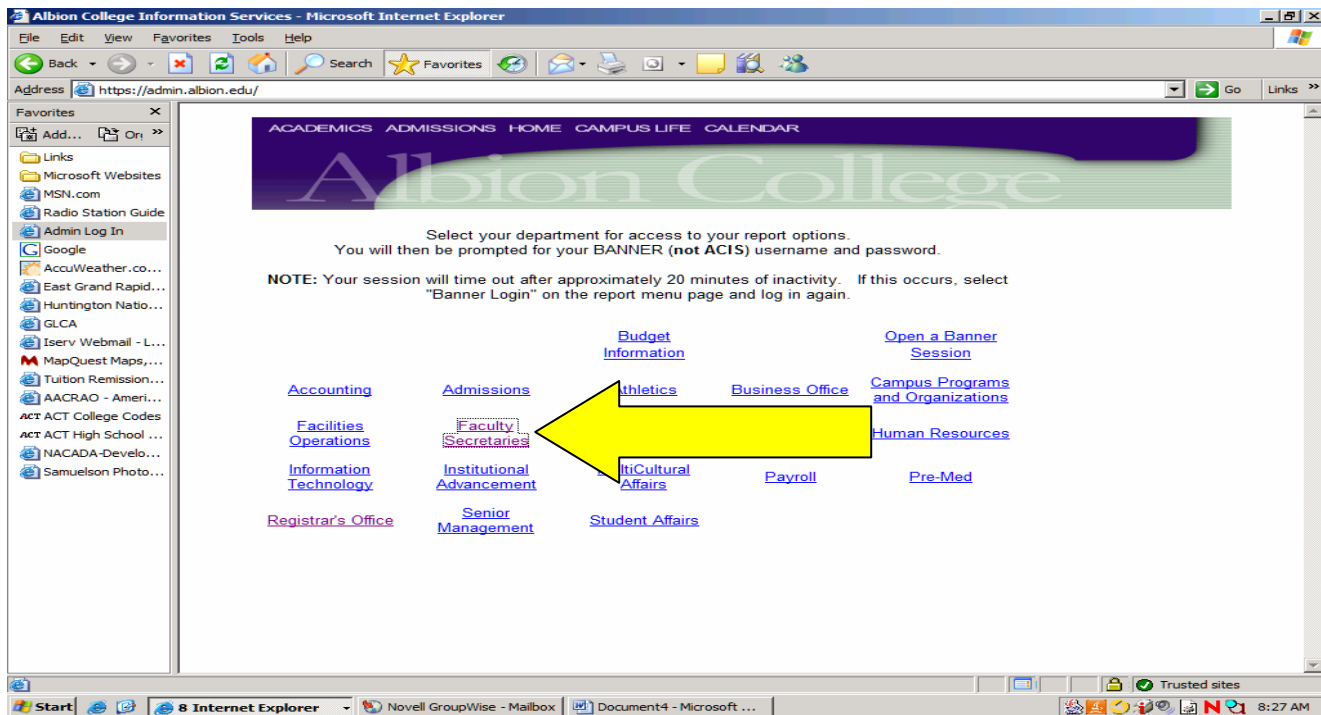


CLASS ROSTERS

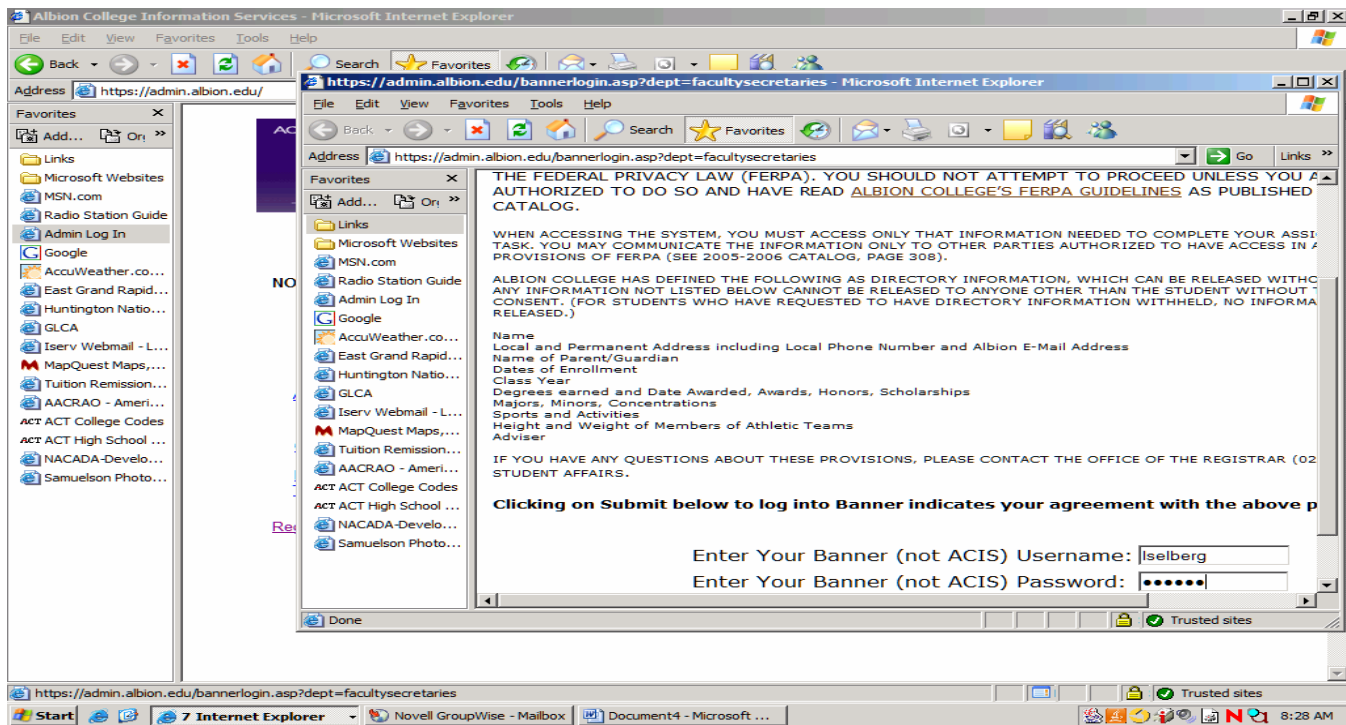
If you want to see a list of students registered in a course.... the following will walk you through how to pull a class roster.

You can access this report via the admin login in (<https://admin.albion.edu/>).

