Banner SSB Job Aid –Class List 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](http://www.gvsu.edu) – the following page will display:

   ![Banner SSB Home Page](image)

3. **Click** on **Faculty & Staff**, then select **Banner** in either the Faculty or Staff column and the following screen is displayed (left):

   ![Banner SSB Faculty & Staff](image)

4. **Click** on the **Banner Self Service** option and the login screen is presented (above right).

5. **Type** your User ID and PIN and **Click** the Login button.

   - **User ID**: 9 digit number preceded by G (capitalized) 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:

```
<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student</th>
<th>Financial Aid</th>
<th>Faculty Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Go</td>
<td></td>
<td>Faculty &amp; Advisors</td>
</tr>
</tbody>
</table>

Main Menu
Welcome, Lynn M. Blue-Test, to the WWW Information System! Last web access on 11:06:41 AM

Personal Information
Update addresses, contact information or marital status; review name or social security number changes in Student
Apply for Admission, Register, View your academic records, Financial Aid and Student Account Information
Financial Aid
Apply for Financial Aid; enter status and loans

Faculty & Advisors
Optional Class Schedule Overrides, View Class Lists and Student Information
Parking/Permits

Faculty and Advisors

<table>
<thead>
<tr>
<th>View Student Records Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Selection</td>
</tr>
<tr>
<td>CRN Selection</td>
</tr>
<tr>
<td>Faculty Detail Schedule</td>
</tr>
<tr>
<td>Week at a Glance</td>
</tr>
<tr>
<td>Office Hours</td>
</tr>
<tr>
<td>Active Assignments</td>
</tr>
<tr>
<td>Assignment History</td>
</tr>
<tr>
<td>Advisee Listing</td>
</tr>
<tr>
<td>Detail Class List</td>
</tr>
<tr>
<td>Summary Class List</td>
</tr>
<tr>
<td>Midterm Grades</td>
</tr>
<tr>
<td>Final Grades</td>
</tr>
<tr>
<td>Annual Schedule Search - Detail</td>
</tr>
<tr>
<td>Annual Schedule Search - Summary</td>
</tr>
</tbody>
</table>
```

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

```

myBanner

Select Term or Date Range

Jan 24, 2012 04:30 pm

Search by Term:
Winter 2012

Submit Reset
```

8. Choose the appropriate term by selecting it from the drop down box and click **Submit**.
9. Select the desired subject. You have two choices as to the type of search you would like to conduct. You may choose Course Search (generates a list of courses by subject) or Advanced Search (allows you to search for a specific course using more specific criteria).

Example of Course Search:

a. After selecting the appropriate subject on the “Look Up Classes” screen, the following screen will be displayed. Scroll through the list until you find the desired course. Select View Sections to see all of the sections offered for the term selected.

b. Scroll through the search results to find the applicable CRN - note the CRN for future use.
Example of Advanced Search:

a. Choose the desired subject and click **Advanced Search**.

b. Select the Subject of the course again, and type search criteria (or select from a dropdown) in each field as applicable. To search for a specific course, enter the course number in the textbox. After selecting a minimum of one subject and any other desired criteria, click **Section Search**.

NOTE: If you do not enter a Course Number, you will see all of the courses offered that semester for the selected subject.
c. Scroll through the search results to find the applicable CRN - note the CRN for future use.

After acquiring the CRN a course, **Click** on the Faculty Services tab to return to the Faculty and Advisor menu. **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:

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

11. **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:
12. **Click the Summary Class List** menu option and the following results are returned:

- 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.