

BANNER At West Georgia

HOW TO DISPLAY A CLASS ROSTER

The form is SFASLST

L At any menu, type in SFASLST and press ENTER.

The key is Term and Course Reference number

L Type in the term. The cursor will jump to Course Reference number.

Term, a six-digit code, is the full calendar year followed by two digits for the month the term begins. Use 08 for fall term, 01 for spring, and 05 for summer. Codes for the 2001 - 02 academic year are: 200108, 200201, 200205.

L Type in the course reference number (CRN), if known. Skip the instructions below.

Follow these instructions if you don't know the CRN.

Ú Click on the search flash light next to the Course Reference Number field. Choose Section Query from the option list box. This will call up SSASECQ. The term should already be filled in and should be the term from SFASLST.

Ú Press ENTER or TAB (NEXT-FIELD) until the cursor is in the Subj Code field. Type in the department code of the class.

Ú Press ENTER or TAB (NEXT-FIELD) one time and the cursor should be in the Crse field. Type in the course number, if desired.

Ú Click the Execute Query icon on the icon menu bar, or press F8. You should see all the sections of that course for the term. Use up and down arrow keys, or the scroll bar, to scroll through the sections.

Ú Find the section you want and click the Select icon on the icon menu bar. Processing returns to SFASLST and the number will appear in the CRN field.

L Feel free to experiment with options in the navigation (left-hand) pane.

L PAGE-DOWN or perform (NEXT-BLOCK).

L Use the up and down arrow keys, or the scroll bar, to scroll through the students.

The list may be displayed in a mix of alphabetic order and sequence number order. Notice the registration status because some students may no longer be enrolled in the class. A list of codes is on the other side of this page.

L Click the Exit icon or Rollback (to choose another roster) icon on the icon menu bar.

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REGISTRATION STATUS CODES

AC Add Course	NP Non-pay drop per Bus. Off.
AD Admn. Drop	NS No-Show Drop
AU Audit Course	RC Reinstate Crse
AW Admn. Withdrl.	RE **Registered**
CC Crse Cancelled	RS Reinstated Stu
CN 100% Drop Stu	RW **Web Registered**
DC Drop Course	W1 WD Stu AfMid
DD Drop/Delete(before fee)	W2 WD Crse AfMid
DS Student Deceased	WC WD Crse BfMid
DW DROP (WEB use only)	WL Wait List
HC Hrdshp WD Crse	WM Military Withdrawal
HW Hrdshp WD Stu	WS WD Stu BfMid
NA Never Attended	XC Exchange Student
NC Could not reinstate crse	XR Cross Registration

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The screenshot displays the 'SCT Banner - UWGP' application window. The menu bar includes 'File', 'Options', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Help', and 'Window'. The toolbar contains various icons for file operations and data management. The main window is divided into two panes. The left pane, titled 'Options', is highlighted in yellow and contains a 'Course Section Detail' button circled in black with an arrow pointing to the right pane. The right pane is titled 'Class Roster Form SFASLST 5.2 (UWGP)' and contains the following fields:

Term: 200108 Course Reference Number: 80013 READ 0099 02
Roll: Degr Awrd Ind:

Section Information SFASLST 5.2 (UWGP)

Subject:	READ	Sect No:	02	CL:	<input type="checkbox"/>	CEU:	<input type="checkbox"/>	Cy/CEU:	3.00	<input type="checkbox"/>	<input type="checkbox"/>
Course No:	0099	Improvement of Reading									
Campus:	A	Carrollton Campus									
Session:	A	On campus, in assigned space									
Status:	A	Active									
Part/Term:	1	From:	20-AUG-2001	To:	15-DEC-2001	Instructors Holmes, Elaine W.					

Max: 20 Rem: 18
Enrl: 2 Hrs: 6.00
WL Enrl: 0 WL R: 0

Return

Record: 1/1 <OSC> <DBG>

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Enter a query; press F8 to execute, F4 to cancel.
Record: 1/1 Enter-Query List of Values <DSC> <DBG>

**SSASECQ - Section Look up form.
Enter at least the term. But you
can get much more specific. This
example will show all English
sections for Fall 2001.**

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SCT Banner - UWGP

File Options Edit Block Field Record Query Help Window

Schedule Section Query Form SSASECQ 5.0 (UWGP)

Term	P/T	CRN	BI	Subj	Crse	Sec	Lk	CL	St	Schd	Campus	Rsvd	
200108	1	80001		ENGL	0099	01			A	A	A		
		Enroll: Max	20	-Act	11	=	9	W/L: Max	0	-Act	0	=	0
200108	1	80002		ENGL	0099	02			A	A	A		
		Enroll: Max	20	-Act	13	=	3	W/L: Max	0	-Act	0	=	0
200108	1	80003		ENGL	0099	03			A	A	A		
		Enroll: Max	20	-Act	13	=	7	W/L: Max	0	-Act	0	=	0
200108	1	80320		ENGL	1101	01			A	A	A		
		Enroll: Max	22	-Act	22	=	0	W/L: Max	0	-Act	0	=	0
200108	G	81541		ENGL	1101	01			A	M	O		
		Enroll: Max	0	-Act	7	=	-7	W/L: Max	0	-Act	0	=	0

