



How do I print a class list or wait list?

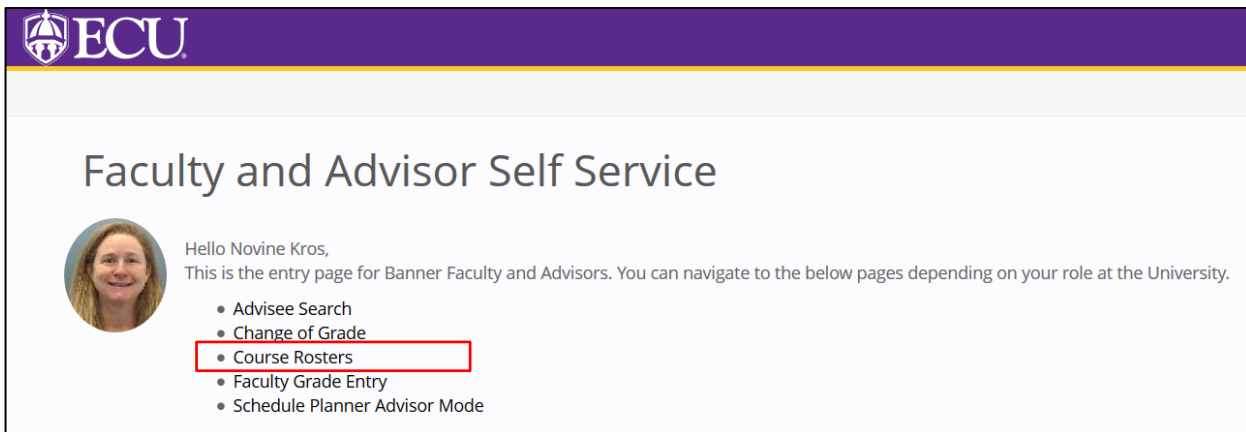
1. Log into Pirate Port using your Pirate ID and Passphrase.
2. Click the Faculty & Advisor Self Service card in Pirate Port.

 **Faculty & Advisor Self Service**

Manage common tasks for faculty and advisors. View advisee list and student information, enter final grades, process change of grades and view course rosters.

 RECENT

3. Click on the Course Rosters link on the Dashboard.

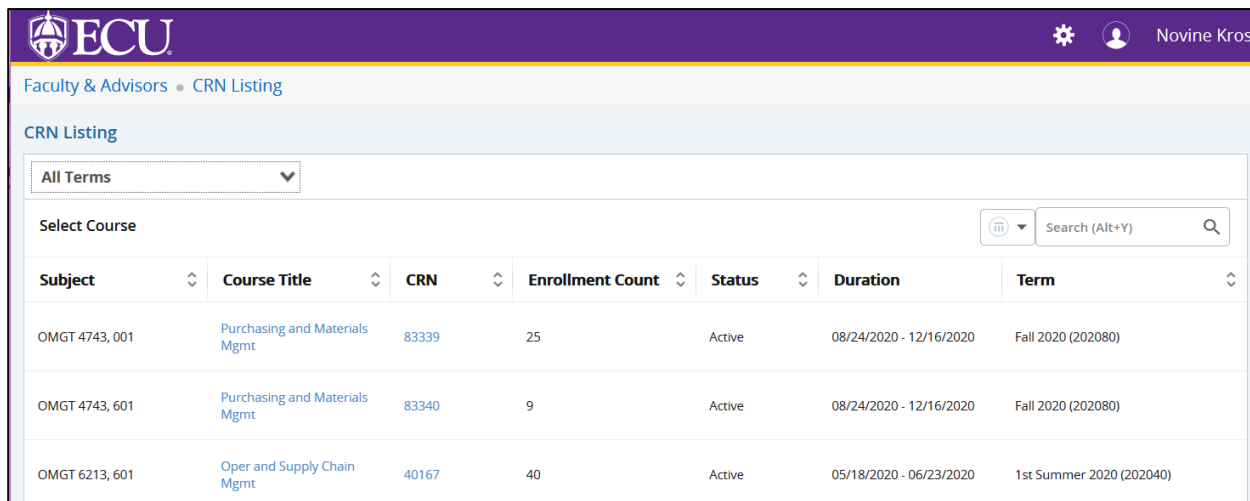


Faculty and Advisor Self Service

Hello Novine Kros,
This is the entry page for Banner Faculty and Advisors. You can navigate to the below pages depending on your role at the University.

- Advisee Search
- Change of Grade
- **Course Rosters**
- Faculty Grade Entry
- Schedule Planner Advisor Mode

4. Search for the class on the CRN Listing page. For more information on searching for a class roster, see documentation: “How to use Course Rosters in Faculty and Advising Self Service”



Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
OMGT 4743, 001	Purchasing and Materials Mgmt	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)
OMGT 4743, 601	Purchasing and Materials Mgmt	83340	9	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)
OMGT 6213, 601	Oper and Supply Chain Mgmt	40167	40	Active	05/18/2020 - 06/23/2020	1st Summer 2020 (202040)

- Select the class record in the list by clicking on the record (EXCEPT the course title and CRN links).

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PHIL 1110, 001	Intro to Philosophy	81637	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)
OMGT 4743, 001	Purchasing and Materials Mgmt	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)

- The Class List page is displayed.

