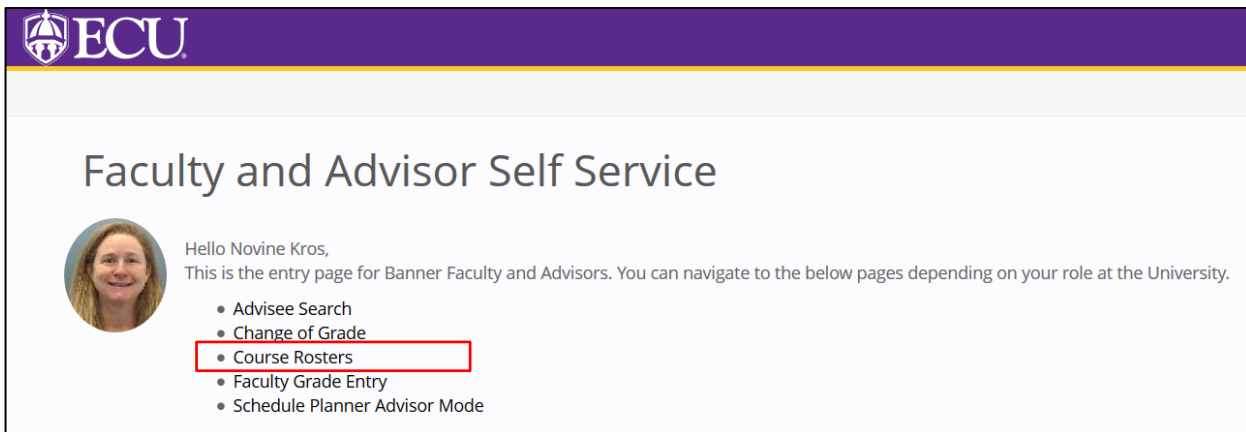# How do I print a class list or wait list?

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

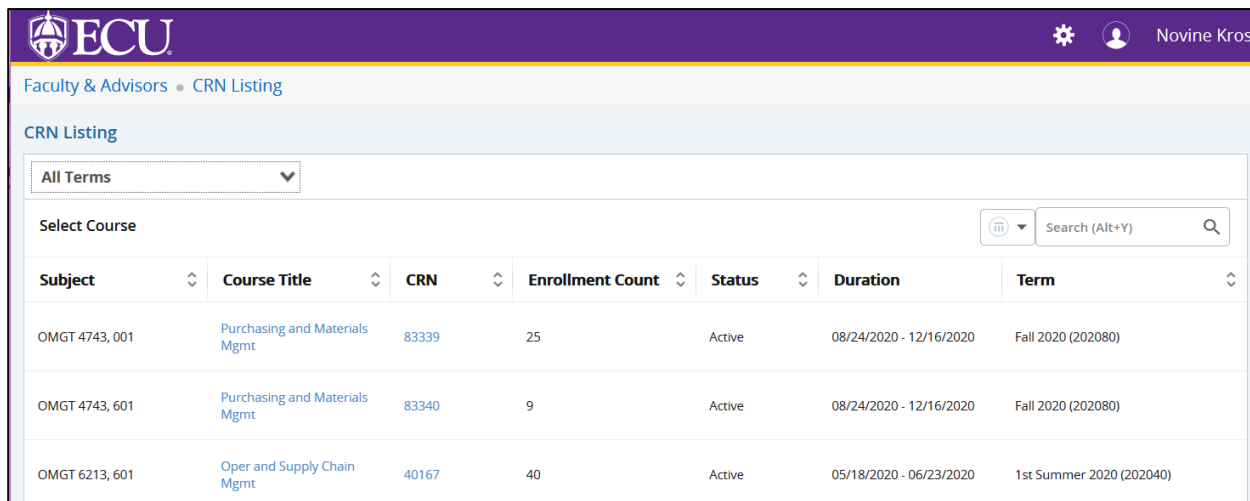3. Click on the Course Rosters link on the Dashboard.

   ## 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)

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

6. The Class List page is displayed.

To print a class List or waitlist in Summary View

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

8. Click **Print** button.

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

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.

12. Click the Print button.

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.

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.

Faculty & Advisors	CRN Listing	Class List		
Class List			Export	Print

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.