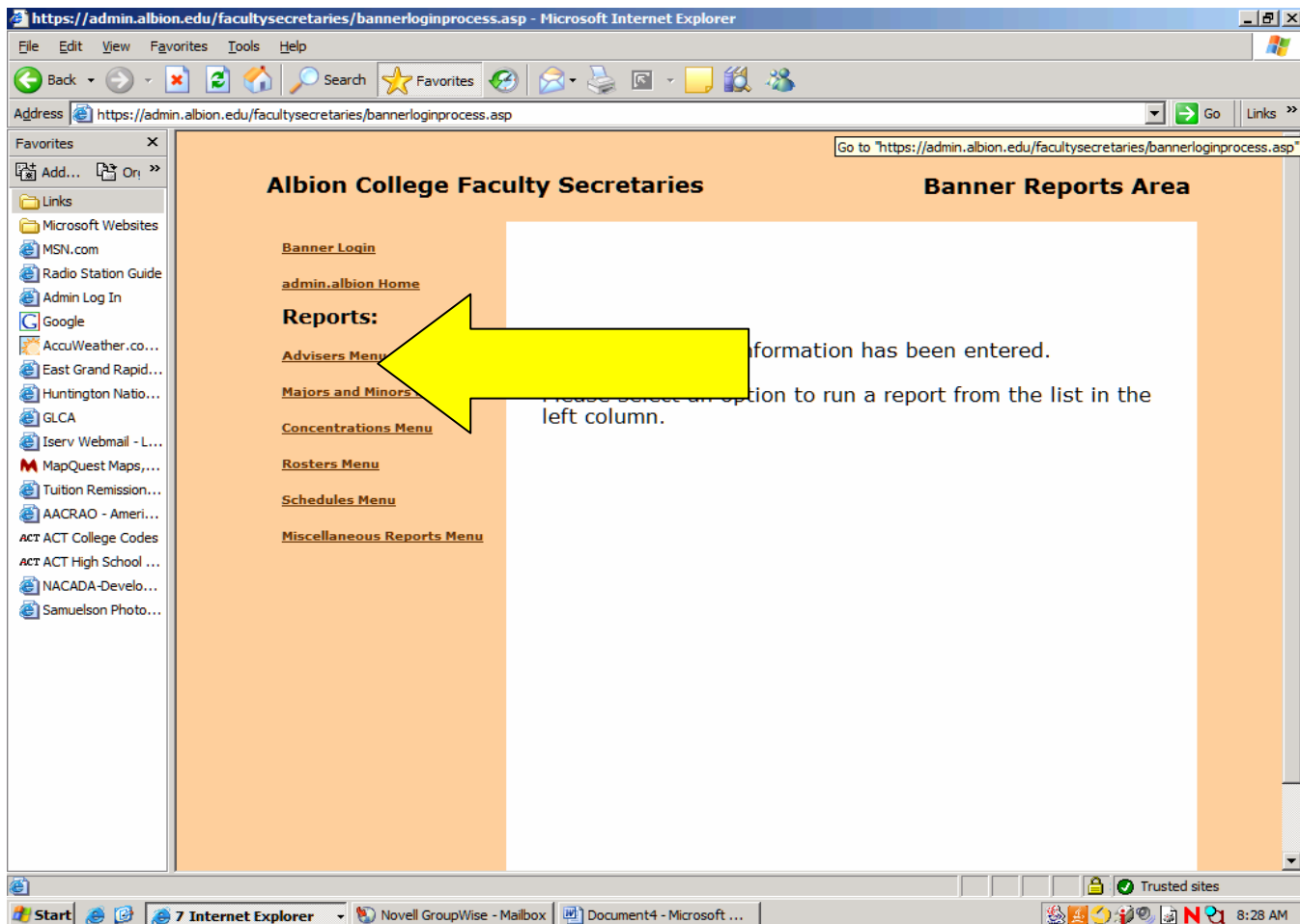
Pick faculty secretaries (see arrow below)...

