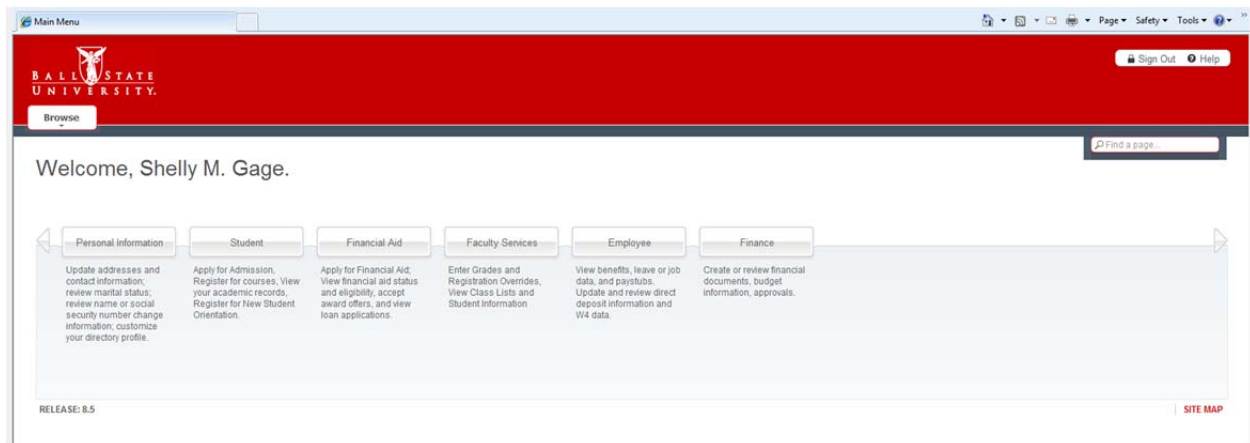
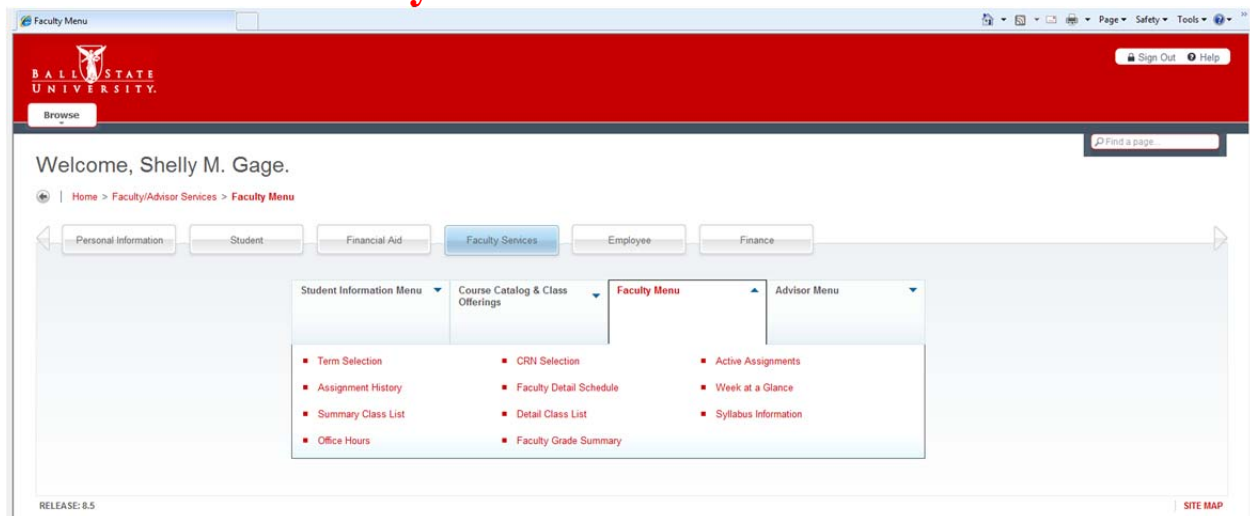


