

Class List in Banner 9 Faculty Self-Service

Banner 9 Class List has built in export and email functionality.

Log in to Banner Self-Service, click the Faculty Services Menu, then select Banner 9 Class List.

Filtering for Your CRN

Banner 9 CRN List defaults to show all terms. Find your course easily by using the drop-down term menu or search feature on the CRN Listing page of Banner 9 Class List.

The CRN Listing table view provides basic information like course title, CRN, and current enrollment count. Click on the course title and a pop-up box will display with course details like course description, pre- and corequisites, and course attributes.

Once you have filtered and see the course you wish to work with, use your cursor to click the course you want to view.

Faculty & Advisors • CRN Listing

Class List

Filter for term through the drop-down menu or by typing the term in the search box

All Terms

All Terms

Fall 2021 - 202210

Fall 2021

Course Title	CRN	Enrollment Count	Status	Duration	Term
MATH 106, 02	10380	48	Active	09/01/2021 - 12/21/2021	Fall 2021 (202210)

Need assistance? Contact the Office of the University Registrar at registrar@wm.edu or 757-221-2800.

Banner 9 Class List General Navigation Overview

Faculty & Advisors • CRN Listing • Class List

Class List Export

Fall 2021 - 202210 ARTH 100 | 15863

Course Information

Beauty - ARTH 100 02
 CRN: 15863
 Duration: 09/01/2021 - 12/21/2021
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	25	0
Wait List	0	0	0
Cross List	0	0	0

Class List | Wait List Summary View

Summary Class List Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final
<input type="checkbox"/>	Demonstration 1, Test 1	931	**Web Registered**	Undergraduate	4	No Access	Enter Grade
<input type="checkbox"/>	Demonstration 2, Test 2	931	**Web Registered**	Undergraduate	4	No Access	Enter Grade
<input type="checkbox"/>	Demonstration 3, Test 3	931	**Web Registered**	Undergraduate	4	No Access	Enter Grade

Course information is listed at the top

Switch CRNs with this drop-down menu

Export a roster to Excel using the "Export" feature

Switch roster views using this drop-down menu

Search for a specific student by typing their name in the search box

Emailing Students

- Select the student(s) you wish to email by clicking the checkbox next to the left of their name(s)
- Once you have selected at least one student, use your cursor to click the email envelope icon
- A new email will open through your Outlook email client with the student email address(es) populated in the BCC line
- Large classes (100 or greater enrolled students) will need to break their emails into batches of fewer than 100

Class List | Wait List

Summary Class List Email

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours
<input checked="" type="checkbox"/>	Demonstration 1, Test 1	931	**Web Registered**	Undergraduate	4
<input type="checkbox"/>	Demonstration 2, Test 2	931	**Web Registered**	Undergraduate	4
<input type="checkbox"/>	Demonstration 3, Test 3	931	**Web Registered**	Undergraduate	4
<input checked="" type="checkbox"/>	Demonstration 4, Test 4	931	**Web Registered**	Undergraduate	4

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