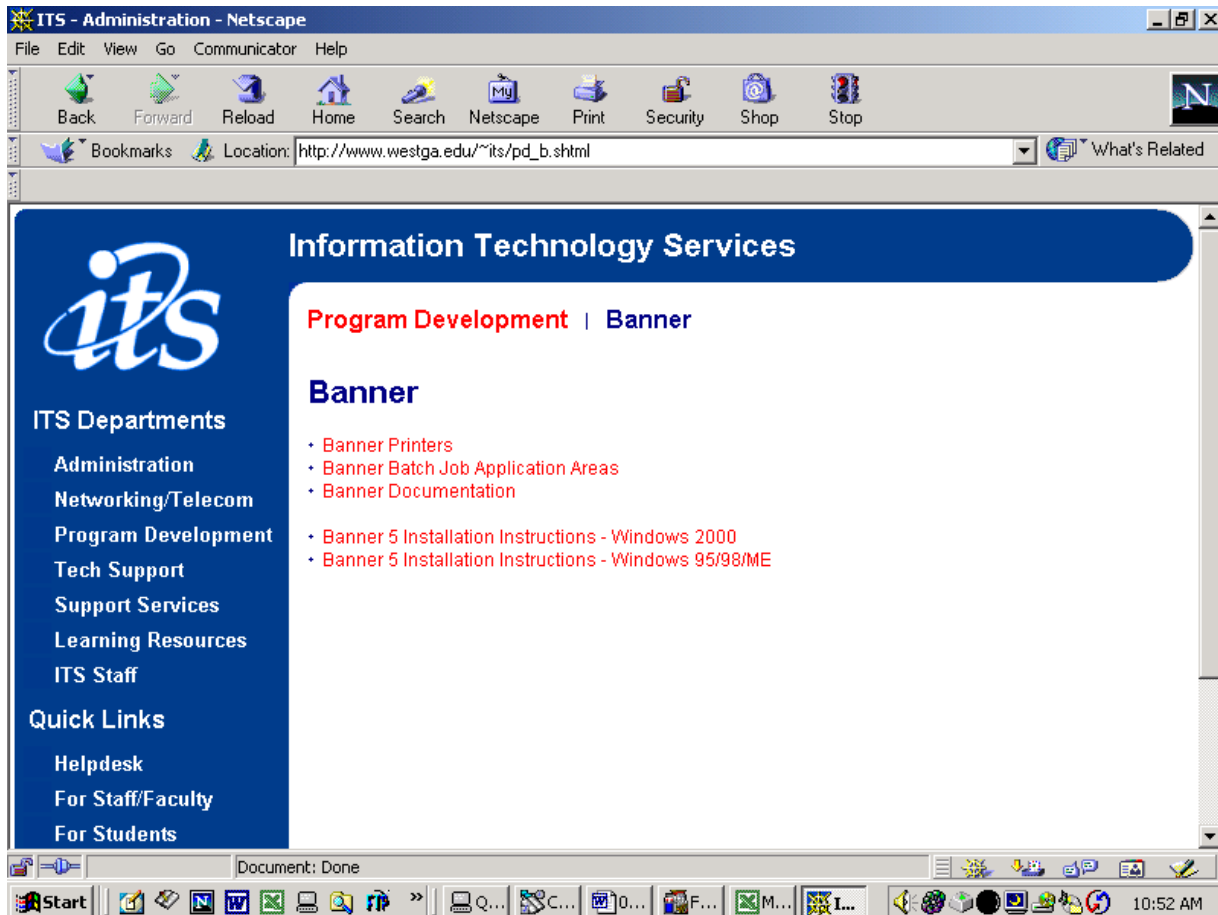
Term Code; press COUNT QUERY HITS for Schedule Form. press LIST for valid values.
Record: 1/? List of Values <DSC> <DBG>

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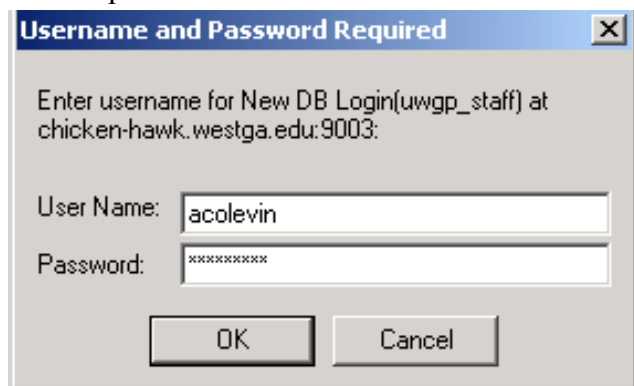
HOW TO PRINT/VIEW A CLASS ROSTER VIA THE WEB

Point your web browser to:

http://www.westga.edu/~its/pd_b.shtml



Choose "Banner Batch Job Application Areas". That will invoke a login screen. Log in using your banner user id and password.



Username and Password Required

Enter username for New DB Login(uwgp_staff) at chicken-hawk.westga.edu:9003:

User Name:

Password:

OK Cancel

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Now you will see a list of departments. The search field is at the top of the page. Find it and type in RS4325. Press Submit.

BanWeb Information System [help](#)

Staff Menu

BANNER BATCH JOB APPLICATION AREAS
Click on the Area whose Batch Jobs you wish to view or run.
Submit all changes to this List to:
brucet@westga.edu

Search

<u>AREA</u>	<u>DESCRIPTION</u>	<u>CONTACT PEOPLE</u>
(AA) - ACADEMIC AFFAIRS:		Patsy Barr
(AM) - ADMISSIONS:		Mark Taylor, Lynn Cramer

Next you will see just a row with RS4325. You have permission to run the roster if the job number, RS4325, is highlighted. If it is not highlighted, then call ITS to get permission.

Search

<u>Job</u>	<u>Description</u>	<u>Comments</u>
rs4325	web CLASS ROSTER	rs4325.sql, mr-12/01

The first parameter is Term. Use the pull down box to pick a term. Then fill in either:
Department, Course Number, and Section;
OR
Course Reference Number.

Choose HTML to see the roster and then print via your browser.

Choose TEXT to save the roster to a document.

Choose MSWORD to save the roster so that it is formatted for Microsoft Word.

Then press Submit Job.

