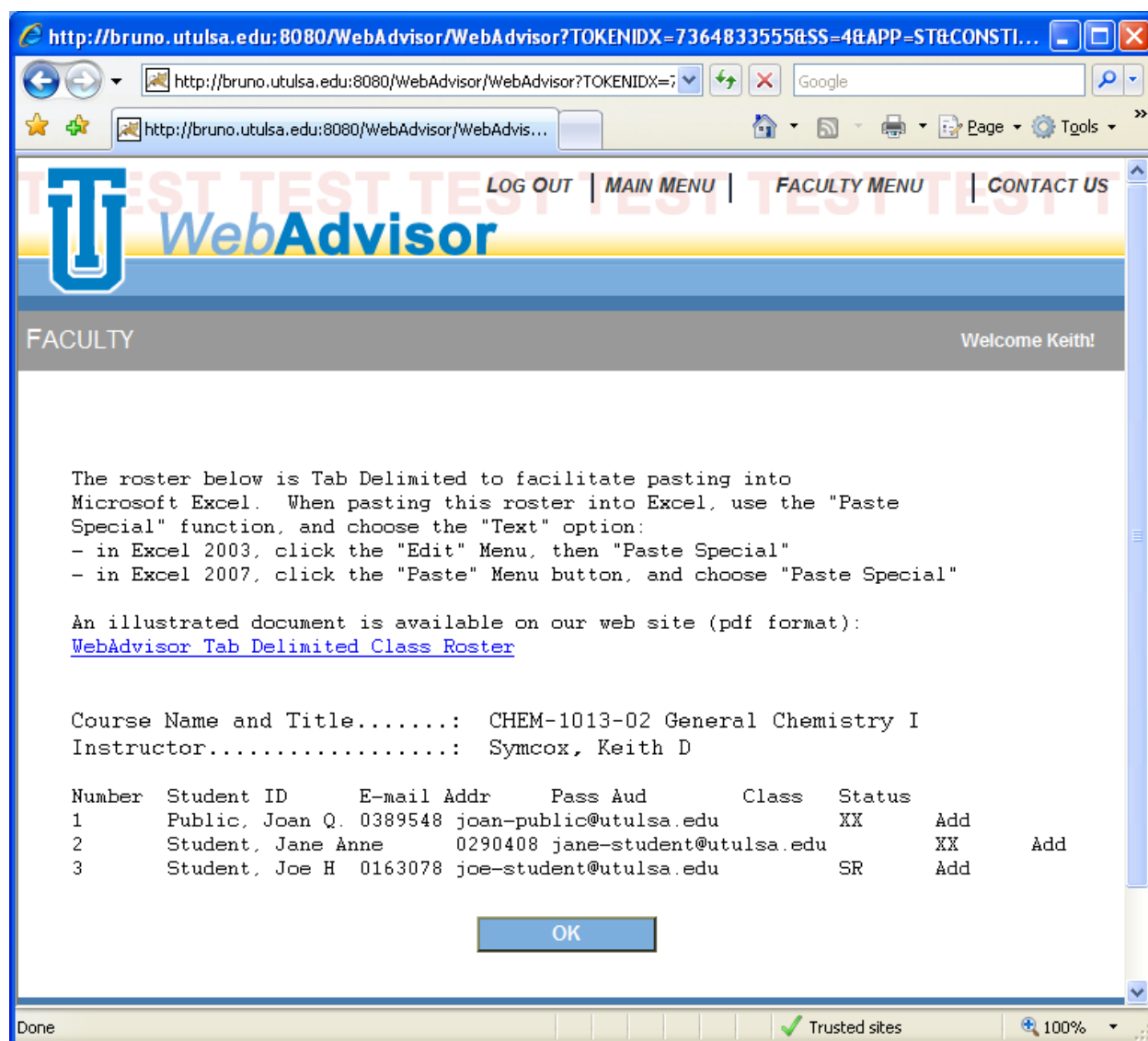


## WebAdvisor Tab-Delimited Class Roster

To facilitate the transfer of WebAdvisor Class Rosters into Microsoft Excel, the TU WebAdvisor Support team has created a custom **Tab Delimited Class Roster** which can be used for this purpose. It displays your class roster in a rather plain-looking web page with tabs separating the columns of data (note that the columns will not appear properly aligned on the web page). Highlight the roster and use your web browser's copy function.