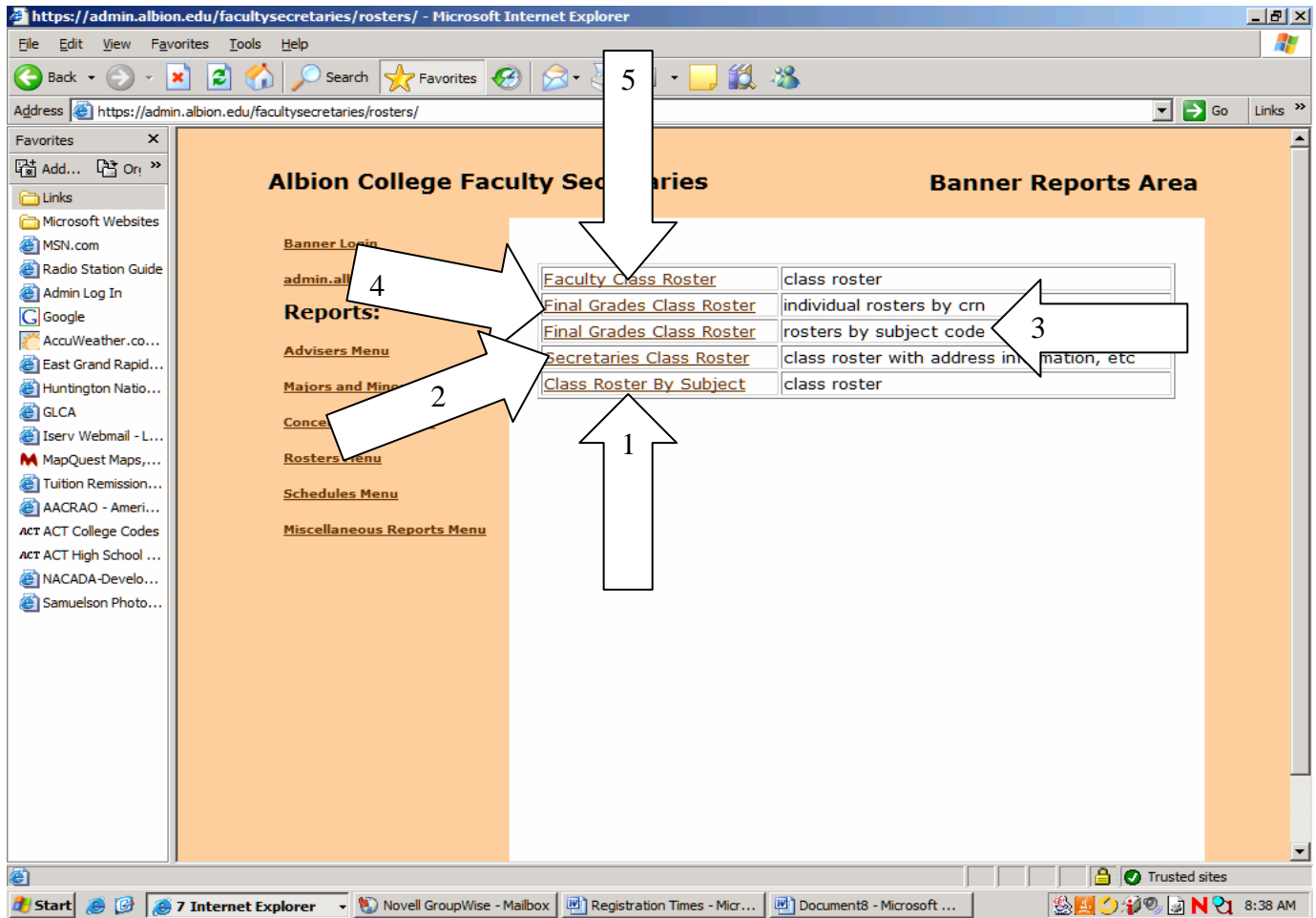


The login screen will come up and you need to enter your user ID and password (see screen shot below). Use your BANNER ID and password.



You will want to click on "rosters menu" (see arrow below) to bring up your options.





From here you have a couple different options;

Class Roster By Subject (arrow 1 above)

This report provides class rosters for all courses for the specified Subject and term. The roster includes: instructor name, subject code, course #, section #, CRN, course title, a grade column, student ID and name, class, course units, and student campus email address.

Secretaries Class Roster (arrow 2 above)

This report provides a class roster for the term and course (based upon course reference number (CRN) entered). The roster includes: instructor name, subject code, course #, section #, CRN, course title, student ID and name, gender, class, KC address, local phone number, and student campus email address, expected graduation term, and major(s).

Final Grades Class Roster (arrow 3 above)

This report provides class rosters as a guide for the submission of Final Grades for the selected term. The roster includes: instructor name, subject code, course #, section #, CRN, course title, a grade column, student ID and name, class, walk year, **if it corresponds to the term year**, anticipated graduation term, **if it is the current term**, and student campus email address.

Final Grades Class Roster (arrow 4 above)

This report provides a class roster as a guide for the submission of Final Grades for the selected term. The roster includes: instructor name, subject code, course #, section #, CRN, course title, a

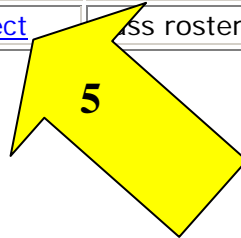
grade column, student ID and name, class, walk year **if it corresponds to the term year**, anticipated graduation term **if it is the current term**, and student campus email address. The difference between this one and the one above is how you get the roster, by subject code or CRN.

Faculty Class Roster (arrow 5 above)

This report provides a class roster for the term and course (based upon course reference number (CRN) entered). The roster includes: instructor name, subject code, course #, section #, CRN, course title, academic standing, midterm and final grades columns, student ID and name, gender, class, course units, and student campus email address.

For our purposes of this document, we are going to look at "faculty class roster" (arrow 5 above & below).

Faculty Class Roster	class roster
Final Grades Class Roster	individual rosters by CRN
Final Grades Class Roster	rosters by subject code
Secretaries Class Roster	class roster with address information, etc
Class Roster By Subject	class roster



Albion College Faculty Secretaries **Banner Reports Area**

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Faculty Class Roster
All Grade Information Is Confidential!!

