Faculty Class List
Introduction

This guide is to introduce you to screens and options for viewing and navigating the faculty class list. This guide focuses on the basic features for using Banner Self Service screens accessed through a web browser.

The Faculty Class List for viewing assigned classes and students enrolled in each class. This page also provides links/access to mid-term, final and detailed grading options.

All grades should be verified by the faculty in Banner to ensure they are accurate. Below you will find the steps to connect and view class lists using Banner Self Service.
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- Class List is accessed using Banner Self Service. Self Service pages can be accessed using any web browser over an internet connection. Faculty do not have to be on campus in order to access these pages.
  
  https://xess1-prod.ec.ub.edu.bs/StudentSSB/ssb/classListApp/classListPage#/allTerms/courseList

- You will be presented with a login page similar to the one shown. You must enter your UB assigned (UBNetID) network ID and password (the same used for computer, email, Moodle and wi-fi connections)
Once you are successfully logged in to Faculty Class List, you will see a list of your courses for the current semester. Simply click on any whitespace in a row for a selected class to see the detailed list of enrolled students. (past and future semesters that aren’t open are not displayed in the class list).
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- The default display is 10 classes per page so you may need to navigate to multiple pages to view all your courses.

- You can utilize the search box to find your class by subject, course, section, title, etc.
After selecting a class you will be taken to a screen like the one below showing the list of students enrolled.

You can click a student name to view a quick summary of an individual student:

1. View of class totals
2. Selectable mid-term or final grade view
3. Takes you to the electronic gradebook to enter mid-term or final grades
4. Takes you to the electronic gradebook components for entering detail scores (quizzes, exams, etc.)
From this screen, faculty can also send individual or group email to students. Note this facility will only send to UB issued email addresses by default.

1. To select all students simply click the box (a check will appear as shown) and all students will be selected. If a student is not selected (box next to their name is greyed out) then contact the Help Desk to have the email address for that student corrected.

2. Click on the envelope icon. Banner will launch your default email program and copy every selected student into the BCC: line.
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- Faculty can then create their own customized email message to send
- You can attach files, embed images or links to resources, setup the Subject line, or any other function native to the chosen default email program.