Viewing Classlists in Self Service Banner

1. Log in to the Employee Hub

2. Navigate to Self Service Banner

3. Click on the link for "Class List"

- Faculty Services:
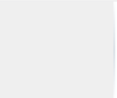 - Active Assignments
  - Class List ←
  - Office Hours
  - Faculty Grade Entry
  - Faculty Detail Schedule
  - Week at a Glance

4. Select and individual term or All Terms and click on the course. You may click on the number in the Enrollment Count to see the students in the course. By clicking the title, you will see information about the course and by clicking the CRN, you will see information about the individual section.

CRN Listing

All Terms ⌄

Select Course   (m) ▼ | Search (Alt+Y)

Subject ⌄	Course Title ⌄	CRN ⌄	Enrollment Count ⌄	Status ⌄	Duration	Term
ENGL 101, 01	English Composition	90643	19	Active	08/21/2023 - 12/15/2023	Fall Semester 2023 (202309)
ENGL 101, 999	English Composition	97620	3	Active	08/21/2023 - 12/15/2023	Fall Semester 2023 (202309)

5. You may click on a student name to see more information regarding the student.

		Student Name		ID		Registration Status		Level		Credit Hours		Midterm		Final
☐		Class List	Wait List											

Class List   **Wait List**

Summary Class List   ✉ 🏛 ▾

☐		Student Name	⌃	ID	⇕	Registration Status	⇕	Level	⇕	Credit Hours	⇕	Midterm	⇕	Final
☐	👤	Diane Chambers		000770776		Register		Undergraduate		3		Enter Grade		B+
☐	👤	Frasier Crane		000770775		Register		Undergraduate		3		Enter Grade		A
☐	👤	Norman Peterson		000770774		Register		Undergraduate		3		Enter Grade		F

6. If you select one or more students, you may use the envelope link on the right to directly email them.

| Class List | Wait List |

Summary Class List

		Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final
☐		Diane Chambers	000770776	Register	Undergraduate	3	Enter Grade	B+
☐		Frasier Crane	000770775	Register	Undergraduate	3	Enter Grade	A
☐		Norman Peterson	000770774	Register	Undergraduate	3	Enter Grade	F

7. You may also toggle between the summary view or detail view of the students in your class.

		Student Name		ID		Registration Status		Level		Credit Hours		Midterm		Final
☐		Diane Chambers		000770776		Register		Undergraduate		3		Enter Grade		B+
☐		Frasier Crane		000770775		Register		Undergraduate		3		Enter Grade		A
☐		Norman Peterson		000770774		Register		Undergraduate		3		Enter Grade		F

8. You may also either export you class list as a spreadsheet or print your class list using the links in the upper right.

Faculty & Advisors • CRN Listing • Class List

Class List

Fall Semester 2023 - 202309   ENGL 101 | 97620

❤ **Course Information**

English Composition - ENGL 101 999
CRN: 97620
Duration: 08/21/2023 - 12/15/2023
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	3	3	0
Wait List	0	0	0
Cross List	0	0	0