

instructional support

Enhancing Teaching and Learning through Technology

BanWeb to Excel

Getting your class list into Excel


There are 2 main problems in transferring the list of names from Banweb to Excel.

1. It's not possible to select just a single column in Banweb.
2. All the names are hyperlinked.

Here are some steps that circumvent these difficulties. It's quite easy, and you'll find it much faster than retyping names.

1. Log into Banweb, and open up your class list.
2. Save the whole page as an HTML file. (File – Save As)
3. Open MS Word. Within Word, open the class list you just saved. (File – Open)
 - (You might have to select “All Files” under “Files of Type”, in order to see the class list file.)
 - Ignore any message you receive about a missing file. (just select “okay”)
4. Select & copy the column “Student Name”. (Place your cursor at the top of the column, and it should change to a black down arrow. Click to select the column.)
5. Open Excel. You can now paste this column into a new Excel spreadsheet, or one that you have already formatted. Be sure to save this file. (You may now trash the temporary Word file.)

To get rid of the links in Excel:

1. Use the arrow keys to select the 1st name.
2. Click on the “Insert Hyperlink” button. 
3. Click on the button “Remove Hyperlink” in the Edit Hyperlink window.
4. Press the down arrow to go to the next name.
5. Press the “F4” button, or “CTRL-Y” to repeat the action of removing the link. (If this doesn't work with your version of Word, you'll need to repeat steps 2 & 3 for each name.)
6. Do this for each of the names. It's actually very fast.