

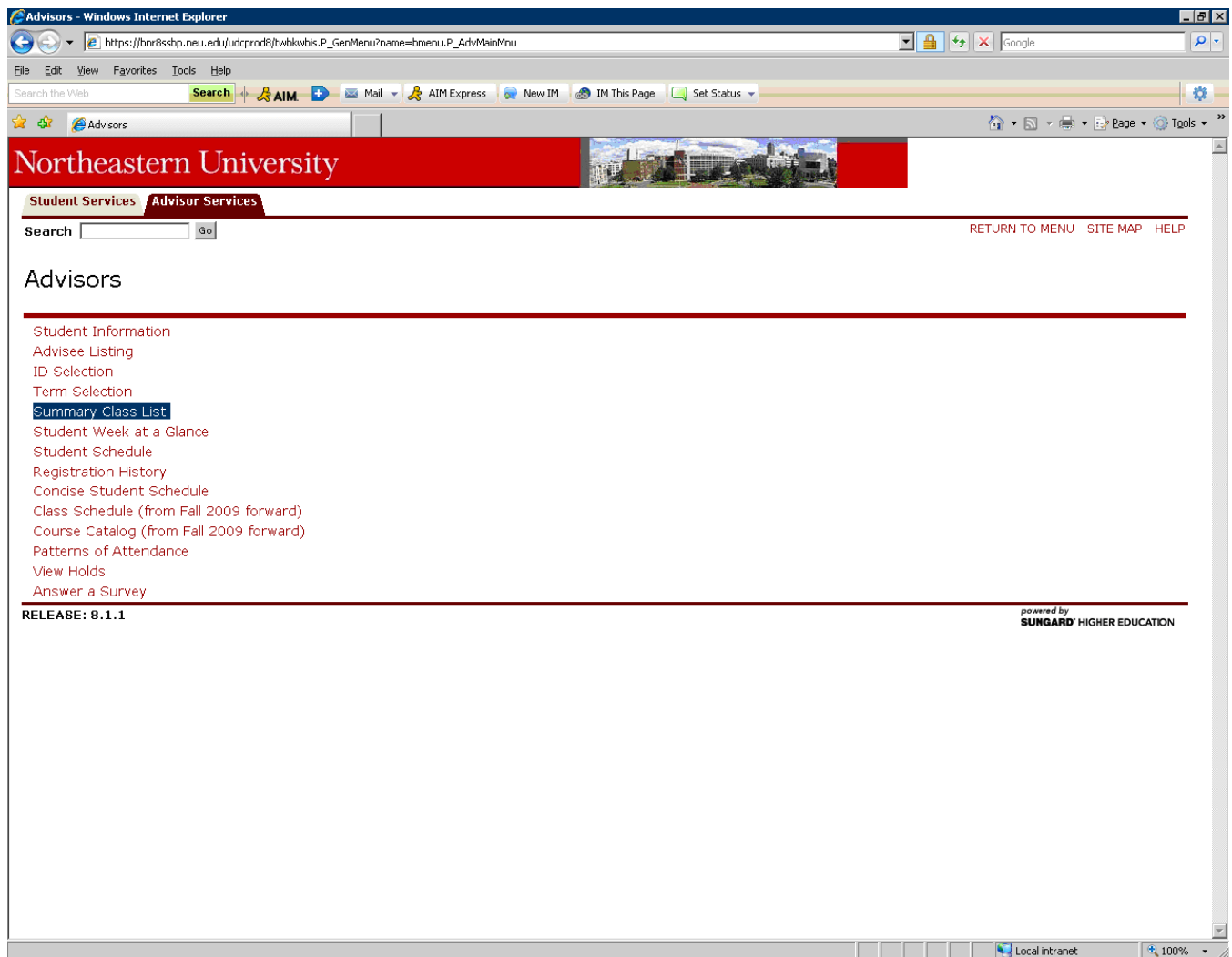
Accessing Class Rosters in Self-Service Banner

Terminology: In Banner, the class roster is referred to as the “Summary Class List.”

Before you begin: You should know the CRN of the class roster you wish to view. If you do not know the CRN, you can look it up in Banner Schedule (www.northeastern.edu/registrar/banner-schedule.html).

