



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.

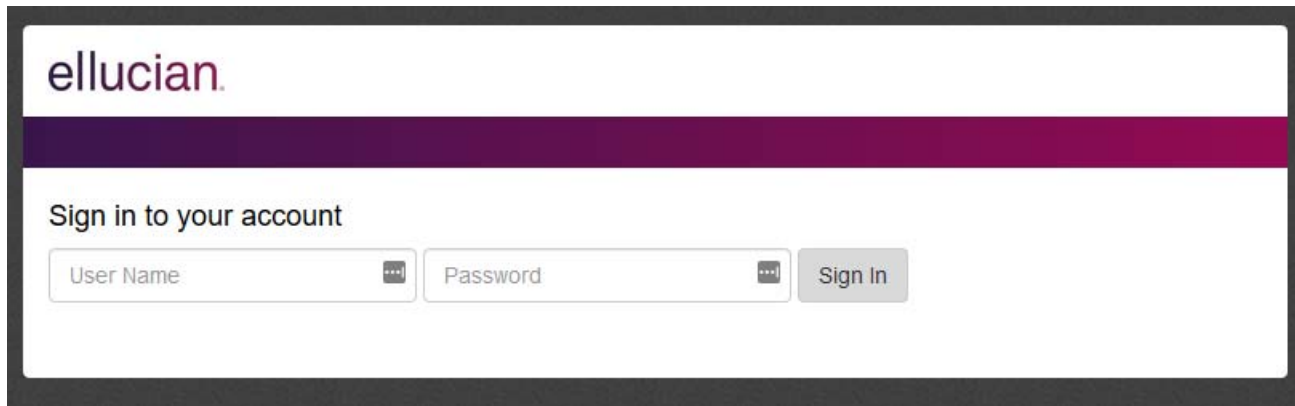
All grades should be verified by the faculty in Banner to ensure they are accurate. Below you will find the steps to connect and view class lists using Banner Self Service.

# Faculty Class List

- 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)



The image shows a login page for 'ellucian'. The page has a white background with a dark purple horizontal bar. The 'ellucian.' logo is in the top left. Below the bar, the text 'Sign in to your account' is centered. There are two input fields: 'User Name' and 'Password', both with small icons to their right. A 'Sign In' button is to the right of the 'Password' field.

# Faculty Class List

- 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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John Quincy Faculty

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CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
CISB 100, 01	Computer Literacy	10095	9	Active	08/20/2018 - 12/07/2018	Fall 2018 (201910)