Current Term:
Fall Term for First Year Students:
(if current semester is Fall enter current term code.
If current semester is Spring enter previous Fall term code)
CRN:

This report provides a class roster for the term and course (based upon course reference number (crn) entered). The roster includes: instructor name, subject code, course #, section #, crn, course title, academic standing, midterm and final grades columns, student id and name, gender, class, course units, and student campus email address.

Term Codes: term codes are the 4 digit year followed by a 2 digit term code. Spring = 10, Summer = 20, Fall = 30; thus Fall 2002 = 200230, Spring 2003 = 200310.

For the term code. Enter the 4 digit course crn. Then click the Submit button to run the report. When the report displays, you may use the scroll bar to the right of the report or use the Page Up and Page Down keys to browse through the data. If you scroll to the bottom of the report, you can click on the text line, "Export Data...", to download

When running this report you need to enter information in 3 fields:

1. Current term: the 6 digit code for the current term from which you want the roster (see arrow 1 above)
2. Fall term: for this field enter the 6 digit code for the most recent fall (or if it is currently fall then both #1 & #2 will have the same number) (see arrow 2 above)
3. CRN: the CRN for the specific course you want the roster from (see arrow 3 above)

https://admin.albion.edu/facultysecretaries/rosters/facultyroster/report.asp - Microsoft Internet Explorer

Address: https://admin.albion.edu/facultysecretaries/rosters/facultyroster/report.asp

Export data as a text file to Word
Export data as comma delimited file
Close this window

Course Roster - Theory and Method in Anthro.
Date/Time Run: 10/30/2007 8:44:05 AM
Term: 200730

INSTRUCTOR	SUBJ	CRS #	SEC	CRN	COURSE TITLE	EOT	MID GR	FINAL	REG ST	STU #	STUDENT NAME	G	CL	HRS	EMAIL	CONFIDENTIAL?
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	00			RW			F	04	1	LEB13@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	00	0.0	W	WC			M	04	0	MJC12@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	00			RW			M	04	1	JFG10@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.				RW			M	04	1	APP10@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	00			RW			F	04	1	KNS10@albion.edu	
Renkin, Hadley	A&S	343	01	8108	Theory and Method in Anthro.	AP	3.3		RW			M	03	1	MAV10@albion.edu	
					Theory											

Done

8 Internet Explorer

Novell GroupWise - Mailbox

Registration Times - Micr...

Document8 - Microsoft ...

Trusted sites

8:43 AM

The report will show up as seen above. Then you click on "export data as comma delimited file", it will then ask if you want to "open" it or "save". You can "open" it and this will allow you to change the size of the columns to read the information better.

https://admin.albion.edu/facultysecretaries/rosters/facultyroster/lseibergfacultyroster.txt - Microsoft Internet Explorer

Address: https://admin.albion.edu/facultysecretaries/rosters/facultyroster/lseibergfacultyroster.txt

CLASS ROSTER FOR THE TERM: 200730 October 30, 2007 Page 1

Renkin, Hadley

A&S 343 01 8108 Theory and Method in Anthro.

STU #	STUDENT NAME	CL	G	EOT	MID	FINAL	REG	ST	HRS	EMAIL	CONFIDENTIAL?
00		04	F	00			RW		1	LEB13@albion.edu	
00		04	M	00	0.0	W	WC		0	MJC12@albion.edu	
00		04	M	00			RW		1	JFG10@albion.edu	
00		04	M				RW		1	APP10@albion.edu	
00		04	F	00			RW		1	KNS10@albion.edu	
00		03	M	AP	3.3		RW		1	MAV10@albion.edu	
00		04	F	00			RW		1	APW12@albion.edu	
00		02	M	00			RW		1	MMW11@albion.edu	

This report will list all the students enrolled in the course, their class ranking, gender, midterm grade (if one was posted), how they registered, and e-mail information. You will notice the last column states "confidential?", if there is a Y (yes) this pertains to FERPA and we are to release **NO** information regarding this student to anyone.

*****Note: Confidential information has been blocked out on this report.**