Faculty Guide to Viewing Roster & Waitlist

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Logging In & Navigating Self Service Faculty Class List

Purpose of the Class List
- View Faculty Schedule
- View Student Rosters
- View summary of Class List and Waitlist Students
- View the Enrollment Counts for your Roster
- View the Course Catalog and Schedule Listing for Faculty Schedule
- Email one or more students in a class: If you are emailing more than 1 student, please use the bcc feature to email students. Email addresses are not considered directory information at UWG.
- Print Class List or Waitlist Summary
- Export Class List or Waitlist Summary

Step 1: Logging in
- Login to Banweb from the Banner Resources webpage by selecting Banner Web under the ‘Production Environment’ heading, using your UWG credentials.
- Click on the ‘Faculty Services’ tab shown in the first image or the “Faculty and Advisors” link as shown in the second image.
Step 2: Click on the Faculty Self-Service Link

Once you are on the new Faculty Self-Service page in SSB9, you can return to the Faculty & Advisor Menu in version 8 by clicking on the 4-square menu in the upper left corner of the UWG Banner, selecting Banner, Faculty and Advisors, then whichever link in BanWeb Version 8 you wish to view.
Step 3: Click on the Class List Link

Step 4: Start Viewing your Rosters
You are now on the CRN Listing Page. From this page, you can select which term you would like to view or select “All Terms” to view all of your rosters available. Use the dropdown menu which defaults to All Terms to change the term.

In addition to selecting the terms you wish to view, you can also change the columns around or limit what is visible on your screen. To re-organize the columns, simply click on a column heading and drag it and drop it in the new location. In the example below, the “Enrollment Count” column has been moved to the left.
To remove or add columns, use the dropdown on the righthand side of your screen next to the mini Parthenon. Note that CRN and Course Title cannot be removed from the view.
Step 5: Drilling Down to Each CRN
You may notice, there do not appear to be hyperlinks on the Class List page, but there are.

**Click on the CRN Number** to view the following Class Details:

***Please note the information you will see under Course Description will be information entered into the Section Long Text field in SSATEXT for the section, not the course description from the Academic Catalog.***
Click on the Course Title to see the following Course Details:

***Please note the information you will see under Course Description will be the Course Description from the Course Level and should match the description in the Academic Catalog for the specified term.
Click on the white space in any column within the row for which you wish to pull up the roster.

Step 6: View the Class List
Once you have clicked on the white space between columns, from the CRN Listing page, to select the CRN you wish to review, you will see your Class List/Roster. You can view your Class List in Summary View or Detail View.

***To navigate back to your CRN Listing, click on the white space between Faculty & Advisors and Class List. This is a known issue with Ellucian that our link does not appear due to our page branding.***
Summary View
To view a condensed version or summary of your Class List select the Summary View from the middle righthand of your screen.

For large classes, you have the option to search or filter the class list.

Detail View
To view additional details about the students registered for your course, the Detail View is recommended.
For large classes, you have the option to search or filter the class list.

Step 7: Export or Print your Class List
When viewing a class list, you can export or print the Class List. You can find the links to export or print in the upper righthand corner of your Class List.

If you choose to export the class list, you will receive a pop-up. If you are using a version of excel older than 2007, choose .xls. If you are using a newer version of excel, choose .xlsx. Make your selection and then click “Export” to receive the class list in an Excel spreadsheet format.
<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>Term</strong></td>
</tr>
<tr>
<td><strong>CRN</strong></td>
</tr>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Status</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum</strong></td>
</tr>
<tr>
<td><strong>Actual</strong></td>
</tr>
<tr>
<td><strong>Remaining</strong></td>
</tr>
<tr>
<td><strong>Wait List</strong></td>
</tr>
<tr>
<td><strong>Cross List</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary Class List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Name</strong></td>
</tr>
<tr>
<td><strong>Registration Status</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

If you choose to print a copy, it will be a printable screenshot that will appear in a new window.

Example of a Printable Copy under Summary View.

Example of a Printable Copy under Detail View
You may also adjust the viewable student information by clicking the mini Parthenon icon for options. Simply check or uncheck relative information or leave it set as “Select All”.

One other item to note, if you click the student’s 917# in the class list, a pop-up will display additional student information that may be useful.
Step 8: Email Students on your Roster
To email students on your roster, there are a couple of options.

**To email a single student**: Hover over a single student name on the class list and a pop-up will appear with the student’s email address listed. You can then click on the email address to email the student.

**To email the entire class**: select all of the students by clicking the check box at the top of the class list to select all, then clicking on the email icon on the right hand of your screen. ***Please note that at this time you cannot select a partial list of students to email using this feature. You will need to select all, then remove students individually from your email server. The Registrar’s Office is working with Ellucian to make this available.

To setup your mail app: go to ‘Windows Start’ then find ‘Mail’ when it opens you should be able to select Google and login with your UWG credentials. When you then go through BanWeb it should open your Google Account to send the email.
Waitlisting

Things to Remember

- If you have a section that allows for waitlisting, no seat overrides should be processed for students until faculty receives notification from the Registrar’s Office during the add/drop period. Providing overrides will cause issues with the waitlist functionality.
- UWG does not currently offer waitlisting during summer semesters.
- At any time, you can return to the Faculty & Advisor Menu by clicking on the 4-square menu in the upper left corner of the UWG Banner, selecting Banner, Faculty and Advisors, then whichever link in BanWeb Version 8 you wish to view.

Step 1: Navigate to the Class List Page
Use the steps outlined in this document for Logging in and Navigating Self Service Faculty Class List.

Step 2: Select the Appropriate CRN
Click on the white space in any column within the row for which you wish to pull up the roster.

Step 3: View Enrollment Counts
You are now on the Class List Page for the CRN selected. At the top of this page you will see a course information summary as well as the enrollment count summary. Within the Enrollment Counts, you will find your Maximum, Actual, and Remaining seat counts for the Wait List.

Under the Course Information you will find a tab to view your Wait List. Select the Wait List Tab to view students waitlisted for the course.
Step 4: View Wait List Positions & Notification Expirations
This page will show all students currently on the wait list for this section, their wait list position, and time of notification expiration. If a student has been notified that a seat is available, they will show a Notification Expires date and time. If the student does not register by this time, they will be dropped from the Wait List during automated processing. The next student on the Wait List will be notified within approximately 15 minutes after the Wait List Notification for the current student expires.

Step 5: Emailing Students on the Wait List
To email a student on the waitlist, check the box next to the left of the student’s name & click the email icon. You can also hover over a single student’s name on the wait list and a pop-up will appear with the student’s email address. Click on the email address to open your email & email the student.
<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Level</th>
<th>Credit Hours</th>
<th>Waitlist Position</th>
<th>Notification Expires</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wait-Listed</td>
<td></td>
<td>Undergraduate Semester System</td>
<td></td>
<td>0</td>
<td>1</td>
<td>-</td>
<td>Freshman</td>
</tr>
</tbody>
</table>

Please send all questions to registrar@westga.edu