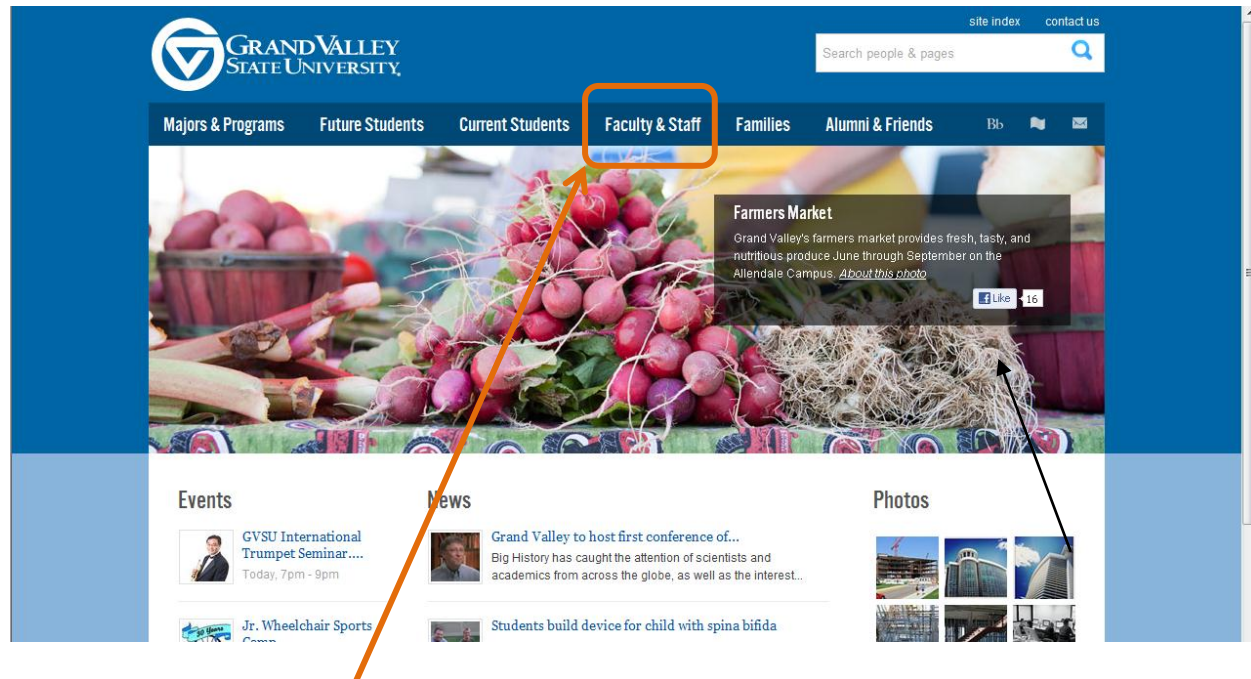


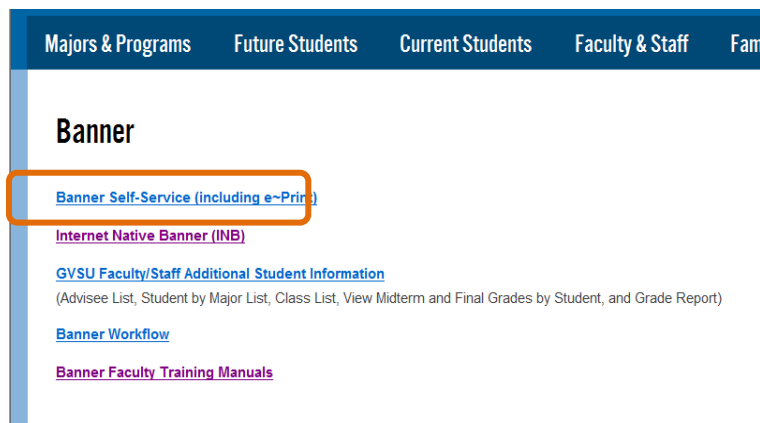
Banner SSB Job Aid –Class List Look-up

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> – the following page will display:



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



User ID:

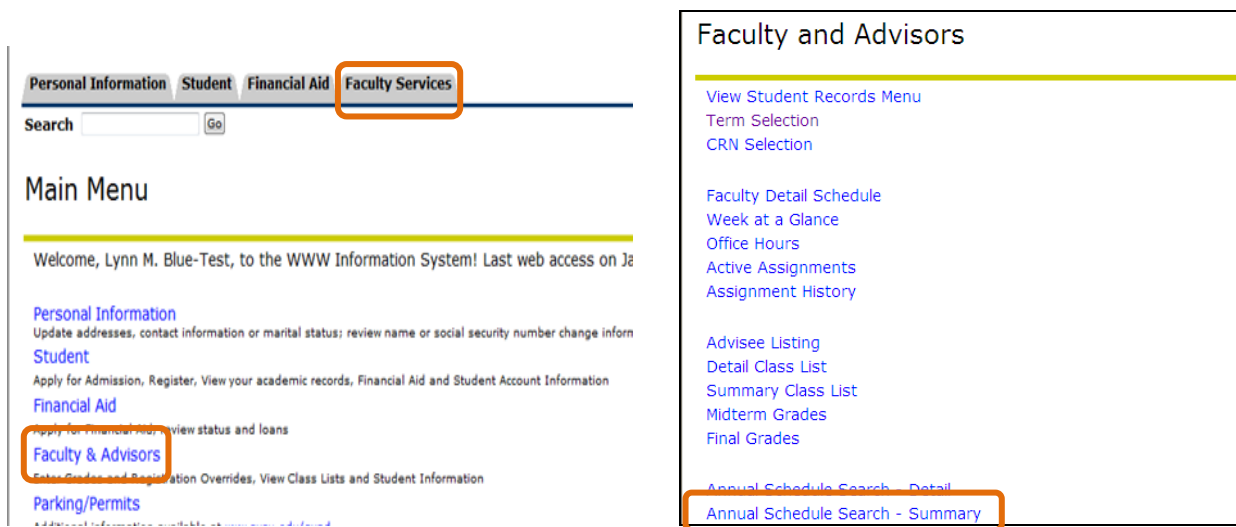
PIN:

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

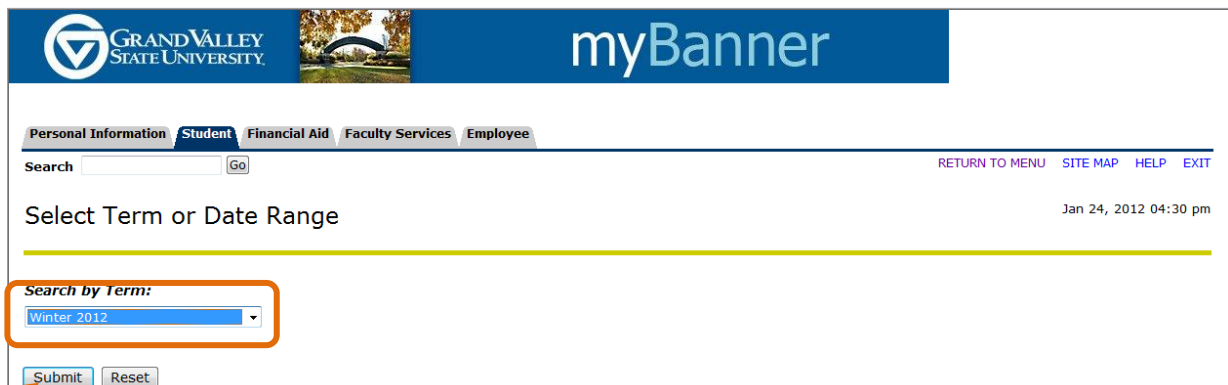
PIN: 6 digit number; changed by user upon initial SSB system access

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:



The screenshot shows the myBanner system interface. At the top, there are tabs for Personal Information, Student, Financial Aid, and Faculty Services. The Faculty Services tab is selected and highlighted with an orange box. Below the tabs is a search bar with a 'Go' button. The main menu on the left lists various options, with 'Faculty & Advisors' highlighted by an orange box. On the right, a sidebar titled 'Faculty and Advisors' lists several options, including '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', and 'Annual Schedule Search - Summary'. The 'Annual Schedule Search - Summary' option is highlighted with an orange box. An orange arrow points from this option to the next step in the instructions.