Step 1—Selecting the Summary Class List Option

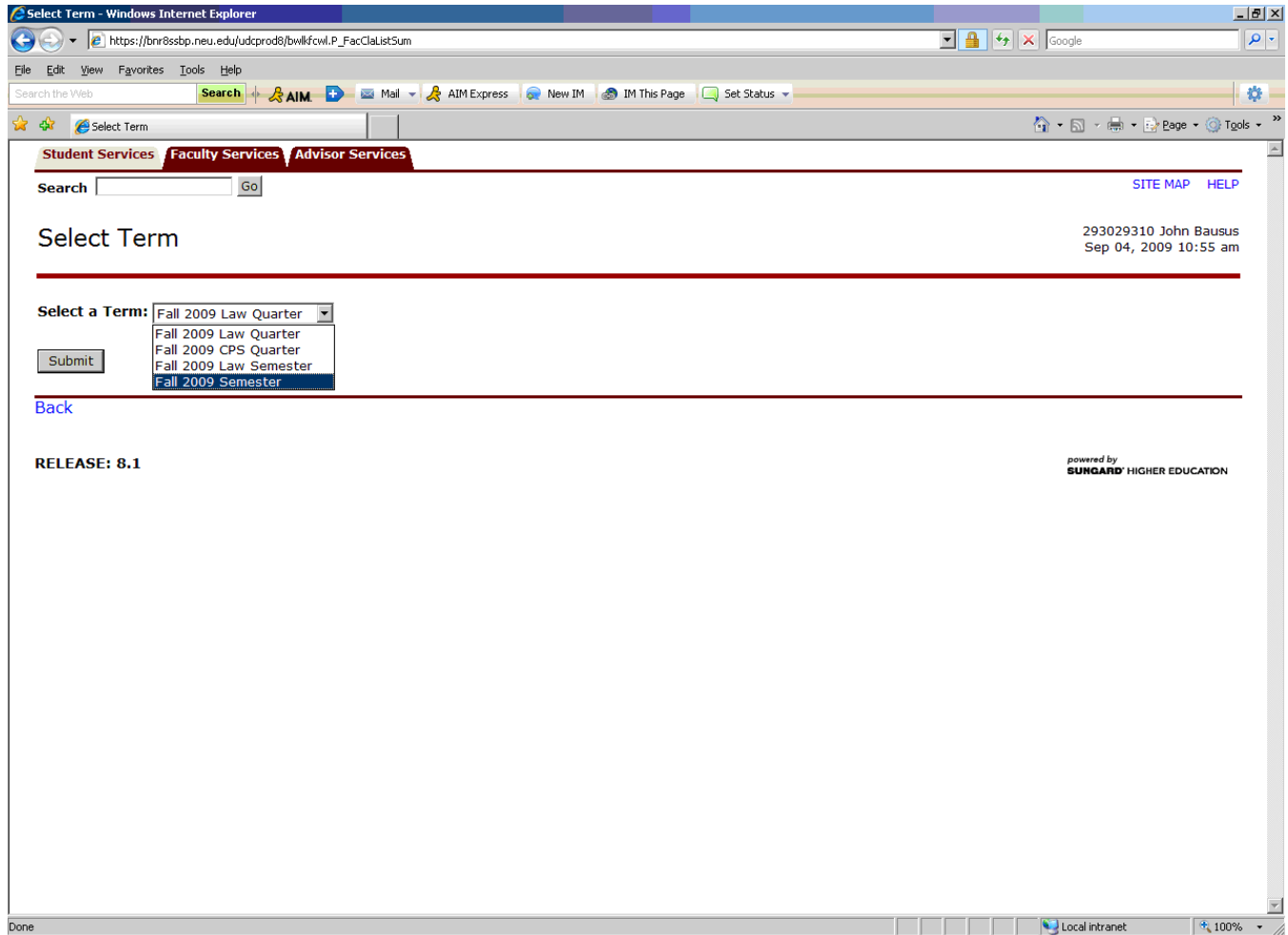
After advisors and faculty members log into Self-Service Banner, they can go to either the “Faculty Services” tab or the “Advisor Services” tab (some faculty members have both tabs). A menu of options appears. The option “Summary Class List” appears on both tabs.



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Step 2—Selecting the Term

After clicking the “Summary Class List” link, the following screen appears, asking you to select the term in which your class is offered. If you select the wrong unit or term, you will not find your class. For this example, we are selecting “Fall 2009 Semester.”



