

How to View Your Class List Using eServices Self Service Banner

- Go to the VCU Portal and log in using your eID and eID password.
- Click on the eServices tab at the top of the screen and select the eServices button to go to the new eServices for fall 2007.
- To view your class list:



VCU Self Service Banner

Personal Information Student and Financial Aid **Faculty Services** Employee

From the Main Menu, select the Faculty Services tab. That will take you to the Faculty and Advisors menu.



VCU Self Service Banner

Personal Information Student and Financial Aid **Faculty Services** Employee

From the Faculty and Advisors menu, select Summary Class List.

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Schedule
- Week at a Glance
- Credit Class List
- Summary Class List**
- Enrollment Classes
- Final Grades
- Active Assignments
- Assignment History
- Class Schedule

VCU Self Service Banner

Personal Information Student and Financial Aid Faculty Services Employee

Select Term

Select a Term: **Fal 2007**

Submit

RELEASE: 6.1

Select the desired term from the drop-down list, then click

NOTE: If you are an assigned instructor and your course does not appear in the drop-down list, please contact your departmental scheduling coordinator. Until the issue is resolved, you may enter the CRN directly for view-only access.

VCU Self Service Banner

Personal Information Student and Financial Aid Faculty Services Employee

Select a CRN

CRN: **ACCT FOR NON BUS MAJOR - 10001**

Submit

If you are the instructor, select the course you wish to work with from the drop-down list, then click Submit.

If you are an advisor or administrator, select Enter CRN Directly at the bottom of the page, then enter the 5-digit CRN and select Submit.

[Enter CRN Directly]

VCU Self Service Banner

Personal Information Student and Financial Aid Faculty Services Employee

Enter CRN Directly

CRN:

Submit

[Select Assigned CRN]

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How to View Your Class List Using eServices Self Service Banner

- The roster will display in alphabetical order. Use the scroll bar on the far right of the screen to view the complete list of students.

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

V00234789 Michael S. Flanigan
Fall 2007
Aug 20, 2007 08:33 pm

Summary Class List

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. The ID number and Academic Information must always be kept confidential.

Course Information
INTRO TO RICHMOND - RIC 116 023
CRN: 116023
Duration: Aug 23, 2007 - Dec 08, 2007
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	90	90	0
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Registered	Undergraduate	3.000	
2	Registration done on web	Undergraduate	3.000	
3	Registration done on web	Undergraduate	3.000	
4	Registration done on web	Undergraduate	3.000	
5	Registration done on web	Undergraduate	3.000	
6	Registration done on web	Undergraduate	3.000	
7	Registration done on web	Undergraduate	3.000	
8	Registered	Undergraduate	3.000	
9	Registration done on web	Undergraduate	3.000	
10	Registration done on web	Undergraduate	3.000	
11	Registration done on web	Undergraduate	3.000	
12	Registration done on web	Undergraduate	3.000	
13	... Confidential	...	Registration done on web	Undergraduate	3.000	
14	Registration done on web	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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- If you wish to view the class list of a different course, select **CRN Selection** at the bottom of the page and follow the directions on the previous page.
- If you wish to view other services, select **Return to Menu** in the upper right corner of the page.
- When you are done using Banner Self-Service, select **Exit** in the upper right corner of the page. You should also close Internet Explorer to ensure security.

Export Your Class List to Excel

A cut and paste operation is used to export your class list from Banner Self-Service into Excel.

- Begin by displaying your Summary Class List (refer to the instructions titled "How to View Your Class List"). Once you have displayed your class list, proceed to step 2.
- Scroll down the page until you see the beginning of your class list.
- Using your mouse, click once to place your cursor to the immediate left of the Record Number heading. Without releasing the mouse button, drag the mouse to the end of the class list so that all rows are highlighted in blue.
- From the Edit menu on the Internet Explorer menu bar, select Copy.
- Open a new Microsoft Excel workbook and verify that cell A1 is selected.
- From the Edit menu on the Excel menu bar, select Paste. The entire Summary Class List should appear in your spreadsheet.
- From the File menu, select Save to save your workbook. **Note:** Any changes that occur in the Banner class list will not be reflected in your Excel workbook.