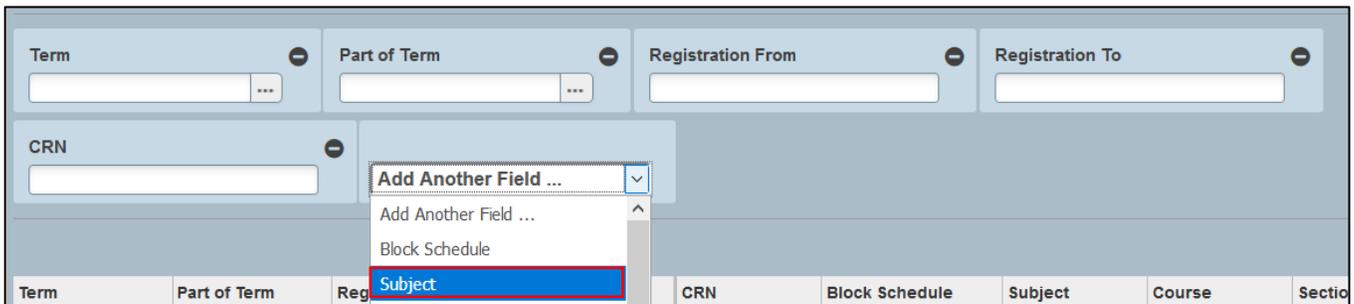


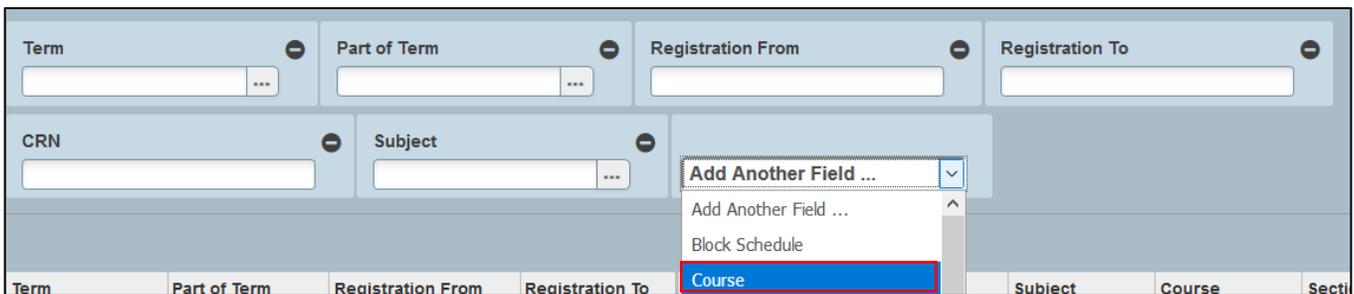
How to view and export course enrollment numbers by section in Banner 9

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Schedule Section Query or SSASECQ.
3. Click **Add Another Field** and select **subject**.



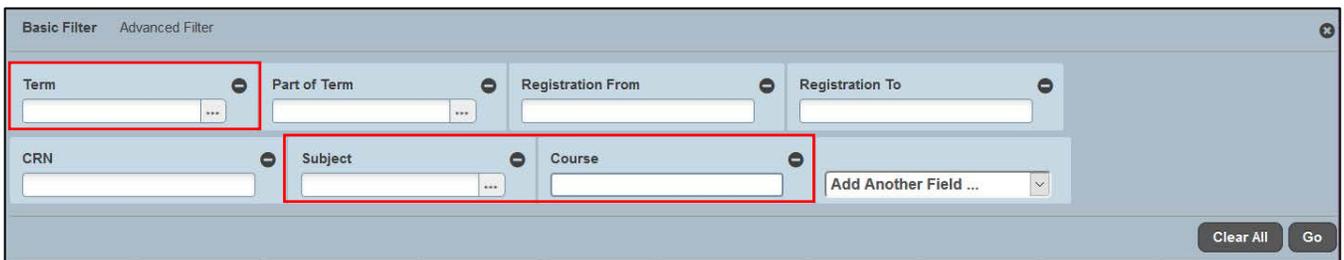
The screenshot shows the Banner 9 Admin Pages interface. The 'Add Another Field' dropdown menu is open, and 'Subject' is highlighted in blue. The fields for Term, Part of Term, Registration From, and Registration To are visible at the top. Below the dropdown, the fields for CRN, Subject, Course, and Section are visible.

