

How to find your class list

08-22-23

1. On the Faculty tab of the portal, scroll down just a bit to see the Banner Self Service channel.
2. Click on "Faculty and Advisors" shown at the arrow below.

The screenshot shows the Banner Self-Service portal interface. On the left is a vertical navigation menu with the following items: Student, Employee, Faculty (highlighted), Program Info, Resources, Library, Food & Entertainment, and Campus Life. The main content area is divided into several sections:

- Quick Links**: A list of links under a "Faculty Tab" header, including "Add My Emergency Contact Information", "Access to Blackboard", "Automated Attendance Tool", "Student Course Experience Survey", "Watermark Faculty Success", "EMS Room Reservation", "Faculty Grading", "My Courses - Books", "Rave Emergency Alert System", and "FLAC Acknowledgement".
- Faculty Governance**: A section with a link "Click Here to Access Faculty Governance Information" and a paragraph of text about Sharepoint files.
- Faculty Schedule**: A section with a link "Click here to access your schedule".
- Watermark Faculty Success**: A section featuring the Watermark Faculty Success logo and a link "Click Here for Watermark Faculty Success".
- Automated Attendance Tool**: A section with a link "Attendance - Display Class List" and two links to guides on how to use the Attendance Tracker.
- Banner Self-Service**: A section containing a list of navigation options: Banner Self-Service, Faculty and Advisors (indicated by a blue arrow), Personal Information, Student, Alumni Services, Financial Aid, and Employee.

3. Click on Faculty Assignments

This screenshot shows a detailed view of the "Faculty and Advisors" menu. The menu items are listed as follows:

- Banner Self-Service
- Faculty and Advisors
 - Grade Entry
 - Faculty Attendance Tracking
 - Student Academic Review
 - Faculty Class List
 - Faculty Week at a Glance
 - Faculty Detail Schedule
 - Faculty Class Syllabus
 - Faculty Office Hours
 - Faculty Assignments (highlighted with a blue bar and a blue arrow)
 - Faculty Feedback
 - Faculty Feedback Administration
 - Faculty and Advisor Security
 - Faculty Registration Overrides
 - Faculty Student Search
 - Faculty Student Registration History
 - Faculty Student by Centric Period
 - Faculty Student Week At A Glance
 - Student Information Menu
 - Colleague Selection
 - Class Schedule Search

4. When you click on Faculty Assignments you will see “active assignments” that stretch back several terms. Look for the proper “association term” which for Fall 2023 is “Fall 2023(202410)”. This course you can see is from last fall (Fall 2022), so I have to scroll down to find my current course.

CONCORDIA UNIVERSITY

Faculty and Advisors • Assignments

Assignments

Active Assignments Assignment History

i The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: How Adults Learn - 10731 - ED 2820 - DSA

Associated Term	CRN	Status	Schedule Type
Fall 2022(202310)	10731	Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
Online	Online Mequon Undergraduate	04/04/2022 to 10/23/2022	1.000

5. This is my current course. I can tell it starts 8-28 because registration closes 8-27. I have another course in the 2nd 8 weeks and that one shows registration closing October 22, the day before the start of the second 8 week session.

Faculty and Advisors • Assignments

Course: Social Psychology in Workplace - 11876 - PSY 271 - DCA

Associated Term	CRN	Status	Schedule Type
Fall 2023(202410)	11876	Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
Online	Online Mequon Undergraduate	04/03/2023 to 08/27/2023	3.000
Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display
Grade Mode	Course Level		
Audit	Undergraduate		
Standard Letter			

6. I click on Roster “Class List” and I see the students.

Faculty & Advisors • [CRN Listing](#) • [Class List](#)

Class List Export Print

Fall 2023 - 202410 PSY 271 | 11876

Course Information


Social Psychology in Workplace - PSY 271 DCA
CRN: 11876
Duration: 08/28/2023 - 10/22/2023
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	24	18	6
Wait List	10	0	10
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	Class
<input type="checkbox"/>	 [Redacted]	[Redacted]	**Registered**	Undergraduate	3	No Access	No Access	Junior

7. If I remain on “summary view” and click on “print” in the upper right-hand corner, I can get a list of the students with very small pictures. That document could be printed or saved as a PDF. (Sorry can’t grab a screenshot of a print view)