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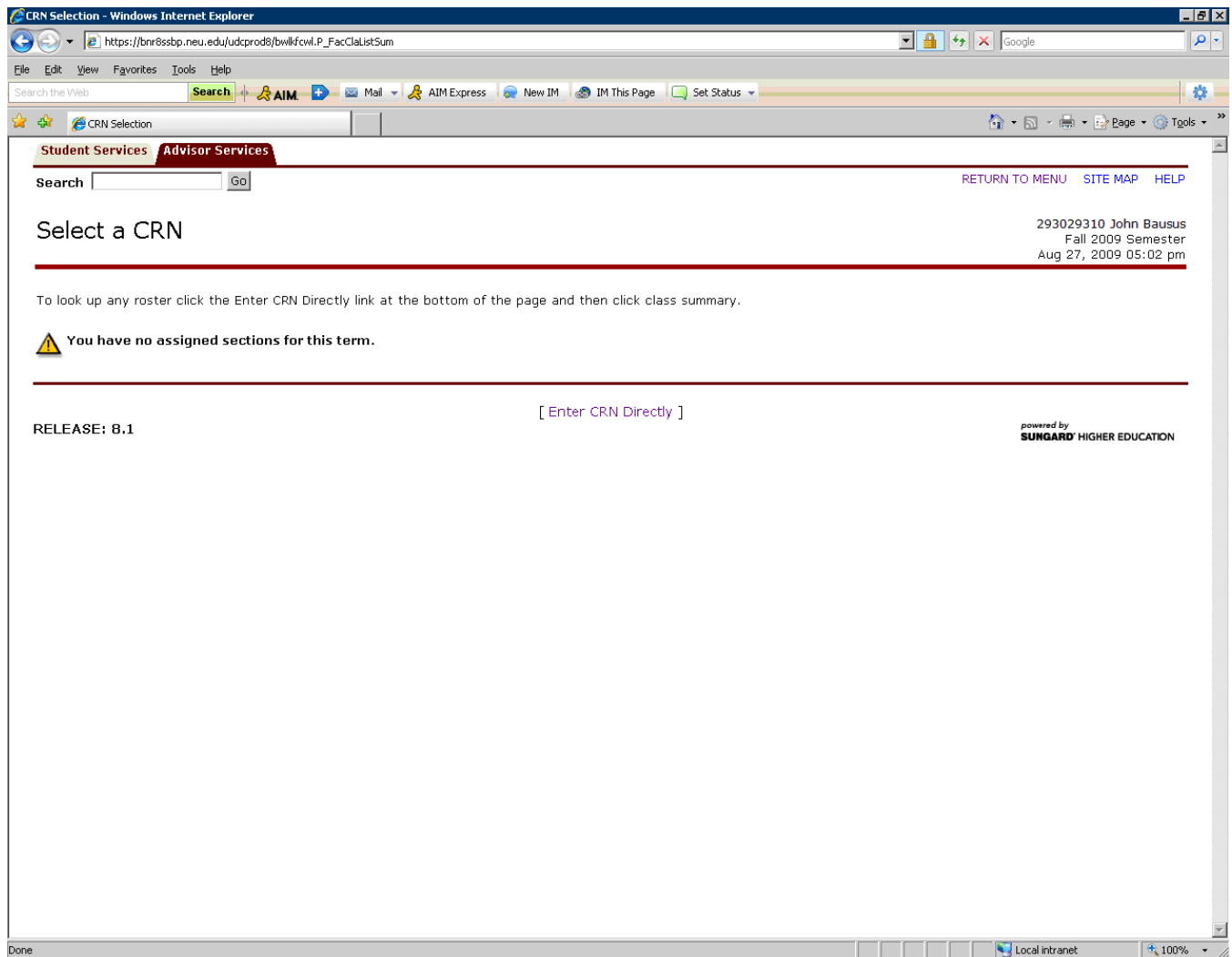
Step 3—Selecting the CRN

After selecting the term, the following screen appears, asking you to select the CRN for your class.

If you are not teaching any classes in the term you have selected, the screen displays as shown below.

If you are teaching a class in the term you have selected, the left-hand side of the screen (where the icon of the yellow triangle appears in the image below) displays a drop-down menu listing the CRNs of the classes you are teaching. Only the CRNs appear—no other class information (e.g., subject, course number, section number) is displayed in the drop-down. Clicking one of the CRNs in the drop-down takes you to [Step 5](#) (bypassing Step 4).

