

## Class List in Banner 9 Faculty Self-Service

Banner 9 Class List enhancements include student photos, roster export functionality and email capability.

### Logging In

Log in to **Banner Self-Service**, click the **Faculty Services Menu**, then select **Detail Class List**.

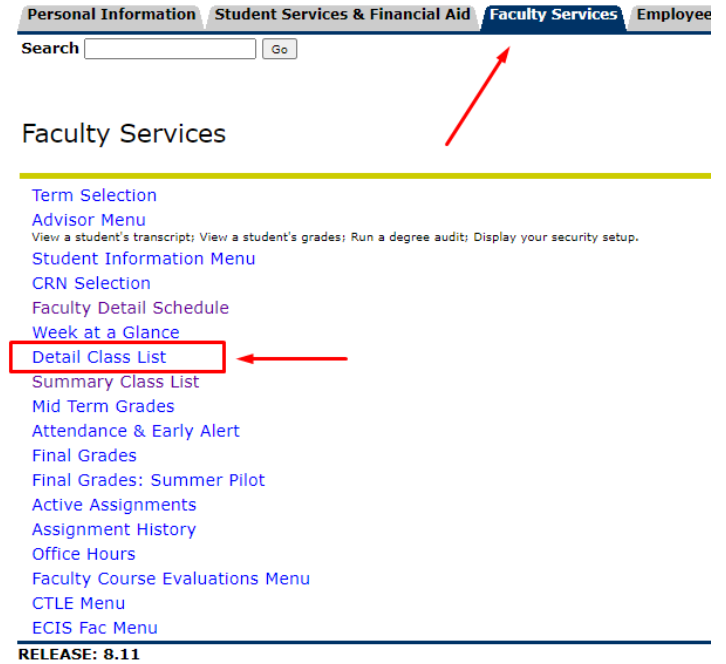
### Filtering for Your CRN

Banner 9 CRN List defaults to show all terms. Find your course easily by using the drop-down term menu or search feature on the CRN Listing page of Banner 9 Class List.

The CRN Listing table view provides basic information like course title, CRN, and current enrollment count. Click on the course title and a pop-up box will display with course details like course description, pre- and corequisites, and course attributes.

Once you have filtered and see the course you wish to work with, use your cursor to click the course you want to view.

**TIP:** Click in the white space (not the highlighted links) next to the course subject and number to view the course.



The screenshot shows the Banner 9 Faculty Services menu. The 'Faculty Services' tab is selected and highlighted with a red arrow. The menu items are listed below, with 'Detail Class List' highlighted by a red box and a red arrow pointing to it. The 'RELEASE: 8.11' text is visible at the bottom of the menu.

- Personal Information
- Student Services & Financial Aid
- Faculty Services**
- Employee

Search  Go

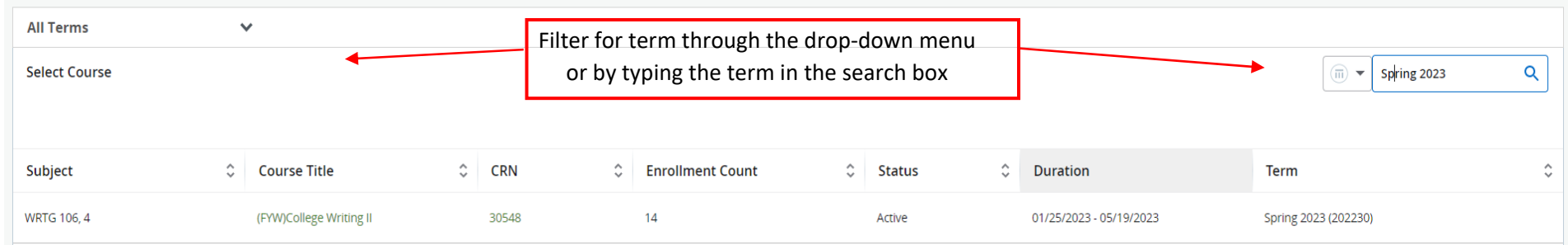
### Faculty Services

- Term Selection
- Advisor Menu  
View a student's transcript; View a student's grades; Run a degree audit; Display your security setup.
- Student Information Menu
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List**
- Summary Class List
- Mid Term Grades
- Attendance & Early Alert
- Final Grades
- Final Grades: Summer Pilot
- Active Assignments
- Assignment History
- Office Hours
- Faculty Course Evaluations Menu
- CTLE Menu
- ECIS Fac Menu

RELEASE: 8.11

Faculty & Advisors • CRN Listing

Class List



The screenshot shows the Banner 9 CRN Listing page. A red box highlights the 'All Terms' drop-down menu and the search box, with a red arrow pointing to the search box. The text inside the box reads: 'Filter for term through the drop-down menu or by typing the term in the search box'. The table below shows the course listing.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
WRTG 106, 4	(FYW)College Writing II	30548	14	Active	01/25/2023 - 05/19/2023	Spring 2023 (202230)

## Banner 9 Class List General Navigation Overview

Faculty & Advisors • [CRN Listing](#) • Class List

Class List

Spring 2023 - 202230 WRTG 106 | 30548

Switch CRNs with this drop-down menu

Export Print

Export a roster to Excel using the "Export" feature

Course Information

(FYW)College Writing II - WRTG 106 4  
CRN: 30548  
Duration: 01/25/2023 - 05/19/2023  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	18	14	4
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List

Summary View

Switch roster views using this drop-down menu

Search (Alt+Y)

Search for a specific student by typing their name in the search box

Course information is listed at the top

### TIPS:

- Clicking on a student name will present detailed information about the student.
- Click a course heading once to sort the column. Click and hold the course heading to drag and reposition the column.

## Emailing Students

- Select the student(s) you wish to email by clicking the checkbox next to the left of their name(s)
- Once you have selected at least one student, use your cursor to click the email envelope icon
- A new email will open through your Outlook email client with the student email address(es) populated in the BCC line

Class List Wait List

Summary Class List

	Student Name	ID	Registration Status	Level	Credit Hours
<input type="checkbox"/>	Demonstration 1, Test 1	931	**Web Registered**	Undergraduate	4
<input type="checkbox"/>	Demonstration 2, Test 2	931	**Web Registered**	Undergraduate	4
<input type="checkbox"/>	Demonstration 3, Test 3	931	**Web Registered**	Undergraduate	4
<input checked="" type="checkbox"/>	Demonstration 4, Test 4	931	**Web Registered**	Undergraduate	4

Email envelope icon

## Log Out

Use the Sign Out button at the top of the page next to your name to exit the browser. This will completely close your Class List session.