How To Obtain a Class List from Self-Service Banner

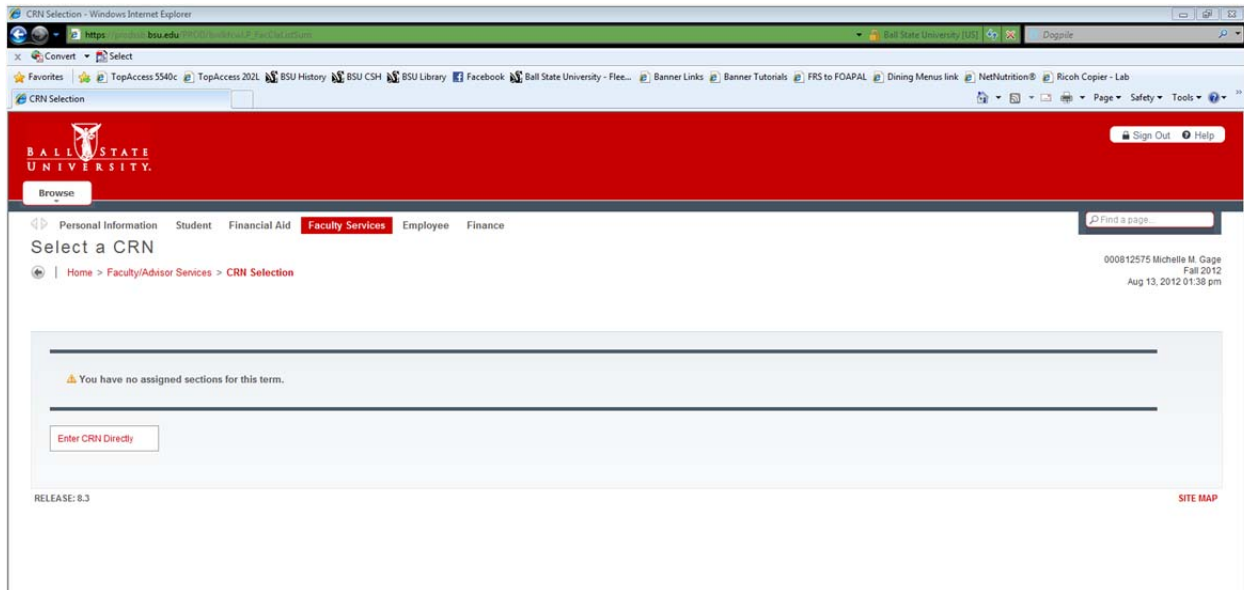
- Log into MyBSU (can be accessed from the Faculty/Staff homepage in “Administrative Toolbox”)
- Choose **Self-Service Banner**
- Click on **Faculty Services**



