

Instructions for using Class List:

- 1. Log into DrexelOne.
- 2. Select the Faculty tab.

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	WELCOME ACADEMIC		CO-OP+CAREER SERVICES	FACULTY EN PLOYEE	EMPLOYEE PREVIEW	CAMPUS+COMMUNITY	

3. Select the Class List link in the Course Administration channel.

Course Administration
Class List (New Banner 9) Includes student information, photo, and email
Submit Final Grades
Submit Grade Change(s)
Faculty Detail Schedule (New Banner 9)
Faculty Schedule by Day and Time (New Banner 9)
Term Master Schedule Listing of courses offered by term
More BannerWeb Faculty Services >>
BNC Adoption & Insights Adopt course materials. Service also offers quick re-adoption, student pricing, and alternatives to traditional materials
Photo Class List
Will be decommissioned at the end of Summer Quarter (September 16, 2022)
Legacy Banner 8 Options
The following Banner 8 features will be decommissioned at the end of Summer
Quarter (September 16, 2022)
Faculty Schedule by Day and Time
Faculty Detail Schedule
Detail Class List
Summary Class List

Class List Menu:

4. Click the arrow next to "All Terms." Select the desired term from the dropdown menu. A list of courses you are/did instruct for the term will appear .

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Class List									
Summer Quarte	r 21-22	- 202145 🗸							
Select Course								(iii) 👻 Search (Alt+Y)	٩
Subject	\$	Course Title 🗘	CRN	¢	Enrollment Count 🛛 🗘	Status 0	Duration	Term	٥
PSY		Sensation and Perception	41211		20	Active	06/21/2022 - 09/03/2022	Summer Quarter 21-22 (20	12145)
PSY 120 Met		Developmental Psychology	40457		22	Active	06/21/2022 - 09/03/2022	Summer Quarter 21-22 (20	12145)
Results found: 2							K K Page 1	of 1 > Per Pa	ge 25 🔻



5. Select the desired course from the "Subject" column. Note: If you click directly on the Course Title or CRN, the course details will open, and you will not be directed to the class list.

Class List – Summary View

6. The summary view of the class list will open. It will display a student's photo, preferred name, ID number, registration status, level, credit hours, and class.

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CRN:	: 06/21/2022 - 09/03/2022							Enrollment Wait List	20 25	20 8	0			
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	Drexel, A.J.		00000000	** Web** Registered		Undergraduate Quarter		3	No	Access		No Access	Senior	
	Gold, Navy		87654321	** Web** Registered		Undergraduate Quarter		3	No	Access		No Access	Senior	

The text displayed under "Final" may vary depending on the current date's proximity to the end of the term for the selected course.

If final grade submission is not yet open for the part of term of the course, you will see "No Access."

If final grade submission is available for the term, you will see "Enter Grade." Clicking the link will open Final Grade Entry.

If grades have been submitted, you will see a letter grade for the student. Please note: the letter grade will not necessarily correspond with the student's official grade for the term, as the class list will not display grade changes submitted through the grade change submission form.

Class List - Detail View

7. To display the Detail View, select the arrow next to Summary View on the right side of screen, and choose Detail View from the menu.



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Summary View	Cross List	0	0	0					
Detail View					\succ	•	Searc	Summary View	
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a. The Detail View will expand each student row to show additional student information.

Class List	Wait List	
Detail Class Li	st	
	Student Name	^ ID
Degr	ee: Bachelor of Science	
Study Path	ce. Buchelor of Science	
Level	Undergraduate Quarte	er
Program	Bachelor of Science AS	s
Catalog Term	Fall Quarter 21-22	
Admit Term	Fall Quarter 21-22	
College	Arts and Sciences	
Campus	University City	
Major	Psychology	
Department	Psychological & Brain	Sciences
Concentration	4 YR UG Co-op Concer	ntration

To return to Summary View, select the arrow next to Detail View and change the selection to Summary View.

Results Per Page

8. To adjust the results per page, scroll to the bottom of the page, and select the dropdown menu next to "Per Page." Select the desired amount.





<u>Email</u>

9. To email one or a select group of students, check the box next to their names. Click the mail icon. This will open a new blank email in Outlook with all students in the "To:" line.

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2	Gold, Navy		87654321		** Web** Registered		Undergraduat	0	3		No Access		No Access	Senior	

10. To email the entire class, select the checkbox above the first student in the class. This will populate the check boxes for the entire class. Click the mail icon. This will open a new blank email in Outlook with all students in the "To:" line.

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Class List	Wait List														Summary	View 🗸
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	Student Name	^	ID	¢	Registration Status	¢	Level	¢	Credit Hours	¢	Midterm	÷	Final	¢	Class	\$
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	Drexel, A.J.		00000000		** Web** Registered		Undergraduate Quarter		3		No Access		No Access		Senior	
 Image: Image: Ima	Gold, Navy		87654321		** Web** Registered		Undergraduate Quarter		3		No Access		No Access		Senior	

a. For larger class sizes, the system will split a mass email into separate messages. A window will open that will contain links to each email message. Click on each "Email Message #" link to open the new emails with students in the "To:" line.





Exporting Class List

11. To export a list of students into an excel spreadsheet, select "Export." A window will open that invites you to choose the format. Select a format and click "Export." The file will download to your machine.

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<u>Print</u>

12. To print the class list, select "Print." A window will open with options to print or save as a PDF.



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Navigation

13. To navigate to another course within the term, select the dropdown menu next to the term and select the desired course.

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Class List				
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✤ Course Info	ormation	PSY 213		
CRN:	and Perception - 6/21/2022 - 09/03/ ve	PSY 120		
Class List	Wait List			
Detail Class List	:			

Please contact Academic Information & Systems at <u>ais_student@drexel.edu</u> for any system related issues or training. You can contact OUR at <u>UC-Academic-Records@drexel.edu</u>, if you have any issues regarding the information being presented in your class list.