HawkNet WebAdvisor:
Creating an Excel Spreadsheet from Class Roster
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Logging in to Hawknet Web Advisor

Converting your WebAdvisor roster to an excel document is helpful in managing grades, attendance, cross-checking with Campus Cruiser and/or Online@HCC course rosters, and keeping track of other course related tasks. Here’s a set of simple instructions that describes how to export your class roster in WebAdvisor to a Microsoft Excel document.

2. Click on the HawkNet link from the top menu.
3. Click the HawkNet – WebAdvisor link to continue.
4. Click OK in the Security Alert box.
5. Select the **Log In** tab
6. Enter your **LogIn** and **Password** information

   **NOTE:** Your username is the first initial and last name, your password is your seven digit employee id number.

7. Click **Submit**

8. From the main screen, click on the **Faculty** link.

9. Click the **Class Roster with Export** link located in the left side “**Faculty Information**” area.

10. From the drop-down list, choose the **term** of the course you would like to view. Click **Submit**.
Selecting Class Roster

1. Choose the class for which you would like to view the roster by placing a check mark in the box to the left of the class.

   NOTE: You may only view one class roster at a time.

2. When the class roster appears, scroll down to the bottom of the roster, and click in the box to the right of **Email a copy of this roster to me**

3. Click **Submit**

Access Excel document from email

1. Open email, double click or right click on excel document to open.