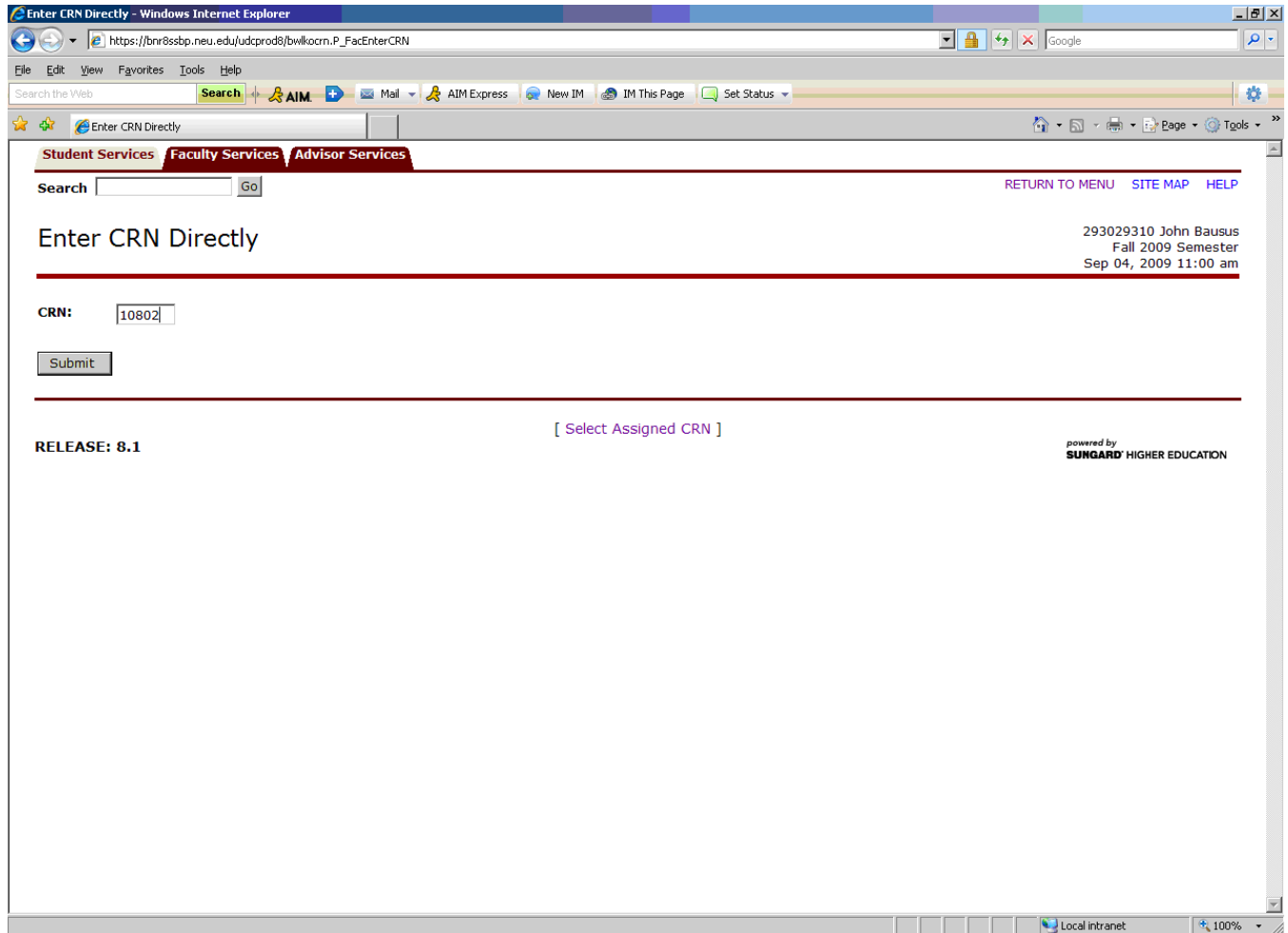
If you are not teaching a class, or if you wish to view rosters of classes for which you are not the listed instructor, then you should click the link “Enter CRN Directly” in the bottom center of the screen.



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Step 4—Selecting the CRN by Direct Entry

After clicking the link “Enter CRN Directly,” the following screen appears, enabling you to directly enter the CRN of the class roster you wish to view. For this example, we are selecting CRN 10802.



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Step 5—Viewing the Summary Class List

After selecting the CRN, the following screen appears, displaying the Summary Class List (roster).

Each student's name is a hyperlink to specific academic and bio-demo info on that person.

The screenshot shows a web browser window titled "Summary Class List - Windows Internet Explorer". The address bar shows the URL: https://bnr8sstp.neu.edu/udcprod8/bwlkfcwl_P_FacClatListSum. The page has navigation tabs for "Student Services", "Faculty Services", and "Advisor Services". A search bar is present with a "Go" button. The main heading is "Summary Class List".

