Updated: 1/24/2024

To construct the file for sending to Ryan, login to Webroster/CUNYfirst version:
       www.hunter.cuny.edu/webroster

1. Select the course, click on the ”Show Roster” button.
2. **Click the Actions button and choose "Reset” button**
   a. At this time you should see the student photos on the left and **Acad Leve**l in the last column.
3. **Click the Actions button and choose "Select Columns"**. Make sure all possible columns are listed in the right window labeled "display in Report."
4. In the dialog that appears, select the Photo column and **move it to the "Do Not Display"** list
5. Click "**Apply**"
6. Click the Actions button again and choose "**Download**”
7. Save the downloaded file in the form of:

InstructorLastName.FirstName.CourseNumber.csv

for example:

Vaz.Ryan.csci135.csv

DO NOT OPEN THE FILE IN EXCEL. IT WILL CHANGE THE FORMATTING.
These instructions will work provided that you have not customized your view by deleting columns. If you have, then you should reset the view before performing them.