

# Banner Class Lists and Wait Lists

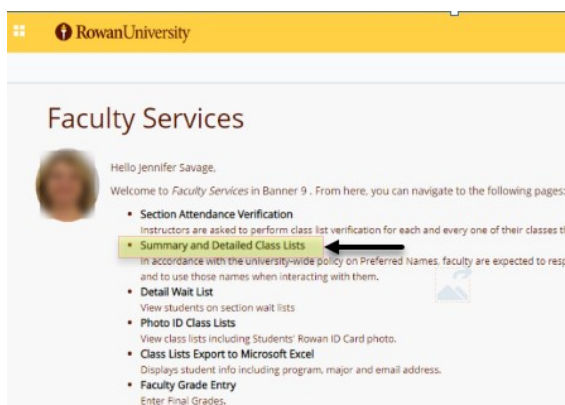
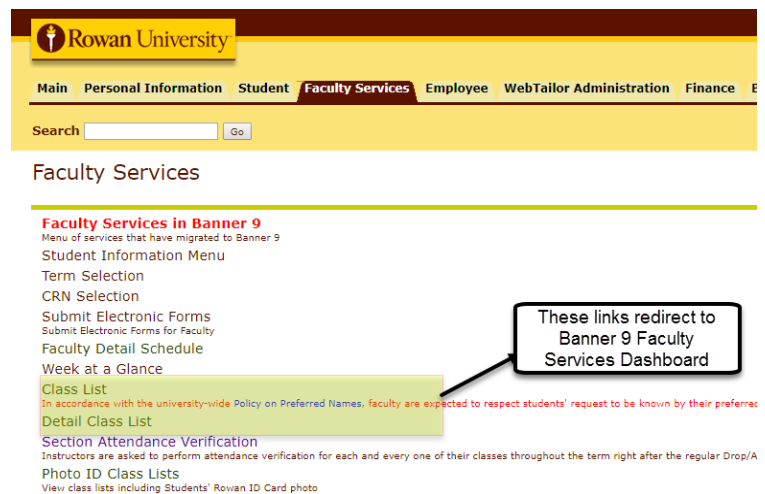
## Faculty Services Dashboard

Ellucian, the company that supports Banner, is planning to end support for the current version of Banner (Banner 8), so Rowan University is in the process of updating to the new version of Banner (Banner 9).

This upgrade is being implemented in phases. As phases are implemented, faculty can still access all services from either the Banner 8 **Faculty Services** tab or Banner 9 **Faculty Services** dashboard.

## Accessing Class List and Detail Class List

- To access these applications, select **Class List** or **Detail Class List** from the Self-Service Banner **Faculty Services** tab, as you normally would.
- Selecting either one of those links will bring you to the new Banner 9 **Faculty Services** dashboard.



- From the dashboard, select **Summary and Detailed Class Lists**.
- The new **Summary and Detailed Class Lists** application (see below) is new in Banner 9. It is more user friendly and provides more information (including Student Preferred Name) than the old **Class List** and **Detail Class List** applications.