Course Information

Purchasing and Materials Mgmt - OMTG 4743 601
 CRN: 83340
 Duration: 08/24/2020 - 12/16/2020
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	9	16
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	Final	Class
<input type="checkbox"/>	[Profile Icon]	[ID]	**Web Registered**	Undergraduate	3	No Access	Senior
<input type="checkbox"/>	[Profile Icon]	[ID]	**Web Registered**	Undergraduate	3	No Access	Senior
<input type="checkbox"/>	[Profile Icon]	[ID]	**Web Registered**	Undergraduate	3	No Access	Junior

To print a class List or waitlist in Summary View

- The Class List is displayed by default. To print the wait list, click the Wait List tab.

Faculty & Advisors • CRN Listing • Class List

Class List Export Print

Fall 2020 - 202080 OMTG 4743 | 83340

Course Information

Purchasing and Materials Mgmt - OMTG 4743 601
 CRN: 83340
 Duration: 08/24/2020 - 12/16/2020
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	9	16
Wait List	10	0	10
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List Search (Alt+Y)

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
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- Click Print button.

Faculty & Advisors • CRN Listing • Class List

Class List Export Print

Fall 2020 - 202080 OMTG 4743 | 83340

9. On the Class/Wait List – Summary page, you can view and print the following details.

- Summary of class list or waitlist rosters depending on selection.
- Term value
- Course information
- Enrolment counts

Course Information

Lifetime Phys Act and Fit Lab - KINE 1000 100
 Term: Fall 2020 - 202080
 CRN: 84932
 Duration: 08/24/2020 - 12/16/2020
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	25	0
Wait List	10	3	7
Cross List	0	0	0

Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
		Web Registered	Undergraduate	1	No Access	Sophomore
		Web Registered	Undergraduate	1	No Access	Senior
		Web Registered	Undergraduate	1	No Access	Sophomore
		Web Registered	Undergraduate	1	No Access	Sophomore
		Web Registered	Undergraduate	1	No Access	Senior

10. Click Ctrl + P on the keyboard to print the Class or Wait List – Summary.

Note the following:

- If you are on the Class List tab of the Summary View, then the printing feature will print all the students listed in the class list roster of the Summary View.
- If you are on the Wait List tab of the Summary View, then the printing feature will print all the students listed in the waitlist roster of the Summary View.
- During a search, when the student rosters are narrowed down to the search criteria entered, only those student records displayed in the roster will be printed.
- When no students are found in the search, the **Print** option is displayed as disabled
- The **Print** option prints the class list or waitlist rosters in the same sorting order specified for any of the column.
- The **Print** icon is displayed as disabled when the *There are no students registered for the course* message is displayed on the Class List tab. Similarly, when the *There are no students waitlisted for the course* message is displayed on the Waitlist tab.
- If columns are hidden using the using Show/Hide column option, then those hidden columns do not appear in the print.
- The final grades can be viewed as they are displayed in the Class List page.
- By default, most browsers do not print background images and background colors. Therefore, to print the background images and colors, select the Background graphics check box, that is available in the print options.

To print a class List or wait list in Details View

11. To print the class list or wait list in the detail view mode, select the Details View option from the drop-down list.

The screenshot shows the 'Class List' interface for 'Fall 2020 - 202080' and 'OMGT 4743 | 83340'. It includes sections for 'Course Information' (Purchasing and Materials Mgmt - OMGT 4743 601, CRN: 83340, Duration: 08/24/2020 - 12/16/2020, Status: Active) and 'Enrollment Counts' (Enrollment: 25, Wait List: 10, Cross List: 0). A dropdown menu is open, showing 'Summary View' and 'Detail View' (highlighted with a red box). Below the menu is a table header for 'Summary Class List' with columns: Student Name, ID, Registration Status, Level, Credit Hours, Final, and Class.

12. Click the Print button.

The screenshot shows the top navigation bar with 'Faculty & Advisors' > 'CRN Listing' > 'Class List'. The 'Class List' header includes 'Export' and 'Print' buttons, with the 'Print' button highlighted by a red box.

13. On the Class/Wait List – Detail page, you can view and print the following details.

- Term value
- Course information
- Enrolment counts
- Student information including curriculum details.

The 'Class List - Detail' page displays the following information:

Course Information
 Lifetime Phys Act and Fit Lab - KINE 1000 100
 Term: Fall 2020 - 202080
 CRN: 84932
 Duration: 08/24/2020 - 12/16/2020
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	25	0
Wait List	10	3	7
Cross List	0	0	0

Student Information

Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
Blalock, Savannah Gail	B01262579	**Web Registered**	Undergraduate	1	No Access	Sophomore

Curriculum Details

Degree	1. Bachelor of Science in Nursing
Study Path	
Level	Undergraduate
Program	BSN-Nursing
Catalog Term	Fall 2019
Admit Term	Fall 2019
College	College of Nursing
Campus	Main Campus
Major, Department and Concentration	Major: Nursing Intended Department: Nursing
Minor	
Concentration	
Other field of study	

14. Click Ctrl + P on the keyboard to print.

Note the following:

- The first curriculum details displayed will always be the primary curriculum followed by secondary curriculum(s)
- The Class List or Wait List Detail View mode prints the curriculum information for all students.
- If columns are hidden using the using Show/Hide column option, then those hidden columns do not appear in the print.
- All the students displayed in the Class List page will be printed, even if the student records navigate across pages.

Click the CRN Listing link in the cookie trail to return to the CRN Listing page to view all classes.



When you exit out of Faculty/Advisor Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.