Accessing Class Rosters

1. Log into Banner through the [Campus Portal](#) or [Secure Login](#). Accessing course rosters through Banner allows you to obtain the most up-to-date course enrollment information.

2. Click the “Faculty Services” Tab.

3. Click the “Summary Class List” link.

4. Use the drop-down menu to select the term for which you wish to view class rosters and click the submit button.
5. Use the drop-down menu to select the class roster that you want to view. Once you've chosen the course, click the submit button.

Select CRN

![Select CRN Image]

6. The class list of all registered students will be displayed in alphabetical order. The “Registration Status” column will indicate if a student has withdrawn from the course. (See images below)

Note: Names and ID numbers have been intentionally blurred in the following images.

![Course Information Image]

Tip: This button can be used to email an individual student.

Indication that a student has withdrawn from course:

![Withdrawn Student Image]
**Bottom of Class List:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Grade</th>
<th>Notes</th>
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Tip: This button/link can be used to email the entire class.

Tip: This button will export the entire class list into an Excel document that can be modified and saved to your computer.