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.

![Banner Menu Screenshot](image)

**Advisors**

- Student Information
- Advisee Listing
- ID Selection
- Term Selection
- **Summary Class List**
  - Student Week at a Glance
  - Student Schedule
  - Registration History
  - Condense Student Schedule
  - Class Schedule (from Fall 2009 forward)
  - Course Catalog (from Fall 2009 forward)
  - Patterns of Attendance
  - View Holds
- Answer a Survey

**Next Step >**
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.”
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.

To look up any roster click the Enter CRN Directly link at the bottom of the page and then click class summary.

⚠️ You have no assigned sections for this term.

RELEASE: 8.1
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.
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.
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 new 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.
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.
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.

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 Student Name ID Registration Status Registration Number
Number
1 Cushia, William 82221753 **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 Student Name ID Registration Status Registration Number
Number
2 Willy, Emily C. 530082302 Web Registered 1
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.