The roster below is Tab Delimited to facilitate pasting into Microsoft Excel. When pasting this roster into Excel, use the "Paste Special" function, and choose the "Text" option:

- in Excel 2003, click the "Edit" Menu, then "Paste Special"
- in Excel 2007, click the "Paste" Menu button, and choose "Paste Special"

An illustrated document is available on our web site (pdf format):  
[WebAdvisor Tab Delimited Class Roster](#)

Course Name and Title.....: CHEM-1013-02 General Chemistry I  
Instructor.....: Symcox, Keith D

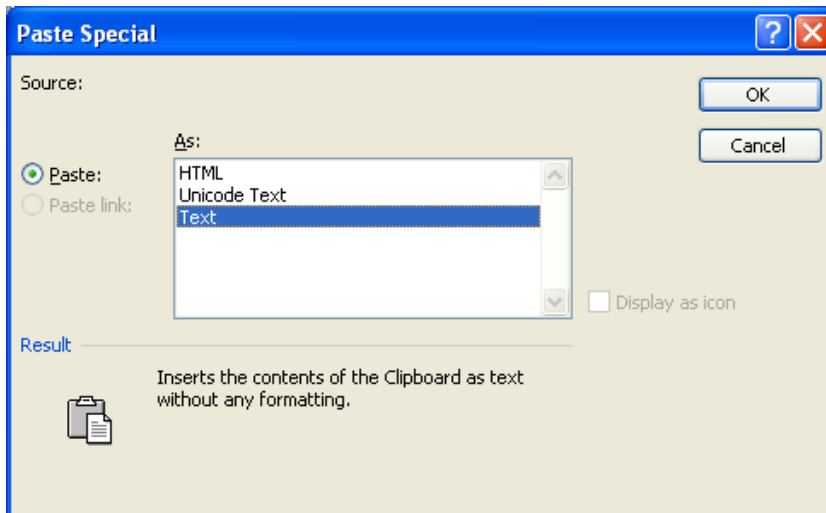
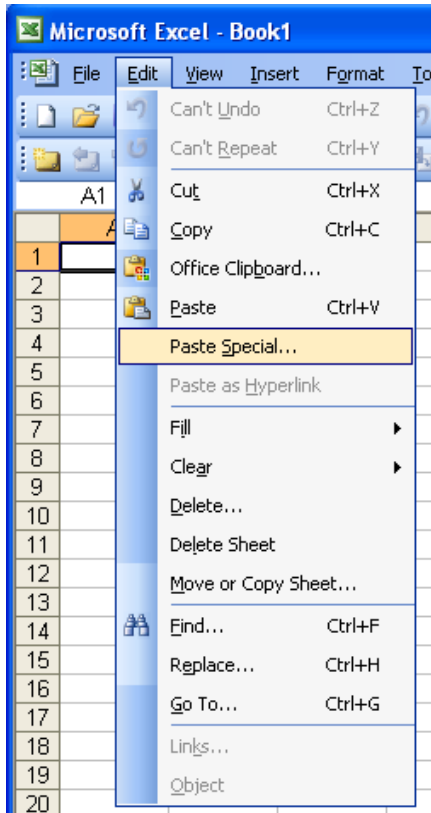
Number	Student ID	E-mail Addr	Pass Aud	Class	Status	
1	Public, Joan Q. 0389548	joan-public@utulsa.edu			XX	Add
2	Student, Jane Anne 0290408	jane-student@utulsa.edu			XX	Add
3	Student, Joe H 0163078	joe-student@utulsa.edu			SR	Add

OK

To paste this roster into Microsoft Excel, you need to use the "Paste Special" function in Excel for best results. In the Paste Special dialog box, choose "Text". See below for an illustration of this process in Office 2003 and Office 2007.

