

How to View Your Class List

Updated March 16, 2007

First things first: Do you know what your eID is? If you have a VCU e-mail account, it's probably the part of your e-mail address before the @vcu.edu, a combination of your last name and first/middle initials. If you don't know your eID, go to *my.vcu.edu* and there's a link to "what is my eID" in the **Trouble Logging in?** window.

Next, Do you have a strong password? In order to protect your privacy, the new eServices system requires a strong password. For information on what is required to make your password strong, visit *go.vcu.edu/password*. And while you're changing to a strong password, you should also add a password challenge response, which will allow you to reset your password yourself instead of having to call the Help Desk to get them to reset it for you.

1. Okay, now you're ready. Start by going to the myVCU portal at *my.vcu.edu*.
2. Log in using your eID and eID password. If you do not know your eID and/or eID password, see above.
3. Click on the link to **Employee Self Service Banner** in the **Single-Sign-On Links** portlet.
4. From the Main Menu, select the **Faculty Services** tab. That will take you to the Faculty and Advisors menu.
5. From the Faculty and Advisors menu, select **Summary Class List**.
6. Select the desired term from the drop-down list, then click **Submit**.
7. If you are the instructor, select the course you wish to work with from the drop-down list, then click **Submit**. If you are an advisor or administrator, select **Enter CRN Directly** at the bottom of the page, then enter the 5-digit CRN and select **Submit**.

<p>NOTE: If you are an assigned instructor and your course does not appear in the drop-down list, please contact your departmental scheduling coordinator. Until the issue is resolved, you may follow the advisor instructions to enter the CRN directly for view-only access.</p>
--

8. The roster will display in alphabetical order. Use the scroll bar on the far right of the screen to view the complete list of students.
9. If you wish to view the class list of a different course, select **CRN Selection** at the bottom of the page and repeat from step 7.
10. If you wish to view other services, select **Return to Menu** in the upper right corner of the page.
11. When you are done using Banner Self-Service, select **Exit** in the upper right corner of the page. You should also close Internet Explorer to ensure security.

How to Export Your Class List to Excel

Updated March 5, 2007

A cut and paste operation is used to export your class list from Banner Self-Service into Excel.

1. Begin by displaying your **Summary Class List** (refer to the instructions titled “How to View Your Class List”). Once you have displayed your class list, proceed to step 2.
2. Scroll down the page until you see the beginning of your class list.
3. Using your mouse, click once to place your cursor to the immediate left of the **Record Number** heading. Without releasing the mouse button, drag the mouse to the end of the class list so that all rows are highlighted in blue.
4. From the **Edit** menu on the Internet Explorer menu bar, select **Copy**.
5. Open a new Microsoft Excel workbook and verify that cell **A1** is selected.
6. From the **Edit** menu on the Excel menu bar, select **Paste**.
The entire Summary Class List should appear in your spreadsheet.
7. From the **File** menu, select **Save** to save your workbook. *Note:* Any changes that occur in the Banner class list will not be reflected in your Excel workbook.