## 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.

### Faculty Services

<table>
<thead>
<tr>
<th>Term Selection</th>
<th>Advisor Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a student's grades: Run a degree audit Display your security setup.</td>
<td></td>
</tr>
<tr>
<td>Student Information Menu</td>
<td>CRN Selection</td>
</tr>
<tr>
<td>Faculty Detail Schedule</td>
<td>Faculty Detail Schedule</td>
</tr>
<tr>
<td>Week at a Glance</td>
<td>Week at a Glance</td>
</tr>
</tbody>
</table>

**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: 0.11**

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**Table: Class List**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Title</th>
<th>CRN</th>
<th>Enrollment Count</th>
<th>Status</th>
<th>Duration</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 106</td>
<td>College Writing II</td>
<td>30548</td>
<td>14</td>
<td>Active</td>
<td>01/25/2023 - 05/19/2023</td>
<td>Spring 2023 (202230)</td>
</tr>
</tbody>
</table>
Banner 9 Class List General Navigation Overview

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

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.