Banner has a feature that allows you to export data from a Banner form to an Excel spreadsheet. Once the data is in Excel, you can manipulate and format the information as needed. This feature is available for many Banner forms and all Banner validation tables.

Exporting Data from a Form to Excel

1. Open the form and access the information you would like to export.

2. With the information you would like to export displayed, click on the Tools menu then Export.

3. After processing the Export, the Excel file (in the form of a ".csv" file) will appear in the bottom-left of the screen.

4. Click on the Excel file to open it in Excel.

5. Once the file is open in Excel, you should save it to your netshare as an Excel Workbook before editing the file (in its current format of CSV, formatting may be limited).

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