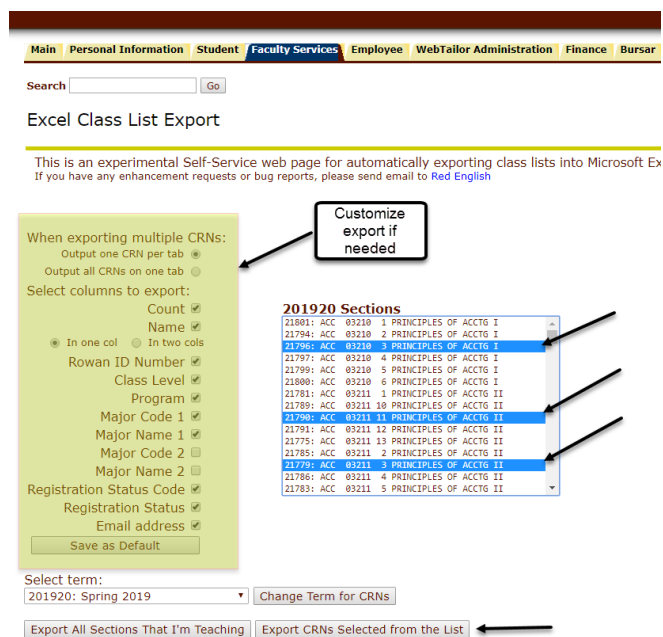
| Student Name | ID         | Registration Status | Level         | Credit Hours | Midterm     | Final       | Class     |
|--------------|------------|---------------------|---------------|--------------|-------------|-------------|-----------|
| [Redacted]   | [Redacted] | **Web Registered**  | Undergraduate | 4            | Enter Grade | Enter Grade | Sophomore |
| [Redacted]   | [Redacted] | **Web Registered**  | Undergraduate | 4            | Enter Grade | Enter Grade | Senior    |
| [Redacted]   | [Redacted] | **Web Registered**  | Undergraduate | 4            | Enter Grade | Enter Grade | Junior    |
| [Redacted]   | [Redacted] | **Web Registered**  | Undergraduate | 4            | Enter Grade | Enter Grade | Junior    |

**\*\*\*\*NOTE\*\*\*\***

Although the Midterm column displays on the Summary and Class Lists page, the Enter Grade link defaults to the Final Grade field. The University does not require official entry of Mid-Term grades in the student information system. Departments or Faculty who wish to keep their own records of Mid-Term grades may do so utilizing their own tracking system or document.

## Chairs, Advisor and Non-Assigned Administrators Viewing Class Lists

- Although the new **Summary and Detailed Class Lists** feature on the Banner 9 **Faculty Services** dashboard has many new and improved options, such as Student Preferred Names, only faculty with assigned sections can access them. (The Registrar and IRT are working with Ellucian to rectify this situation).
- In the meantime, chairs, advisors and non-assigned administrators can utilize the **Class Lists export to Microsoft Excel** link on the Banner 8 **Faculty Services** tab or the Banner 9 **Faculty Services** dashboard to export class lists from sections not assigned to them.
- Select **Class Lists export to Microsoft Excel**. Select the term and then **Change Term for CRNs** (if needed).
- To select multiple terms sequentially, hold down the Shift key and select with the mouse.
- To select multiple terms non-sequentially, hold down the Ctrl key and select with the mouse.
- Customize the export using the left-hand menu (if needed) and then select **Export CRNs Selected from the List**.
- The class list will download and can be opened in Microsoft Excel. Depending on how the export was customized, all lists may be on one sheet or on multiple tabs.



## Emailing Class Lists

- Go to Self-Service Banner, select the **Faculty Services** tab and then select **Class List**.
- You will be redirected to the Banner 9 **Faculty Services** dashboard.
- Click on **Summary and Detailed Class Lists**.
- Open the **CRN Listing** screen and instead of selecting the course title, click on any whitespace (blank space) within the row.

| CRN Listing        |                                |       |                  |        |                         |  |  |
|--------------------|--------------------------------|-------|------------------|--------|-------------------------|--|--|
| Fall 2018 - 201840 |                                |       |                  |        |                         |  |  |
| Select Course      |                                |       |                  |        |                         |  |  |
| Subject            | Course Title                   | CRN   | Enrollment Count | Status | Duration                |  |  |
| INCL 02310, 4      | STREAM 1: SOC STUDIES, ELA ART | 40669 | 21               | Active | 09/04/2018 - 12/21/2018 |  |  |
| BIOL 01204, 1      | INTRODUCTION TO ECOLOGY        | 40670 | 26               | Active | 09/04/2018 - 12/21/2018 |  |  |
| INCL 02315, 4      | STREAM I CLINICAL EXPERIENCE   | 40671 | 21               | Active | 09/04/2018 - 12/21/2018 |  |  |

# Emailing Class Lists (Continued)

Course Listing

Fall 2018 - 201840 INCL 02310 | 40669

Course Information  
**STREAM 1: SOC STUDIES, ELA ART - INCL 02310 4**  
 CRN: 40669  
 Duration: 09/04/2018 - 12/21/2018  
 Status: Active

