








## 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 an 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  |  |   |  |  |                         |    |  |
| Subject          | Course Title  | CRN  | Enrollment Count  | Status  | Duration                |    |  |
| ENGL 101, 01  | English Composition  | 90643   | 19   | Active   | 08/21/2023 - 12/15/2023 | Fa |  |
| ENGL 101, 999   | English Composition  | 97620   | 3  | Active   | 08/21/2023 - 12/15/2023 | Fa |  |

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

| <b>Class List</b>         |   | <b>Wait List</b>      |             |                              |                |                     |
|---------------------------|---|-----------------------|-------------|------------------------------|----------------|---------------------|
| <b>Summary Class List</b> |   |                       |             |                              |                |                     |
| <input type="checkbox"/>  |   | <b>Student Name</b> ^ | <b>ID</b> ⇅ | <b>Registration Status</b> ⇅ | <b>Level</b> ⇅ | <b>Credit Hours</b> |
| <input type="checkbox"/>  |  | Diane Chambers        | 000770776   | Register                     | Undergraduate  | 3                   |
| <input type="checkbox"/>  |  | Frasier Crane         | 000770775   | Register                     | Undergraduate  | 3                   |
| <input type="checkbox"/>  |  | Norman Peterson       | 000770774   | Register                     | Undergraduate  | 3                   |

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

| <b>Class List</b>         |   | <b>Wait List</b>      |             |                              |                |                     |
|---------------------------|---|-----------------------|-------------|------------------------------|----------------|---------------------|
| <b>Summary Class List</b> |   |                       |             |                              |                |                     |
| <input type="checkbox"/>  |   | <b>Student Name</b> ^ | <b>ID</b> ⇅ | <b>Registration Status</b> ⇅ | <b>Level</b> ⇅ | <b>Credit Hours</b> |
| <input type="checkbox"/>  |  | Diane Chambers        | 000770776   | Register                     | Undergraduate  | 3                   |
| <input type="checkbox"/>  |  | Frasier Crane         | 000770775   | Register                     | Undergraduate  | 3                   |
| <input type="checkbox"/>  |  | Norman Peterson       | 000770774   | Register                     | Undergraduate  | 3                   |

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

| Class List               |  | Wait List       |           |                       |               |              |  |
|--------------------------|--|-----------------|-----------|-----------------------|---------------|--------------|--|
| Summary Class List       |  |                 |           |                       |               |              |  |
| <input type="checkbox"/> |  | Student Name ^  | ID ^      | Registration Status ^ | Level ^       | Credit Hours |  |
| <input type="checkbox"/> |  | Diane Chambers  | 000770776 | Register              | Undergraduate | 3            |  |
| <input type="checkbox"/> |  | Frasier Crane   | 000770775 | Register              | Undergraduate | 3            |  |
| <input type="checkbox"/> |  | Norman Peterson | 000770774 | Register              | Undergraduate | 3            |  |

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 | ▼ |
| <p>▼ <b>Course Information</b></p> <p><b>English Composition - ENGL 101 999</b><br/>         CRN: 97620<br/>         Duration: 08/21/2023 - 12/15/2023<br/>         Status: Active</p> | <p><b>Enrollment</b></p> <p>Enrollment<br/>         Wait List<br/>         Cross List</p> |                  |   |