4. Click **Add Another Field** and select **course**.



The screenshot shows the Banner 9 Admin Pages interface. The 'Add Another Field' dropdown menu is open, and 'Course' is highlighted in blue. The fields for Term, Part of Term, Registration From, and Registration To are visible at the top. Below the dropdown, the fields for CRN, Subject, Course, and Section are visible.

5. Enter the **Term code**, **subject code** and **course number** of the course you would like to view enrolment numbers for.



The screenshot shows the Banner 9 Admin Pages interface. The 'Basic Filter' section is visible. The fields for Term, Subject, and Course are highlighted with red boxes. The 'Go' button is visible at the bottom right.

6. Click the **Go** button 

7. A summary of the course and all sections is displayed.

SCHEDULE SECTION QUERY

Active filters: Term: 201880 Subject: PHIL Course: 1175 Clear All Filter Again

| Term | Part of Term | Registration From | Registration To | CRN | Block Schedule | Subject | Course | Section | Section Status | Camp |
|--------|--------------|-------------------|-----------------|-------|----------------|---------|--------|---------|----------------|------|
| 201880 | 1 | | | 85256 | | PHIL | 1175 | 001 | A | 008 |
| 201880 | 1 | | | 85257 | | PHIL | 1175 | 002 | A | 008 |
| 201880 | 1 | | | 85258 | | PHIL | 1175 | 003 | A | 008 |
| 201880 | 1 | | | 85276 | | PHIL | 1175 | 004 | A | 008 |
| 201880 | 1 | | | 85277 | | PHIL | 1175 | 005 | A | 008 |
| 201880 | 1 | | | 85278 | | PHIL | 1175 | 006 | A | 008 |
| 201880 | 1 | | | 85288 | | PHIL | 1175 | 007 | A | 008 |
| 201880 | 1 | | | 85290 | | PHIL | 1175 | 008 | A | 008 |
| 201880 | 1 | | | 85296 | | PHIL | 1175 | 009 | A | 008 |
| 201880 | 1 | | | 85306 | | PHIL | 1175 | 010 | A | 008 |

10 Per Page Record 1 of 13

| | Maximum | Actual | Remaining |
|------------|---------|--------|-----------|
| Enrollment | 63 | 62 | 1 |
| Waitlist | 12 | 2 | 10 |

To view enrollment for a single class.

8. Use the navigation bar to search for the section if necessary.

| | | | | | | | | | | |
|--------|---|--|--|-------|--|------|------|-----|---|-----|
| 201880 | 1 | | | 85296 | | PHIL | 1175 | 009 | A | 008 |
| 201880 | 1 | | | 85306 | | PHIL | 1175 | 010 | A | 008 |

10 Per Page Record 1 of 13

9. Select the section by clicking on it in the list to view the section enrollment.

| | | | | | | | | | | |
|--------|---|--|--|-------|--|------|------|-----|---|-----|
| 201880 | 1 | | | 85278 | | PHIL | 1175 | 006 | A | 008 |
| 201880 | 1 | | | 85288 | | PHIL | 1175 | 007 | A | 008 |
| 201880 | 1 | | | 85290 | | PHIL | 1175 | 008 | A | 008 |
| 201880 | 1 | | | 85296 | | PHIL | 1175 | 009 | A | 008 |
| 201880 | 1 | | | 85306 | | PHIL | 1175 | 010 | A | 008 |

10 Per Page Record 8 of 13

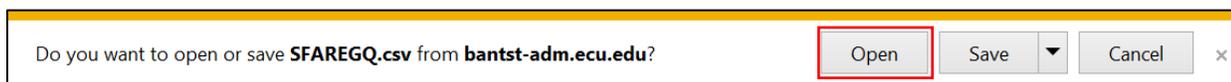
| | Maximum | Actual | Remaining |
|------------|---------|--------|-----------|
| Enrollment | 77 | 72 | 5 |
| Waitlist | 12 | 0 | 12 |

To export course enrollment information for all sections

1. Click Export from the Tools button.



2. You may be prompted to save or open your Data file from the browser window. Click open.



Ensure that your export file has a heading row

1. At the Banner 9 Admin Pages home screen type General User Preferences Maintenance or GUAUPRF
2. Check the box to Include Header Row in Data Extract.



The screenshot shows a web interface for data extraction. At the top, there is a header bar with the text "DATA EXTRACT" on the left and four icons (Insert, Delete, Copy, Filter) on the right. Below the header bar is a main content area with a light blue background. In this area, there is a single checkbox labeled "Include Header Row in Data Extract", which is currently checked.

3. Click the Save button.