Enrollment Counts

|            | Maximum | Actual | Remaining |
|------------|---------|--------|-----------|
| Enrollment | 21      | 0      | -21       |
| Wait List  | 0       | 0      | 0         |
| Cross List | 0       | 0      | 0         |

Class List Wait List

Summary Class List

| Student Name             | ID | Registration Status | Level | Credit Hours | Midterm | Final |
|--------------------------|----|---------------------|-------|--------------|---------|-------|
| <input type="checkbox"/> |    |                     |       |              |         |       |
| <input type="checkbox"/> |    |                     |       |              |         |       |
| <input type="checkbox"/> |    |                     |       |              |         |       |

- A new screen with your class list will open.
- Select the individual students you would like to send an email to, or select the checkbox on the top of the column to select all students.
- Select the email icon to send an email to all selected students.
- The default email client should then open with a blank message and all of the student email addresses listed in the "To" field.

**\*\*\*NOTE\*\*\***

There is a reported bug that prevents faculty being able to open email messages to all the members of their class if their class is larger than approximately 35 students.

# Reviewing Wait Lists

- The **Detail Wait List** feature can be accessed directly from the Banner 8 **Faculty Services** tab or a link on the Banner 9 **Faculty Services** dashboard.

RowanUniversity

Main Personal Information Student **Faculty Services** Employee WebTailor Administration Finance Bursar

Search  Go

Select Term

Select a Term: Spring 2019

Submit

RELEASE: 8.7.1

- Faculty accessing their own courses will select the term and then select **Submit**.
- They will then be able to select their section(s) CRN from a drop down menu.

RowanUniversity

Main Personal Information Student **Faculty Services** Employee WebTailor Administration Finance Bursar

Search  Go

Select a CRN

You have no assigned sections for this term.

[ Enter CRN Directly ]

RELEASE: 8.7.1

RowanUniversity

Main Personal Information Student **Faculty Services** Employee WebTailor Administration Finance Bursar

Search  Go

Enter CRN Directly

CRN: 21763

Submit

[ Select Assigned CRN ]

RELEASE: 8.7.1

- Chairs, advisors and other non-assigned administrators can access wait lists for classes by selecting **Enter CRN Directly** and entering the **CRN** into the field.
- Then they will select **Submit**.

- Once the section is selected, the **Detail Wait List** screen will open.
- Select the blue **Wait List** hyperlink to open the **Summary Wait List** screen.

**\*\*\*NOTE\*\*\***

The **Detail Wait List** is still a **Banner 8** form, so advanced **Banner 9** features, such as **Student Preferred Name**, will not be available.

Detail Wait List

An asterisk will appear next to the appropriate field if a:

1. The student has more than one major or department
2. The student has a program, level, college, or degree

If the word Confidential appears next to a student's name,

Course Information  
**Intermediate Accounting II - ACC 03311 1**  
 CRN: 21763  
 Duration: Jan 22, 2019 - May 10, 2019  
 Status: Active

Enrollment Counts

|             | Maximum | Actual | Remaining |
|-------------|---------|--------|-----------|
| Enrollment  | 32      | 0      | -32       |
| Wait List   | 0       | 8      | 0         |
| Cross Lists | 0       | 0      | 0         |

Summary Wait List

| Waitlist Position | Student Name | ID | Reg Status | Level | Credits |
|-------------------|--------------|----|------------|-------|---------|
| 1                 |              |    |            |       | 0.000   |
| 2                 |              |    |            |       | 0.000   |
| 3                 |              |    |            |       | 0.000   |
| 4                 |              |    |            |       | 0.000   |
| 5                 |              |    |            |       | 0.000   |
| 6                 |              |    |            |       | 0.000   |
| 7                 |              |    |            |       | 0.000   |
| 8                 |              |    |            |       | 0.000   |

Detail Wait List

| Student Name | ID | Registration Status | Waitlist Position | Notification Expires | Registration Number |
|--------------|----|---------------------|-------------------|----------------------|---------------------|
|              |    |                     | 1                 |                      | 35                  |