Course Information:
Fieldwork in History 1 - HIST 4903 01
CRN: 10802
Duration: Sep 09, 2009 - Dec 19, 2009
Status: Active

Enrollment Counts:

	Maximum	Actual	Remaining
Enrollment:	5	2	3
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Program	College	Major	Minor	Concentration
1	Cushia, William	822221753	**Registered**	Undergraduate	4.000	BS History	College of Arts & Sciences	History	Business Administration	
2	Wily, Emily C.	539082392	Web Registered	Undergraduate	4.000	BA History	College of Arts & Sciences	History		


Navigation links: [Return to Previous](#), [Term Selection](#), [CRN Selection](#), [Detail Class List](#), [Final Grades](#), [Faculty Detail Schedule](#)


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Step 6—Sending E-Mail to Students

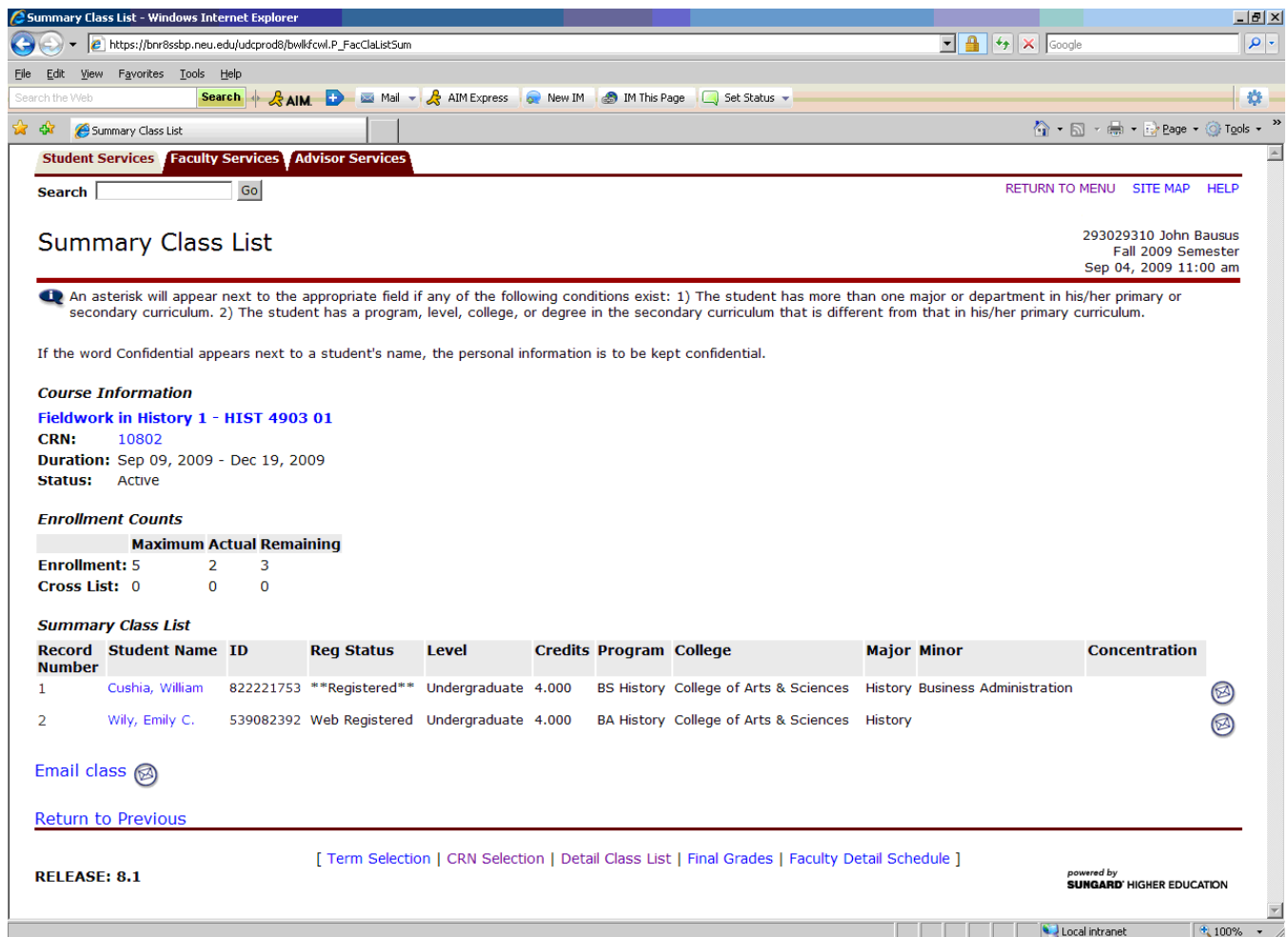
To the far right of each line of student information is an envelope icon . Clicking this icon initiates, in your mail system (e.g., Lotus Notes, Outlook, Entourage), a new e-mail message addressed to the student's neu e-mail account.

