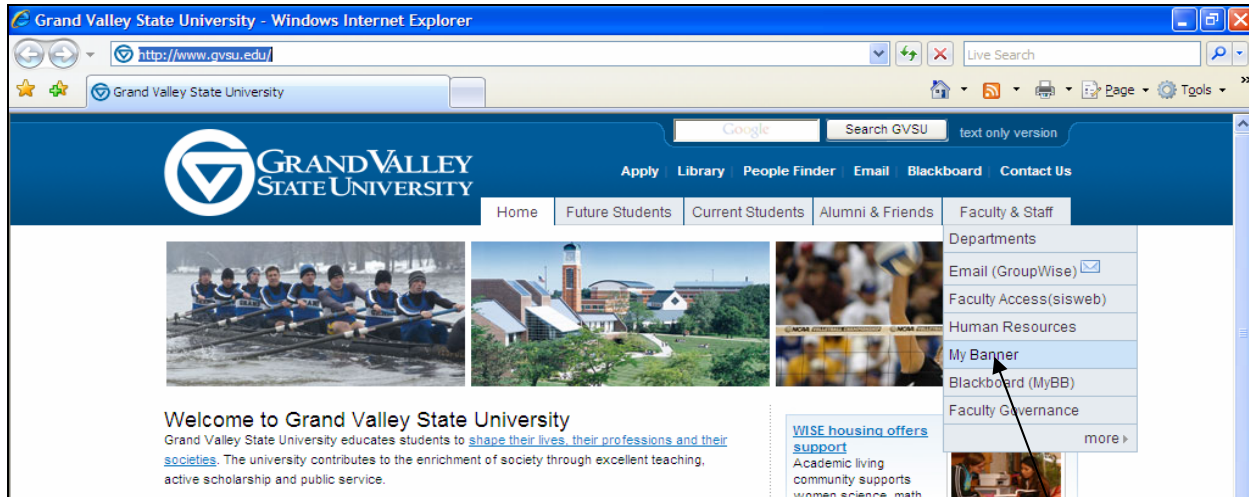


Student SSB Job Aid – CRN/Class Look-up

Follow these steps to look-up CRN/Classes in Student Self Service Banner (SSB):

1. **Open** Internet Explorer
2. If your home page does not default to the GVSU home page, Go to the following address at the top of the screen: <http://www.gvsu.edu> – the following page will display:



3. **Click** on the Faculty & Staff tab, run your cursor down the menu and **Click** the **My Banner** option and the following screen is displayed (left):

User ID:

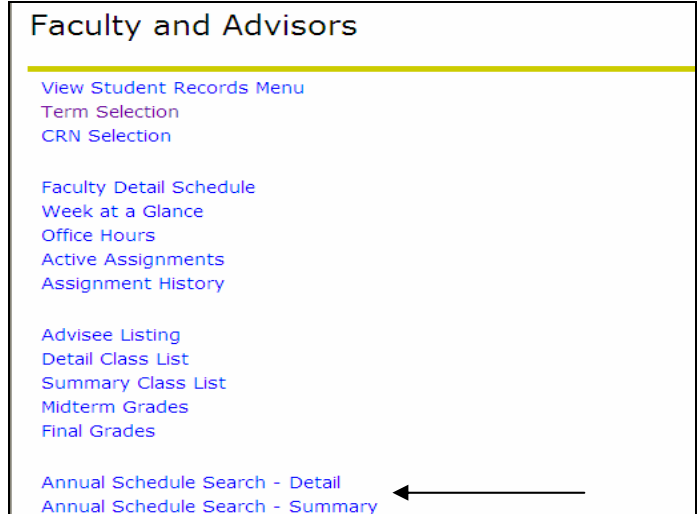
PIN:

4. **Click** on the **Banner Self Service** option and the login screen is presented.
5. **Type** your User ID and PIN and **Click** the **Login** button.