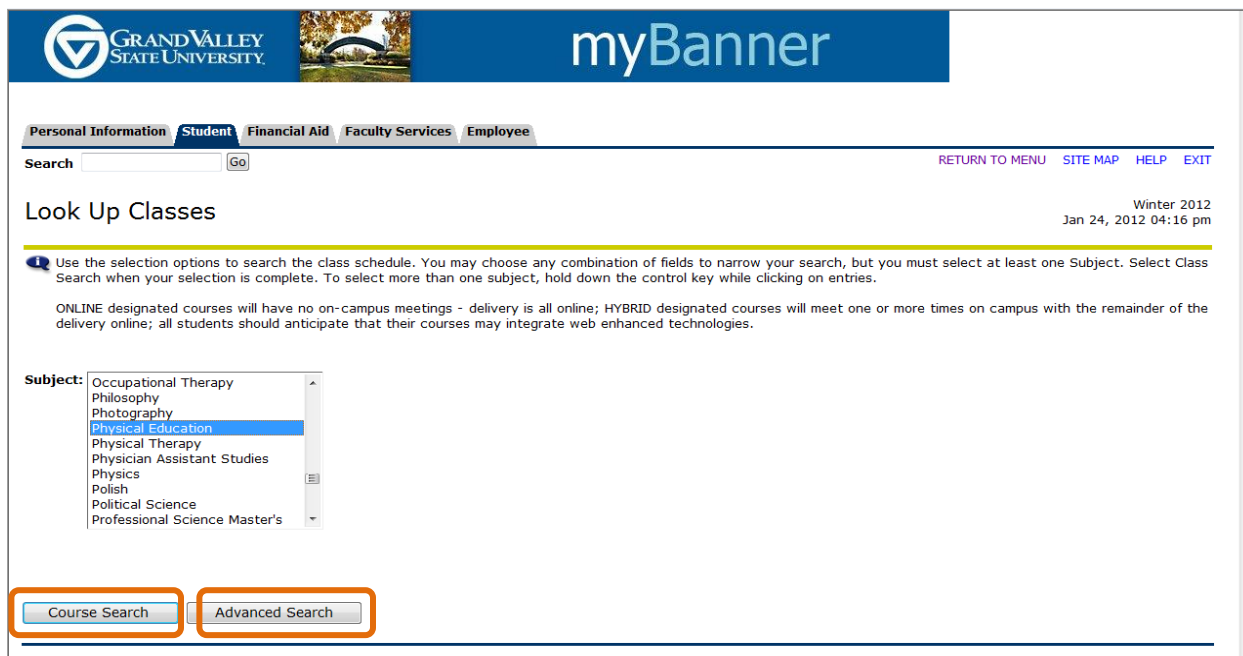
7. Click on the **Annual Schedule Search – Summary** menu option to search for the desired CRN.



The screenshot shows the myBanner system interface. At the top, there are tabs for Personal Information, Student, Financial Aid, Faculty Services, and Employee. The Faculty Services tab is selected. Below the tabs is a search bar with a 'Go' button. The main menu on the left lists various options, with 'Faculty & Advisors' highlighted by an orange box. On the right, a sidebar titled 'Faculty and Advisors' lists several options, including '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', and 'Annual Schedule Search - Summary'. The 'Annual Schedule Search - Summary' option is highlighted with an orange box. An orange arrow points from this option to the next step in the instructions.

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).



myBanner

Personal Information **Student** Financial Aid Faculty Services Employee

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

Look Up Classes Winter 2012
Jan 24, 2012 04:16 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete. To select more than one subject, hold down the control key while clicking on entries.

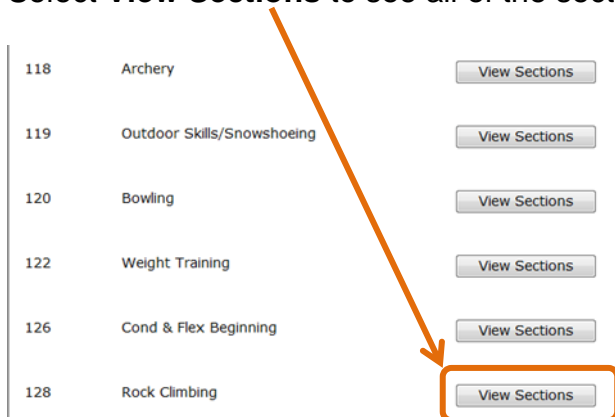
ONLINE designated courses will have no on-campus meetings - delivery is all online; HYBRID designated courses will meet one or more times on campus with the remainder of the delivery online; all students should anticipate that their courses may integrate web enhanced technologies.

