How To Obtain a Class List from Self-Service Banner

- Log into MyBSU (can be accessed from the Faculty/Staff homepage in “Administrative Toolbox”
- Choose Self-Service Banner
- Click on Faculty Services

- Click on Faculty Menu

- Click Summary Class List or Detail Class List
- Enter Term (right now Fall 2012 is the only option)
- Click on Enter CRN Directly
Enter the Course Reference Number for the course

- Summary is just that – a list of names. This list is the more printer-friendly of the two options.
➢ To print your list, just click the printer icon on your browser

  o A Detail Class List provides more information

➢ There are two ways to pull a Detail Class List
  o You can choose Detail Class List from the Faculty Menu
- Or, if you’ve already pulled up a **Summary Class List**, you can choose the link at the bottom of the list.

- To bring up a list for another course, return to the Faculty Menu and select **Enter CRN Directly**