Near the bottom of the roster is another envelope icon  with the words "Email class." Clicking this icon initiates a new e-mail message addressed to the entire class (each student's name appears in the BCC field).

Important: Users of Microsoft Outlook wishing to send e-mail to the entire class must first follow these steps to configure Outlook to recognize the comma as a valid e-mail address separator:

1. On the "Tools" menu, click "Options."
2. Click "E-Mail Options," and then click "Advanced E-Mail Options."
3. Under "When sending a message," click to select the "Allow comma as address separator" check box.

Note: You can continue to use a semicolon (;) to separate e-mail addresses after you click to select the "Allow comma as address separator" check box.



Summary Class List

293029310 John Bausus
Fall 2009 Semester
Sep 04, 2009 11:00 am

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.



If the word Confidential appears next to a student's name, the personal information is to be kept confidential.


Course Information
Fieldwork in History 1 - HIST 4903 01
CRN: 10802
Duration: Sep 09, 2009 - Dec 19, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	5	2	3
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Program	College	Major	Minor	Concentration
1	Cushia, William	822221753	**Registered**	Undergraduate	4.000	BS History	College of Arts & Sciences	History	Business Administration	
2	Wily, Emily C.	539082392	Web Registered	Undergraduate	4.000	BA History	College of Arts & Sciences	History		

[Email class](#) 

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Step 7—Switching to the Detail Class List

At the bottom of the roster is the “Detail Class List” link. Clicking this link provides additional academic information about each student in the class.

Summary Class List - Windows Internet Explorer
 https://bnr8ssbp.neu.edu/udcprod8/bwlkfcwl.P_FacClasListSum

Student Services Faculty Services Advisor Services

Search Go RETURN TO MENU SITE MAP HELP

Summary Class List 293029310 John Bausus
 Fall 2009 Semester
 Sep 04, 2009 11:00 am

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Fieldwork in History 1 - HIST 4903 01
CRN: 10802
Duration: Sep 09, 2009 - Dec 19, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	5	2	3
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Program	College	Major	Minor	Concentration
1	Cushia, William	822221753	**Registered**	Undergraduate	4.000	BS History	College of Arts & Sciences	History	Business Administration	
2	Wily, Emily C.	539082392	Web Registered	Undergraduate	4.000	BA History	College of Arts & Sciences	History		

Email class

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Step 8—Viewing the Detail Class List

After clicking the “Detail Class List” link, the following screen appears, providing additional academic information about each student in the class.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Fieldwork in History 1 - HIST 4903 01
CRN: 10802
Duration: Sep 09, 2009 - Dec 19, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	5	2	3
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	Cushia, William	822221753	**Registered**	3

Current Program
Bachelor of Science

Level: Undergraduate
Program: BS History
Admit Term: Spring 2009 Semester
Catalog Term: Fall 2008 Semester
College: College of Arts & Sciences
Major and Department: History, History
Minor: Business Administration

Class: Sophomore
Credits: 4.000

Record Number	Student Name	ID	Registration Status	Registration Number
2	Wily, Emily C.	539082392	Web Registered	1

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Step 9—Selecting another CRN

To view another class roster, scroll to the bottom of the current roster and click the “CRN Selection” link. This link returns you to [Step 3](#).

Current Program
Bachelor of Science
Level: Undergraduate
Program: BS History
Admit Term: Spring 2009 Semester
Catalog Term: Fall 2008 Semester
College: College of Arts & Sciences
Major and Department: History, History
Minor: Business Administration

Class: Sophomore
Credits: 4.000

Record Number	Student Name	ID	Registration Status	Registration Number
2	Wily, Emily C.	539082392	Web Registered	1

Current Program
Bachelor of Arts
Level: Undergraduate
Program: BA History
Admit Term: Fall 2008 Semester
Catalog Term: Fall 2008 Semester
College: College of Arts & Sciences
Major and Department: History, History

Class: Senior
Credits: 4.000

[Email class](#)

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