Subject:

- Occupational Therapy
- Philosophy
- Photography
- Physical Education**
- Physical Therapy
- Physician Assistant Studies
- Physics
- Polish
- Political Science
- Professional Science Master's

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.



118	Archery	<input type="button" value="View Sections"/>
119	Outdoor Skills/Snowshoeing	<input type="button" value="View Sections"/>
120	Bowling	<input type="button" value="View Sections"/>
122	Weight Training	<input type="button" value="View Sections"/>
126	Cond & Flex Beginning	<input type="button" value="View Sections"/>
128	Rock Climbing	<input type="button" value="View Sections"/>

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

Sections Found
Physical Education


Select	CRN	Prq Exists	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	Instructor	Date (MM/DD)	Location	Attribute
C	22856	N	PED	128	01	ALL	1.000	Rock Climbing	TR	08:00 am-09:50 am	20	20	0	0	0	Joseph W. Bitely (P)	01/09-02/24	FH 170C	
<input checked="" type="checkbox"/>	22877	N	PED	128	02	ALL	1.000	Rock Climbing	TR	08:00 am-09:50 am	20	19	1	0	0	Joseph W. Bitely (P)	02/27-04/20	FH 170C	

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#)]

Example of Advanced Search:

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

Look Up Classes Winter 2012
Jan 24, 2012 04:16 pm

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete. To select more than one subject, hold down the control key while clicking on entries.

ONLINE designated courses will have no on-campus meetings - delivery is all online; HYBRID designated courses will meet one or more times on campus with the remainder of the delivery online; all students should anticipate that their courses may integrate web enhanced technologies.

Subject:

- Occupational Therapy
- Philosophy
- Photography
- Physical Education**
- Physical Therapy
- Physician Assistant Studies
- Physics
- Polish
- Political Science
- Professional Science Master's

- 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**.

Subject:

- Movement Science
- Music
- Music, Art, Theatre
- Natural Resources Management
- Nursing
- Occupational Safety & Health
- Occupational Therapy
- Philosophy
- Photography
- Physical Education**

Course Number:

Title:

Schedule Type:

- All**
- Clinical Study
- Discussion

Instructional Method:

- All**
- Compressed Video
- Hybrid

Credit Range: hours to hours

Campus:

- All**
- Allendale
- Holland

Course Level:

- All**
- Doctorate
- Masters

Instructor:

- All**
- Abord, Sheila Anne
- Aboufadel, Edward F

Attribute Type:

- All**
- Structured Learning Assistance
- Supplemental Writing Skills

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

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.

Sections Found

Physical Education

Select	CRN	Req Exists	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	Instructor	Date (MM/DD)	Location	Attribute
C	22856	N	PED	128	01	ALL	1.000	Rock Climbing	TR	08:00 am-09:50 am	20	20	0	0	0	Joseph W. Bitely (P)	01/09-02/24	FH 170C	
<input checked="" type="checkbox"/>	22877	N	PED	128	02	ALL	1.000	Rock Climbing	TR	08:00 am-09:50 am	20	19	1	0	0	Joseph W. Bitely (P)	02/27-04/20	FH 170C	

Register Add to WorkSheet New Search

[Week at a Glance | Student Detail Schedule | View Fee Assessment]

RELEASE: 8.5.1

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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:

Faculty and Advisors

View Student Records Menu

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

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

Enter CRN Directly

Fall 2006
Jan 12, 2007 05:06 am

CRN:

Submit

[Select Assigned CRN]

RELEASE: 7.3

Powered by **SunGard** SCT


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:

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](#)

12. 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](#)

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

RELEASE: 7.2

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CLASSTIME SOFTWARE EDUCATION

- 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.