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**How to Print/Export Your Class Roster in Banner 9 Faculty Services (Cougar Tracks)**

1. Log into MyTC (upper right-hand corner of the TC homepage). If you need to reset your password, please contact A&R at 7741.

A close-up of a screen

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1. Click on the Faculty Services (Cougar Tracks) icon

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1. Click on Class List

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1. Select the term from the drop-down menu and double click on the appropriate course.

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1. Select Print or Export in the upper right-hand corner of your page.

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1. If you select export, you will see the screen below. Click on the file type you would like and click Export.

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If you select Print, the printer box will open up and you will select the appropriate printer from your list of options and then click print.

Important things to remember:

* If you are following these instructions but do not see the Export or Print option in the upper right-hand corner, try zooming out. We learned during the training session that if you zoom in on your screen too far, these options do not display.