

CSV CLASS ROSTER INSTRUCTIONS

Open the Class Roster File in Excel

1. Leading zeroes (SMU ID) and ending zeroes (Units Taken) are missing.
2. Double-click on the SRROSTER.csv icon to open it.
3. Microsoft Excel will open.
4. Save or print the roster.

To Import the Class Roster File into Excel

(Terminology may vary slightly depending upon your operating system)

1. Leading and ending zeroes retained.
2. Right-click on the CSV file below & choose Save As. Save to c:\ drive.
3. Open Excel (blank sheet). From menu bar, click Data, Get External Data, Import Text File.
4. Change Files of Type to 'All Files (*.*)'. Find the CSV file you are trying to open up (saved in Step 2). Highlight file name and click Import.
5. Text Wizard Import Step 1 of 3. Leave as is. Click Next.
6. Step 2 of 3. Uncheck Tab. Check Comma. Click Next.
7. Step 3 of 3. Highlight the numeric columns. Then change the Column Data format from General to Text (each numeric column must be done one at a time). Click Finish.
8. Import Data. Leave at default of Existing Worksheet. Click OK.

If you have questions or need assistance, please contact Steve Boykin in the University Registrar's Office, jboykin@mail.smu.edu, 214/768-2039.