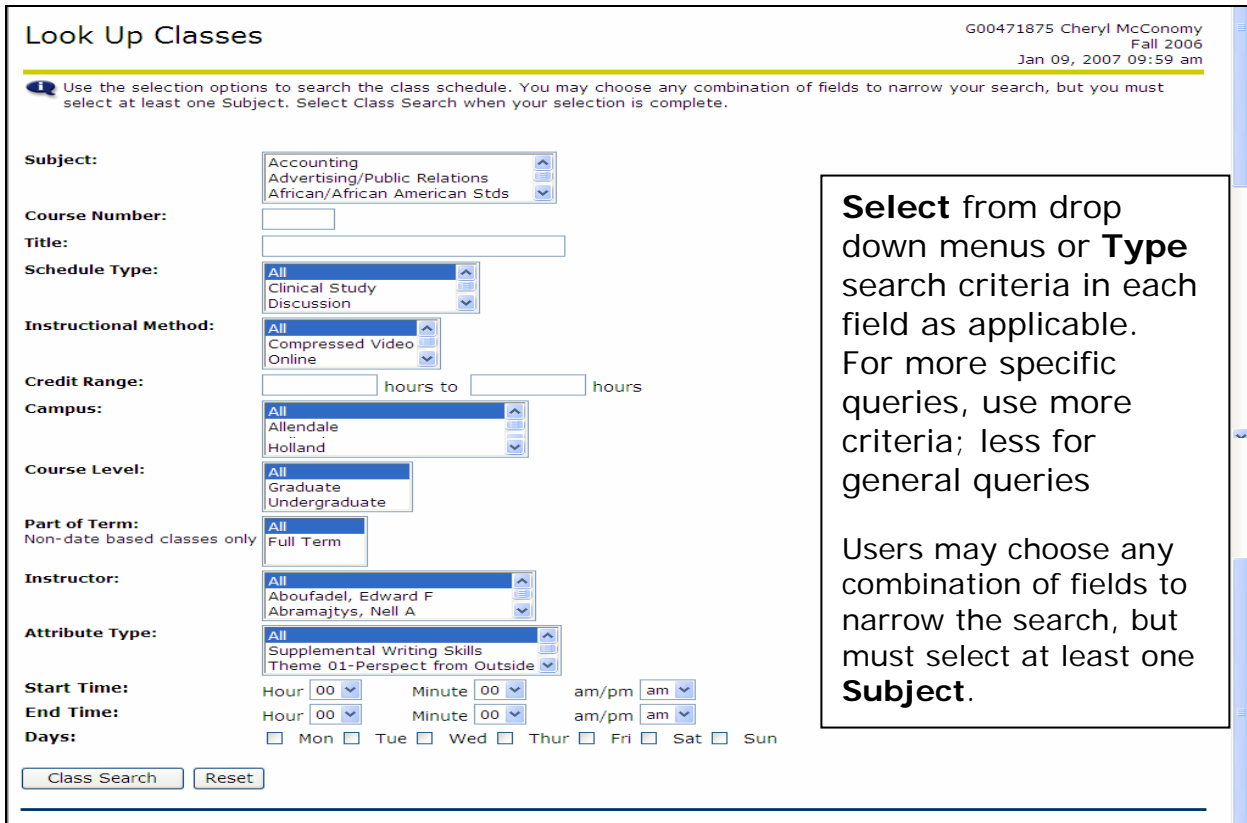
User ID: 9 digit number preceded by G for all persons on file in Banner

PIN: 6 digit number; changed by user upon initial SSB system access

6. **Click** the **Faculty & Advisors** menu option (or the **Faculty Services** tab) as displayed below left, to display the **Faculty and Advisors** menu as shown below right:



7. Click on the **Annual Schedule Search – Summary** menu option to search for the desired CRN.



8. From the drop down menu box, **Select** the desired term and **Click** on the **Submit** button.

9. For this example, **Select Criminal Justice** classes offered in **Allendale** and **Click** the **Class Search** button to return results as follows:

[Personal Information](#)
[Faculty Services](#)
[Employee](#)
[Finance](#)

Search

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Look Up Classes

 G00023808 Cheryl McConomy
 Winter 2008
 Jun 25, 2007 11:06 am

Select the box in front of the CRN - Course Reference Number (C next to the CRN identifies a closed class) and choose Register or Add to Worksheet. Click on a course's CRN to access detailed class information including required links (lab, lecture, discussion, etc), schedule type, course description, and more.

