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

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

```
Summary Class List

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.

Course Information
Reading Basics Lab - RDNG 0100 P01
CRN: 11662
Status: Active

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

Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Akem</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Brown</td>
<td>Registered</td>
<td>Undergraduate</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>
```

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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Return to Previous
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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.

RELEASE: 7.3

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

Enter CRN Directly

CRN: [11822]
Submit

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

Summary Class List

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 0106 P01
CRN: 11862
Status: Active

Enrollment Counts

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

Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
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<th>Level</th>
<th>Credits</th>
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<td>Web Registered</td>
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5. To select another course, go to the bottom of the page and select CRN Selection. This will return you to Step 3 above.