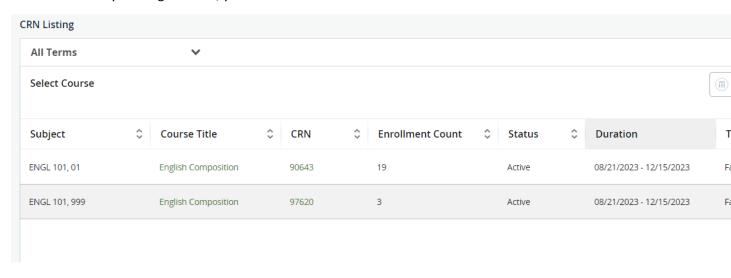
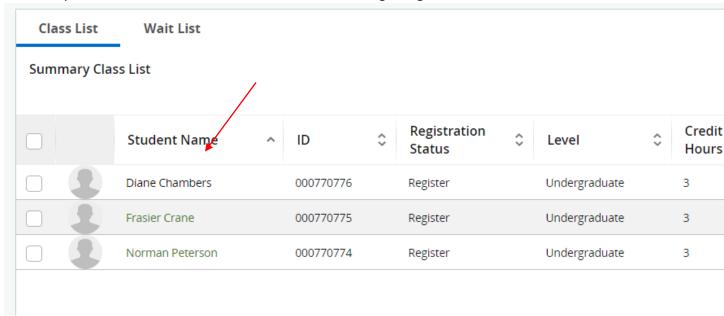
Viewing Classlists in Self Service Banner

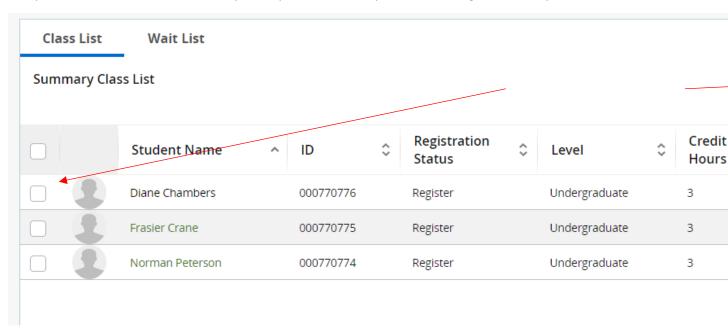
- 1. Log in to the Employee Hub
- 2. Navigate to Self Service Banner
- 3. Click on the link for "Class List"
- Faculty Services:
 Active Assignments
 Class List
 Office Hours
 Faculty Grade Entry
 Faculty Detail Schedule
 Week at a Glance
- 4. Select and individual term or All Terms and click on the 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.



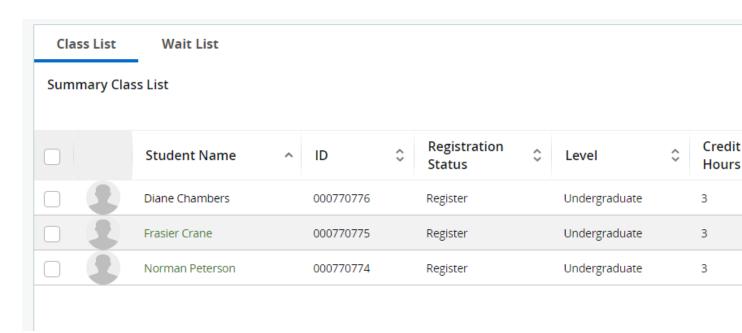
5. You may click on a student name to see more information regarding the student.



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



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



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

