

How to View/Print a Class Roster

This instruction guide will provide two ways to view the Class Roster – 1) if you are the instructor of record or 2) if you are not the instructor of record.

You are the Instructor of Record

1. Log into Banner Panthertracks and select the *Faculty Services* tab
2. Select *Summary Class List* (You may have to select the term if this with your first log on)
3. The Select CRN page will display with a drop down menu showing the assigned courses

Select a CRN

CRN:

- Reading Basics - 11662
- Reading Rev Skills I - 11670

4. Highlight a course and select *Submit*. The Summary Class List will display for the selected course.

Summary Class List

Christa M. Molloy
Fall 2008
Sep 16, 2008 04:59 pm

i An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Reading Basics Lab - RDNG 0100 P01
CRN: 11662
Duration: Aug 25, 2008 - Dec 10, 2008
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	22	8
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	Reg Status	Level	Credits	Grade Detail
1	Akem,	Web Registered	Undergraduate	0.000	
2	Brown,	Registered	Undergraduate	0.000	

5. To select another course, go to the bottom of the page and select *CRN Selection*. This will return you to Step 3 above.

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[[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Faculty Detail Schedule](#) | [Detail Wait List](#) | [Summary Wait List](#)]

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You are NOT the Instructor of Record

1. Log into Banner Panthertracks and select the *Faculty Services* tab
2. Select *Summary Class List* (You may have to select the term if this with your first log on)
3. The Select CRN page will display and indicate that you have no assigned sections for the term. To view a specific course, select *Enter CRN Directly*.

Select a CRN

 You have no assigned sections for this term.

[[Enter CRN Directly](#)]

RELEASE: 7.3


4. At this page, *type in the CRN* (Call Reference Number) for the course and select *Submit*

Enter CRN Directly

CRN:

6. The Summary Class List will display for the selected course.

Summary Class List Christa M. Molloy
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