Sections Found

Criminal Justice

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	20748	CJ	101	01	ALL	3.000	Justice and Society	W	06:00 pm-08:50 pm	66	24	42	0	0	0	John D. Hewitt (P)	01/07-04/26	LOH 164	Social Sciences
SR	20749	CJ	101	02	ALL	3.000	Justice and Society	TR	04:00 pm-05:15 pm	66	25	41	0	0	0	Brian F. Kingshott (P)	01/07-04/26	LOH 164	Social Sciences
SR	20750	CJ	101	03	ALL	3.000	Justice and Societv	TR	11:30 am-	66	45	21	0	0	0	James Bolder (P)	01/07-04/26	LOH 164	Social Sciences

10. **Scroll** through the search results to find the applicable CRN - note the CRN for future use.

11. **Click** on the Faculty Services tab to return to the Faculty and Advisor menu (as shown above via directional arrow). **Click** on the **CRN Selection** menu (as displayed below left) to return the results below right. Note that Banner automatically returns a drop down menu box with all CRNs for which the logged-in user is the Instructor of Record. If the logged-in user has no sections, Banner returns the message below right:

Faculty and Advisors

[View Student Records Menu](#)
[Term Selection](#)
[CRN Selection](#)

[Faculty Detail Schedule](#)
[Week at a Glance](#)
[Office Hours](#)
[Active Assignments](#)
[Assignment History](#)

[Advisee Listing](#)

Select a CRN

You have no assigned sections for this term.

[[Enter CRN Directly](#)]

RELEASE: 7.3

12. **Click** on the **[Enter CRN Directly]** option at the bottom of the screen and the following screen is returned:

Enter CRN Directly

 G00471875 Cheryl McConomy
 Fall 2006
 Jan 12, 2007 05:06 am

CRN:

[[Select Assigned CRN](#)]


RELEASE: 7.3 Powered by SunGard SCT

13. **Type** the CRN you noted in step 11 above (for this example: **20748**) in the box and **Click** the **Submit** button to return to the **Faculty and Advisors** menu as shown below:

Faculty and Advisors

[View Student Records Menu](#)
[Term Selection](#)
[CRN Selection](#)


[Faculty Detail Schedule](#)
[Week at a Glance](#)
[Office Hours](#)
[Active Assignments](#)
[Assignment History](#)

[Advisee Listing](#)
[Detail Class List](#)
[Summary Class List](#) ← 
[Midterm Grades](#)
[Final Grades](#)

[Annual Schedule Search - Detail](#)
[Annual Schedule Search - Summary](#)

14. **Click** the **Summary Class List** menu option and the following results are returned:

Summary Class List

 An asterisk will appear next to the appropriate field department in his/her primary or secondary curriculum that is different from that in his/her primary curriculum.










If the word Confidential appears next to a student's name, it indicates that the student's information is confidential.


Course Information
Justice and Society - CJ 101 01
CRN: 20748
Duration: Jan 07, 2008 - Apr 26, 2008
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	66	24	42
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Bergmann, Emily A.	G00453921	**Web Registered**	Undergraduate	3.000	
2	Black, Emily L.	G00422839	**Web Registered**	Undergraduate	3.000	
3	Blanchard, Kayla M.	G00373348	**Web Registered**	Undergraduate	3.000	
4	Bush, Lisa N.	G00309217	**Web Registered**	Undergraduate	3.000	
5	Cyr, Evan M.	G00474838	**Web Registered**	Undergraduate	3.000	
6	Enriquez, Belinda	G00425762	**Web Registered**	Undergraduate	3.000	
7	Flory, Adam D.	G00307658	**Web Registered**	Undergraduate	3.000	
23	Vanacker, Emma K.	G00423095	**Web Registered**	Undergraduate	3.000	
24	Wood, Christopher L.	G00397974	**Web Registered**	Undergraduate	3.000	

[Email class](#) 

[Return to Previous](#)

- Much of the information for this class is available either on this screen or via links from every item in **blue**. Additionally, quick links are provided at the bottom of the screen for easy access to further information.
- Users can email the entire class or class members individually by clicking on the envelope buttons along the right side or bottom of the class list.

CAUTION: Email functionality should be tested before relying on it for important class directives or assignments. Internet browser settings must be checked as some truncation problems have been encountered with this functionality – especially for larger class sizes. Recommend using Blackboard for email communication to students.

[[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Faculty Detail Schedule](#)]

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