

Class Rosters for Staff

Summary

For faculty or staff in academic administrator roles (secretary, program coordinator, department chair, deans) who need to access to class rosters there are several options depending on the type of class roster data needed.

Option 1 – Banner Admin Basic Roster Info

This look up screen includes student legal name and chosen name, ID, registration status (registered and waitlisted), registration date, and original grades as issued by the instructor.

Important: This report is for INTERNAL REFERENCE only since legal name is displayed.

- Go to Banner Admin page SFASLST
- Enter the Term
- Enter CRN
- Click 'Go'

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours
1			RW	04/13/2022			U			3.000
2			RW	04/13/2022			U			3.000
4			RW	04/18/2022			U			3.000
8			RW	06/21/2022			U			3.000
9			RW	08/08/2022			U			3.000
10			RW	08/12/2022			U			3.000
11			RW	08/12/2022			U			3.000
12			RW	08/15/2022			U			3.000

Click on any student, go to Related and choose SPAIDEN to view their contact information, emergency contacts, or authorized designees:

- Permanent mailing and telephone addresses for university business are coded 'MA'. In addition, some students may provide a cell phone coded 'CELL'.
- Campus email address 'CP' to be used for all official University communication.
- Authorized Designees are listed, and the following must be verified prior to making any disclosure of information from the student's record: (1) The designee must be active, (2) the designee's identity must be verified using the 4-digit pin code, (3) only release academic and/or financial records as indicated.

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Option 2 - Banner Admin Extended Roster Info

This report will include all basic information with email addresses for either registered or waitlist. In addition, it only includes the student's chosen name, so it can be shared within the department with those who have a legitimate educational interest.

- Go to Banner Admin page GWRSQJ>Go
- Enter EXACT name of query: STU_ROSTER
- Enter Value 1: Term_YYYY (ex. Fall_2022)
- Enter Value 2: R for Registered or W for Waitlisted
- Enter Value 3: 1st CRN
- Enter Value 4: 2nd CRN or leave blank
- Enter Value 5: 3rd CRN or leave blank
- Enter Value 6: 4th CRN or leave blank
- Enter Value 7: 5th CRN or leave blank
- Click Save Parameter Set As
- Save

You will receive an email in 1-3 minutes with an excel file of the roster(s).

Process: GWRSQJ SQL Report Submission Process Parameter Set:

PRINTER CONTROL

Printer: DATABASE Submit Time:

Special Print: MIME Type: None

Lines: PDF Font:

PARAMETER VALUES

Number *	Parameters	Values
01	EXACT name of query.	STU_ROSTER
02	Value 1	Fall_2022
03	Value 2	R
04	Value 3	12330
05	Value 4	
06	Value 5	
07	Value 6	
08	Value 7	

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single
Refer to the documentation for your query.

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit Hold Submit

SAVE

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Option 3 – Brio Report Extended Roster Info

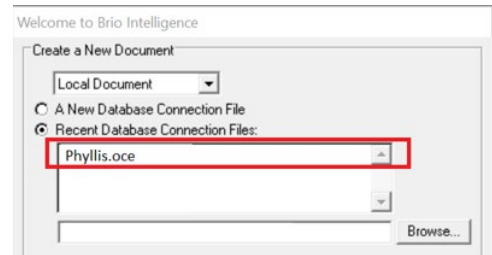
This report will include all basic information with email addresses for registered students. In addition, it only includes the student's chosen name, so it can be shared within the department with those who have a legitimate educational interest.

Open Brio

- Select your Database Connection (ex. Phyllis.oce)
- Enter your Brio ID and Brio password

Run Query

- File>Open
- Navigate to O:\Dashboard-Reports\AcademicDepts
- Open 'Class Roster'
- Enter Brio ID and password
- Select Term
- Process
- Enter CRN (repeat to enter multiple)
- Select CRN (Ctrl to select multiple)
- OK
- To save results to excel, go to File>Export>Section



Class Roster

Username:

Password:

Term:

Process

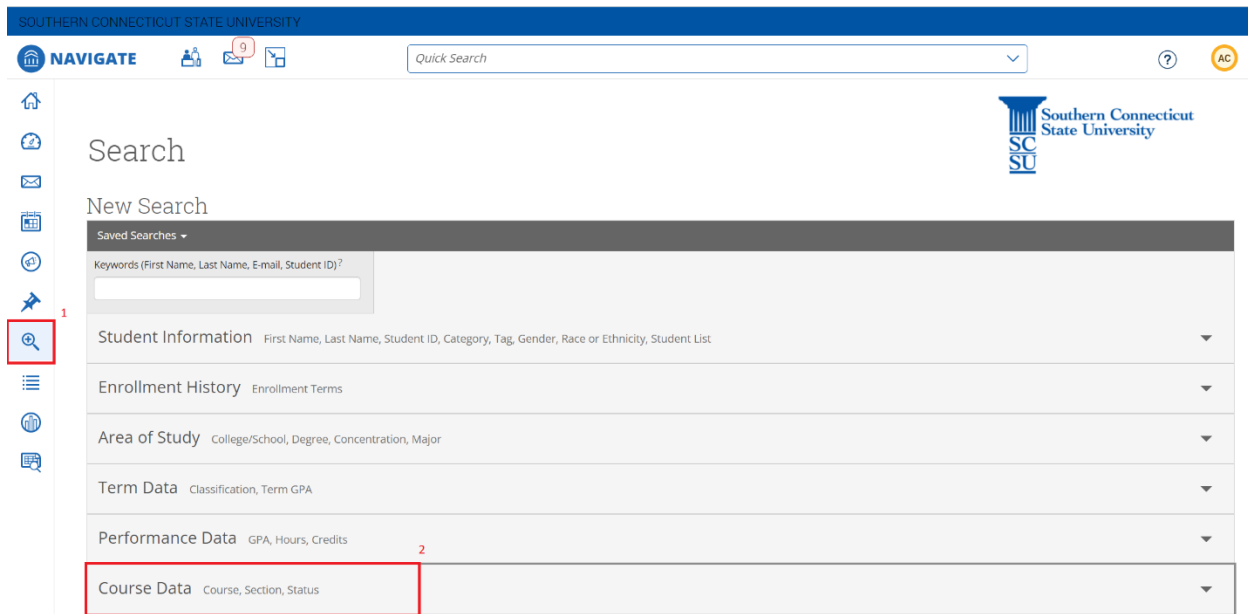
Note: See waitlist instructions to pull waitlist rosters and reports in Brio.

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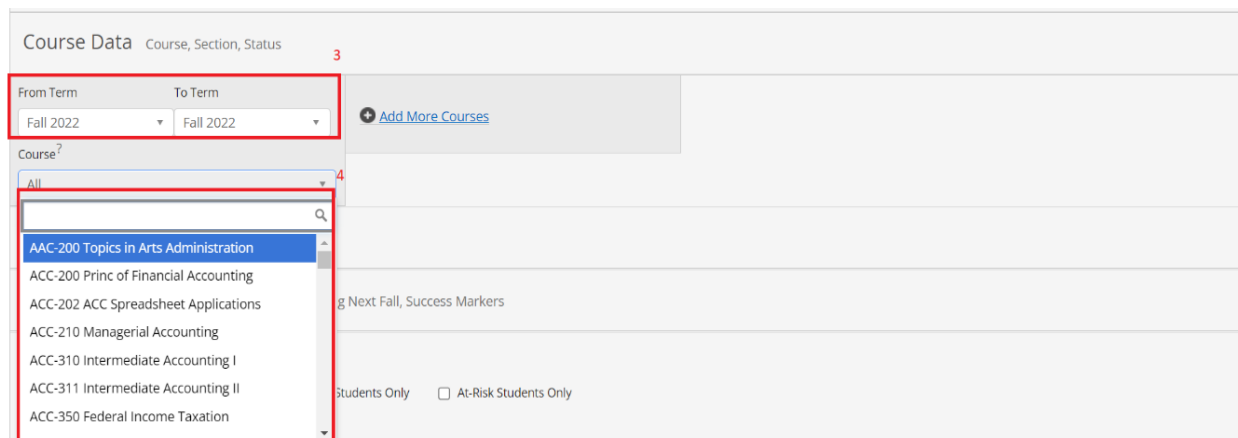
Option 4 – Email the Class thru Navigate

Academic staff may also use Navigate to send out email communications to a class roster.

- Go to Advanced Search
- Course Data



- Select Term and Course
- You can drill down to specific sections/add more courses



- Once you have results, click the "Name" checkbox in top left of results box to select All
- Click Actions = Send A Message to Student