

To download a class roster:

1. Log into Inside SOU.
2. Open the **Faculty Tools** link under **Banner Self-Service** in the **Online Services** block.

Quick Access

- Academic Calendar
- Course Catalog
- Email
- Google Calendar
- Hannon Library
- Voice Mail
- Campus Map
- Daily Newsletter
- Get SOU ID
- Google Drive
- Print & Copy Services

Mobile Apps

- SOU 2 Go
- OwnCloud

IT News and Alerts

SOU IT Help Desk - News

- Regular Maintenance Schedule

Online Services

- Activity Insight
- AIMS for Faculty
- Banner (Browserless)
- Banner Self-Service (SISWeb)
 - Faculty Tools**
 - Student & Registration Tools

3. Click on **Class List Download to Excel**.

Banner Self-Service Student and Faculty Tools

Student | **Faculty**

Faculty Classes and Schedule

- Class List (Summary)
- Wait List
- Syllabus
- Office Hours
- Class List Download to Excel**
- Faculty Detail Schedule
- Faculty Schedule Week at a Glance
- Final Exam Schedule

Faculty Registration Tools

- Course Catalog
- Class Schedule
- Registration Time Tables
- Look Up Classes for Student
- Add or Drop Classes
- Change Course Options
- Registration Overrides
- Irregular Registration

4. Select the **Term** and click on **Submit**.

5. Select the **CRN** and click on **Submit**.

Personal Information | Student | Faculty Services | Employee

Search Go

Select Term

Select a Term: **Fall 2017** ▼

Submit

Personal Information | Student | Faculty Services | Employee

Search Go

Select CRN

CRN: **BA 488 0: Fundamentals of Project Mgmt, 1490 (11)** ▼

Submit

Download Roster

6. Select the fields that you want to have included in the downloaded spreadsheet (Student ID and Student Name fields are included by default) and click on **Submit**.

Course Information

Fundamentals of Project Management - BA 488 0

CRN: 1490

Duration: Sep 25, 2017 - Dec 08, 2017

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	11	19
Cross List:	30	18	12

Field Selection

Student ID:

Student Name:

Class:

Major 1:

Major 2:

Email:

Phone:

Registration Status:

Registration Date:

Math Placement Level:

Math Override Level:

Math Transfer Level:

Arithmetic Test Placement Score:

Elementary Algebra Score:

College Level Math Score:

Column and Sort Order: Name/ID ID/Name

Display Type: MS-Excel MS-Word

Border Option: No Border Border

Include Wait List?: Yes No

7. Save the file to your computer or open it.