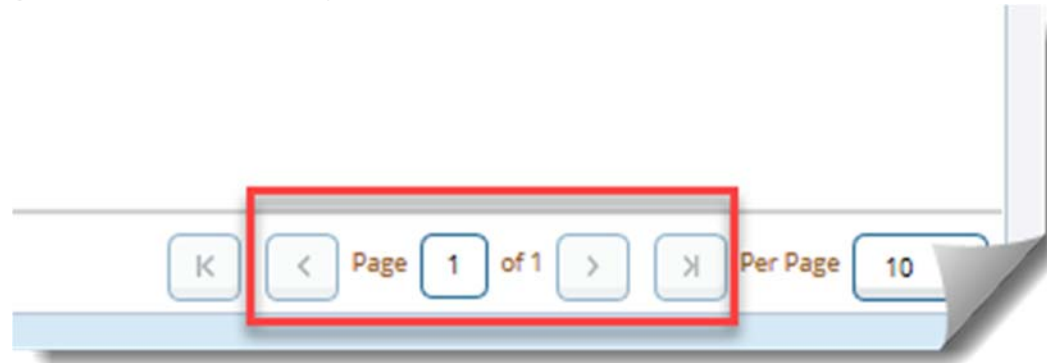
Results found: 1

Page 1 of 1

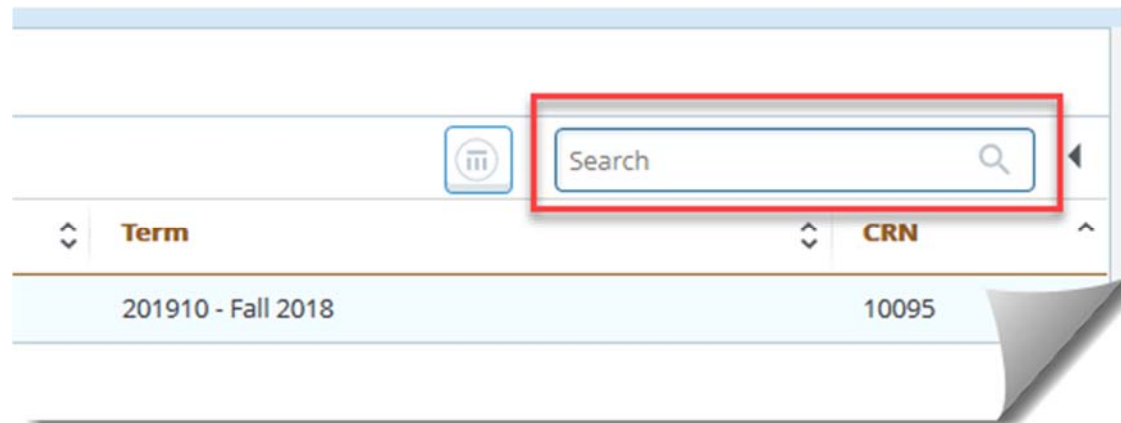
Per Page 25

# Faculty Class List

- 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.



# Faculty Class List

- 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.)

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Class List

Fall 2018 - 201910 CISB 100 | 10095

Course Information

Computer Literacy - CISB 100 01  
CRN: 10095  
Duration: 08/20/2018 - 12/07/2018  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	9	16
Wait List	100	0	100
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Grade Detail	Class
<input type="checkbox"/>			**Registered**	Undergraduate	3	A	Enter Grade	Available	Freshman
<input type="checkbox"/>			**Registered**	Undergraduate	3	B+	Enter Grade	Available	Freshman
<input type="checkbox"/>			**Registered**	Undergraduate	3	B-	Enter Grade	Available	Not Available
<input type="checkbox"/>			**Registered**	Undergraduate	3	B+	Enter Grade	Available	Freshman

# Faculty Class List

- 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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Fall 2018 - 201910 CISB 100 | 10095

Course Information

Class List Wait List Summary View

Summary Class List

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Grade Detail	Class
<input checked="" type="checkbox"/>	Aaliyah Beatrice Williams	000080039	**Registered**	Undergraduate	3	A	Enter Grade	Available	Freshman
<input checked="" type="checkbox"/>	Alexandria Vanessa Smith	000083766	**Registered**	Undergraduate	3	B+	Enter Grade	Available	Freshman
<input checked="" type="checkbox"/>	Alicia Latisha Williams	000085039	**Registered**	Undergraduate	3	B-	Enter Grade	Available	Not Available
<input checked="" type="checkbox"/>	April Antonja B Smith	000082323	**Registered**	Undergraduate	3	B+	Enter Grade	Available	Freshman
<input checked="" type="checkbox"/>	Dejon Wellington Jones	000084480	**Registered**	Undergraduate	3	A	Enter Grade	Available	Freshman
<input type="checkbox"/>	Henry Jimmy Mandelle	000100085	**Web Registered**	Undergraduate	3	D	Enter Grade	Available	Freshman-Student Athlete
<input checked="" type="checkbox"/>	Jimmy Lee S Stevens	000083749	**Registered**	Undergraduate	3	B	Enter Grade	Available	Junior

# Faculty Class List

- 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.

The screenshot displays an email composition interface overlaid on a web application. The email window, titled "Untitled - Message (HTML)", features a ribbon with tabs for "File", "Message", "Insert", "Options", "Format Text", "Review", "Developer", and "ADOBE PDF". The "Message" tab is active, showing fields for "To...", "Cc...", "Bcc...", and "Subject". The Bcc field contains several email addresses: `dj84480@ub.edu.bs`, `as83766@ub.edu.bs`, `as82323@ub.edu.bs`, `js83749@ub.edu.bs`, `aw80039@ub.edu.bs`, and `aw85039@ub.edu.bs`. The Subject field is empty. The main body of the email is also empty. The background page shows a "Faculty & Advising" sidebar with "Fall 2018 - 2019" selected, and a "Class List" section with a "Summary Class" table. The table lists faculty members like Henry Jimmy Mandelle and Jimmy Lee S Stevens with their respective details.

Faculty Member	ID	Status	Level	Count	Grade	Availability	Class
Henry Jimmy Mandelle	000100085	**Web Registered**	Undergraduate	3	D	Available	Freshman-Student Athlete
Jimmy Lee S Stevens	000083749	**Registered**	Undergraduate	3	B	Available	Junior