

New Class List Features

Beginning Spring 2023, all faculty will have access to the Banner 9 class list which enables faculty members to do the following:

- View the summary view of class list and waitlist student rosters for the selected term and CRN combination.
- View a list of terms in the Term drop-down so that faculty members can select or change the term.
- Search for a particular term within the Term drop-down.
- Search by term code, subject code, course number, CRN, or course title in the search filter displayed within the CRN Listing block in the CRN Listing page.
- Scroll through the entire class list or search for individual students using the student's name or student ID in the student roster of class list and waitlist.
- View the contact card with curriculum details of each student in the detailed view of the class list and waitlist rosters of any class.
- View the enrollment counts of the course that they are viewing.
- View course catalog and schedule listing details of a course/section.
- E-mail one or more students in a class.
- Print a class list or waitlist summary and detailed view of students in a class into a document.
- Export class list or waitlist summary view of the roster using the Export option available on the Class List page.

Considerations

- Access to the Class List page is limited to faculty members assigned to courses.
- Classes with zero enrollment or classes without a meeting pattern will not display on the Class List page.

Class List Navigation Guide



1. Go to [Patriot Web](#) and enter your Mason credentials.
2. Click on **Class List** from the **Faculty and Advisor Services** tab.

Faculty and Advisors Services

- CRN Selection
- Term Selection
- Week at a Glance
- Faculty Detail Schedule
- Class List**
- Detail Class List (Classic)
- Summary Class List (Classic)

3. The CRN Listing defaults to show all terms. Find your course by using the drop-down menu or search feature on the CRN Listing page of Banner 9 Class List. The CRN Listing table view provides basic information to include the course title, CRN, enrollment count, status, dates, and term.



GMU - PPRD

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course
 Search (Alt+Y) 

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
COMM 101, DA1	Fundamentals of Communication	15778	24	Active	01/23/2023 - 05/17/2023	Spring 2023 (202310)
COMM 101, DA2	Fundamentals of Communication	15779	24	Active	01/23/2023 - 05/17/2023	Spring 2023 (202310)
COMM 101, DA3	Fundamentals of Communication	15780	24	Active	01/23/2023 - 05/17/2023	Spring 2023 (202310)

4. Click on the course title and a pop-up box will display course details including course description, pre- and corequisites, and course attributes. Press the X in the top right-hand corner to close the window.

Course Details for ECON 491, Capstone in Economics

Term: 202270

Catalog	Title: Capstone in Economics
Course Description	College: Humanities & Social Sciences LA
Attributes - Mason Core	Division:
Restrictions	Department: Economics ECON
Corequisites	Hours:
Prerequisites	Credit Hours: 3
	Lecture: 3
	Lab:
	Other:
	Levels:
	Non-Degree ND
	Undergraduate UG
	Consortium - Other VC

- Once you have filtered and see the course you wish to work with, use your cursor to click the course you want to view by clicking on Subject/Course Number or Enrollment Count.

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course Click the course to review the roster.


Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
COMM 101, DA1	Fundamentals of Communication	15778	24	Active	01/23/2023 - 05/17/2023	Spring 2023 (202310)
COMM 101, DA2	Fundamentals of Communication	15779	24	Active	01/23/2023 - 05/17/2023	Spring 2023 (202310)
COMM 101, DA3	Fundamentals of Communication	15780	24	Active	01/23/2023 - 05/17/2023	Spring 2023 (202310)
ECON 491, DL1	Capstone in Economics	77588	13	Active	08/22/2022 - 12/14/2022	Fall 2022 (202270)
UNIV 320, DL2	Internship/Career Readiness	78193	14	Active	10/12/2022 - 11/29/2022	Fall 2022 (202270)

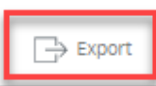

Results found: 5

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- The class list for the specified crn will be displayed where the following actions can be taken:
 - Switch CRNS using the drop-down arrow.
 - Export a roster to Excel using the "Export" feature
 - View course information including enrollment counts.
 - View Wait List Details
 - Switch roster view from summary to detailed view.
 - View individual student cards by hovering over student name.
 - Email selected students.

Class List

Spring 2023 - 202310 COMM 101 | 15778  Switch CRNs using drop-down arrow.

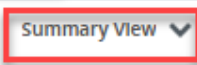
Export a roster to Excel using the "Export" feature.   Print



Course Information **Enrollment Counts**

Fundamentals of Communication - COMM 101 DA1
 CRN: 15778
 Duration: 01/23/2023 - 05/17/2023
 Status: Active

	Maximum	Actual	Remaining
Enrollment	24	24	0
Wait List	0	0	0
Cross List	0	0	0

Course information is listed at the top.

Class List **Wait List** **View Wait List Details** Switch roster views using this drop-down menu.  **Summary View**


Summary Class List Hover over any student name to view their student card. Email selected students by clicking this button.  Search (Alt+Y) 

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Last Name, First Name		**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
<input type="checkbox"/>			**Registered**	Undergraduate	3	Enter Grade	No Access	Freshman
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Sophomore
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Junior

7. The number of records displayed per page by default is 25. Personalize the number of records displayed and navigate through pages at the bottom of the screen.

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Junior
<input type="checkbox"/>			**Registered**	Undergraduate	3	Enter Grade	No Access	Freshman
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Freshman
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Freshman
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Freshman
<input type="checkbox"/>			**Registered**	Undergraduate	3	Enter Grade	No Access	Freshman
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	Enter Grade	No Access	Junior

Results found: 24

Navigate through pages here.  Page 1 of 3 Per Page 10

The number of records display by default is 24. Change the number of records display per page here.

8. To email students, select the students you wish to contact by clicking the checkbox to the left of their name. Once at least one student has been selected, click the email envelope icon. A new email will open through your Outlook email client with the emails address(es) populated in the To line. REMINDER: If contacting more than one student, please move the recipients' email address to the BCC line.

For more assistance with this topic, contact regsite@gmu.edu.