculty Center Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule.
2.	Note: The Term will default to the current term. If you need to select a different term, click on the Change Term button.
3.	Click on the Class Roster tab.
4.	Click the Download Roster button. 
5.	Ensure that your browser does not have the pop-up blocker enabled.
6.	Once you have the roster downloaded, open it in MicroSoft Excel.
7.	In Excel create any desired columns, i.e. date last attended.
8.	Save the Excel document on your “H:\” drive (or preferred location).
9.	You have successfully created a class roster from MDConnect. End of Procedure.