



## Class List (Rosters)

### Class List in Faculty Self-Service (Cav Center)

Banner 9 Class List has built in export and email functionality.

Log in to Cav Center, click the Faculty and Advisors Menu, then select Class List.

### Filtering for Your CRN

Banner 9 CRN List defaults to show all terms. Find your course easily by using the drop-down term menu or search feature on the CRN Listing page of Class List.

The CRN Listing table view provides basic information like course title, CRN, and current enrollment count. Click on the course title and a pop-up box will display with course details like course description, pre- and corequisites, and course attributes.

Once you have filtered and see the course you wish to work with, use your cursor to click the course you want to view.

Faculty & Advisors • CRN Listing

### Class List

Filter for term through the drop-down menu or by typing the term in the search box

All Terms

All Terms

Fall 2021 - 202210

Fall 2021

Course Title	CRN	Enrollment Count	Status	Duration	Term
MATH 106, 02 Elem Probability/Statistics	10380	48	Active	09/01/2021 - 12/21/2021	Fall 2021 (202210)

## Banner 9 Class List General Navigation Overview

Faculty & Advisors • CRN Listing • Class List

**Class List** Export

Fall 2021 - 202210 ARTH 100 | 15863

**Course Information**

Beauty - ARTH 100 02  
 CRN: 15863  
 Duration: 09/01/2021 - 12/21/2021  
 Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	25	25	0
Wait List	0	0	0
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	Midterm	Final
<input type="checkbox"/>	Demonstration 1, Test 1	931	**Web Registered**	Undergraduate	4	No Access	Enter Grade
<input type="checkbox"/>	Demonstration 2, Test 2	931	**Web Registered**	Undergraduate	4	No Access	Enter Grade
<input type="checkbox"/>	Demonstration 3, Test 3	931	**Web Registered**	Undergraduate	4	No Access	Enter Grade

Course information is listed at the top


Switch CRNs with this drop-down menu

Export a roster to Excel using the "Export" feature

Switch roster views using this drop-down menu



Search for a specific student by typing their name in the search box

### Emailing Students

- Select the student(s) you wish to email by clicking the checkbox next to the left of their name(s)
- Once you have selected at least one student, use your cursor to click the email envelope icon 
- A new email will open through your Outlook email client with the student email address(es) populated in the BCC line

**Class List** **Wait List**

Summary Class List

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours
<input checked="" type="checkbox"/>	Demonstration 1, Test 1	931	**Web Registered**	Undergraduate	4
<input type="checkbox"/>	Demonstration 2, Test 2	931	**Web Registered**	Undergraduate	4
<input type="checkbox"/>	Demonstration 3, Test 3	931	**Web Registered**	Undergraduate	4
<input checked="" type="checkbox"/>	Demonstration 4, Test 4	931	**Web Registered**	Undergraduate	4