The "Paste Special" function is needed in order to remove the web page encoding (HTML) that Excel will paste by default. Choosing "Text" will remove this encoding and place the roster into the desired columnar format. You can then adjust the width of each column as needed.

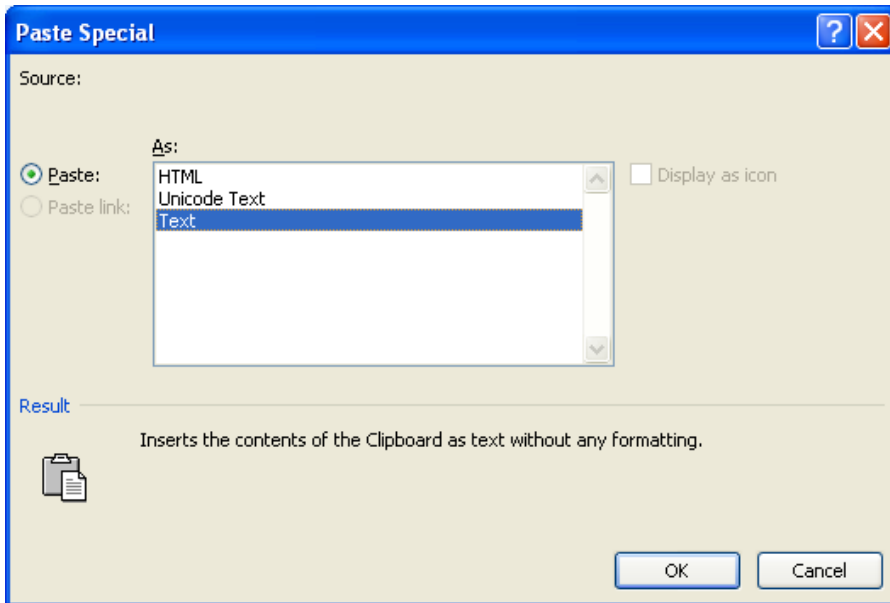
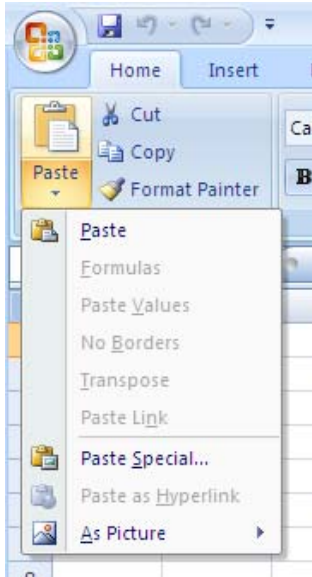
## Office 2003:



The screenshot shows the Microsoft Excel 2003 interface with a data table. The active cell is A1, containing the text 'Number'. The table has 7 columns (A-G) and 5 rows (1-5).

	A	B	C	D	E	F	G
1	Number	Student	ID	E-mail	Adc	Pass	Aud Class
2		1 Public, Joa	389548	joan-public@utulsa.ec	XX		Add
3		2 Student, J	290408	jane-student@utulsa.i	XX		Add
4		3 Student, J	163078	joe-student@utulsa.ei	SR		Add
5							

## Office 2007:

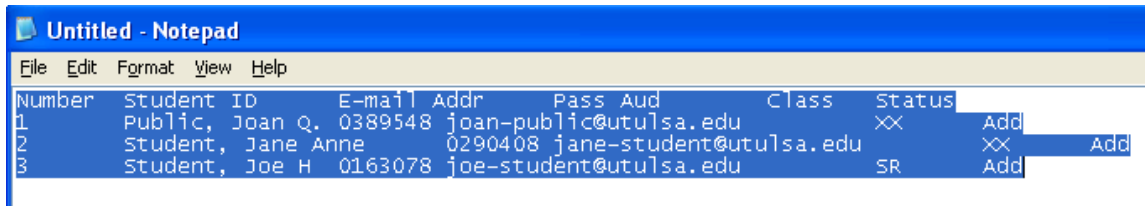


A screenshot of an Excel spreadsheet. The ribbon shows 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. The 'Clipboard' group is expanded, showing 'Paste' and 'Format Painter'. The 'Font' group shows 'Calibri', '11', and bold/italic/underline options. The 'Align' group shows alignment options. The spreadsheet has a formula bar with '=Number'. The table below is:

	A	B	C	D	E	F	G
1	Number	Student	ID	E-mail Ad	Pass Aud	Class	Status
2	1	Public, Jo	389548	joan-public@utulsa.	XX		Add
3	2	Student, J	290408	jane-student@utuls	XX		Add
4	3	Student, J	163078	joe-student@utulsa	SR		Add

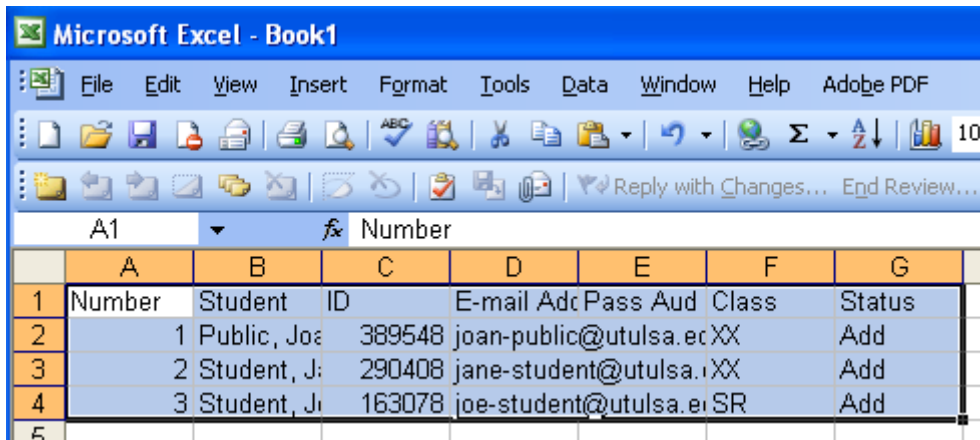
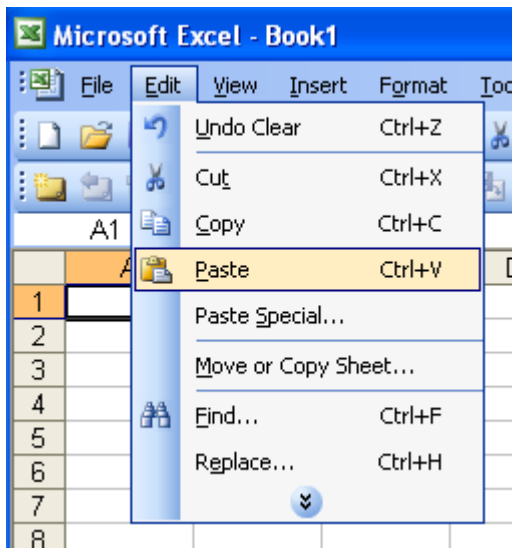
## Alternate Method

As an alternative to using the Excel “Paste Special” function, you can paste your roster into NOTEPAD first, which will remove the HTML encoding. After pasting into Notepad, be sure to **highlight and copy the roster again**. Then use the standard Excel “paste” function.



Untitled - Notepad

Number	Student ID	E-mail Addr	Pass Aud	Class	Status
1	Public, Joan Q.	0389548 joan-public@utulsa.edu		XX	Add
2	Student, Jane Anne	0290408 jane-student@utulsa.edu		XX	Add
3	Student, Joe H	0163078 joe-student@utulsa.edu		SR	Add



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help Adobe PDF

Number

	A	B	C	D	E	F	G
1	Number	Student	ID	E-mail Adc	Pass Aud	Class	Status
2	1	Public, Joe	389548	joan-public@utulsa.ec	XX		Add
3	2	Student, J	290408	jane-student@utulsa.i	XX		Add
4	3	Student, Jo	163078	joe-student@utulsa.ei	SR		Add