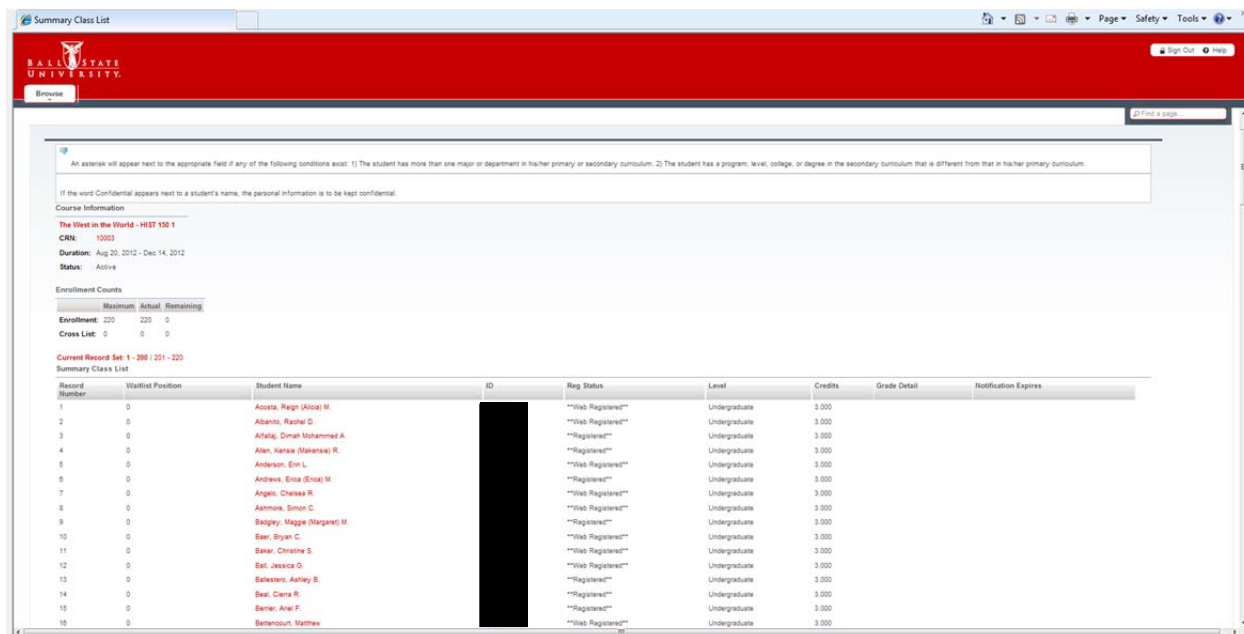
- Click on **Faculty Menu**



- Click **Summary Class List** or **Detail Class List**
- Enter Term (right now Fall 2012 is the only option)
- Click on **Enter CRN Directly**



➤ Enter the Course Reference Number for the course



○ **Summary** is just that – a list of names. This list is the more printer-friendly of the two options.

➤ To print your list, just click the printer icon on your browser

○ A **Detail Class List** provides more information

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

The View on the World - HIST 150 1
CRN: 10003
Duration: Aug 20, 2012 - Dec 14, 2012
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	220	220	0
Cross List:	0	0	0

Current Record Set: 1 - 200 | 201 - 220

Detail Class List

Record Number	Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
1	Acosta, Paige (Alicia) M.	[REDACTED]	***Web Registrar***	0		52

Current Program

Bachelor of Arts

Level: Undergraduate
Program: Pre-Telecommunications
Admit Term: Fall 2011
Catalog Term: Fall 2011
College: Commun., Info. and Media
Major and Department: Pre-Telecommunications, Telecommunications

Class: Sophomore
Credits: 3.000

Record Number	Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
2	Albano, Rachel D.	900841332	***Web Registrar***	0		148

➤ There are two ways to pull a **Detail Class List**

○ You can choose **Detail Class List** from the Faculty Menu

Welcome, Shelly M. Gage.

Home > Faculty/Advisor Services > Faculty Menu

Personal Information | Student | Financial Aid | Faculty Services | Employee | Finance

Student Information Menu | Course Catalog & Class Offerings | Faculty Menu | Advisor Menu

- Term Selection
- Assignment History
- Summary Class List
- Office Hours
- CRN Selection
- Faculty Detail Schedule
- Detail Class List
- Faculty Grade Summary
- Active Assignments
- Week at a Glance
- Syllabus Information

RELEASE: 8.5

SITE MAP

- Or, if you've already pulled up a **Summary Class List**, you can choose the link at the bottom of the list.

Course	CRN	Instructor	Status	Level	Credits
4	0	Bretz, Erin E.	""Web Registered""	Undergraduate	3.000
5	0	Brummett, Joseph R.	""Web Registered""	Undergraduate	3.000
6	0	Condon, Samuel D.	""Web Registered""	Undergraduate	3.000
7	0	Crosley, Christopher J.	""Web Registered""	Undergraduate	3.000
8	0	Custer, Drake (Stuart) D.	""Web Registered""	Undergraduate	3.000
9	0	Fennig, Neal P.	""Web Registered""	Undergraduate	3.000
10	0	Fox, Jessica N.	""Web Registered""	Undergraduate	3.000
11	0	Geik, Tyler W.	""Web Registered""	Undergraduate	3.000
12	0	Goode, Hayli L.	""Web Registered""	Undergraduate	3.000
13	0	Hawn, Jonathon L.	""Web Registered""	Undergraduate	3.000
14	0	Huizenga, Nathan W.	""Web Registered""	Undergraduate	3.000
15	0	Jewett, Kaitlin T.	""Web Registered""	Undergraduate	3.000
16	0	McCloskey, Morgan L.	""Web Registered""	Undergraduate	3.000
17	0	Miller, Drew N.	""Web Registered""	Undergraduate	3.000
18	0	Moss, Lauren N.	""Web Registered""	Undergraduate	3.000
19	0	Reece, Trevor J.	""Web Registered""	Undergraduate	3.000
20	0	Salmon, Jeremy D.	""Web Registered""	Undergraduate	3.000
21	0	Secor, Scott E.	""Web Registered""	Undergraduate	3.000
22	0	Shrack, Sarah R.	""Web Registered""	Undergraduate	3.000

Return to Previous

Term Selection ■ CRN Selection ■ **Detail Class List** ■ Mid Term Grades ■ Final Grades ■ Faculty Detail Schedule

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- To bring up a list for another course, return to the Faculty Menu and select **Enter CRN Directly**