View/Print Class Rosters in Self-Service Banner

- 1. Login to Self-Service Banner (SSB) with your BID and PIN
- 2. On the Main Menu page, select Faculty and Staff

Main Menu

Welcome, FRED FACULTY, to Banner at Buffalo State! Last web access on May 02, 2007 at 12:23 pm

Personal Information

Change your PIN: View social security number change information.

Faculty and Staff

Enter Grades and Registration Overrides, View Class Lists and Student Information

3. Select Summary Class List

Faculty/Staff Services

Student Information Menu

Select Term

Select CRN (Course Reference Number)

Faculty Detail Schedule

Week at a Glance

Detail Class List

Summary Class List

Final Grades

Registration Overrides

Look Up Classes

Class Schedule

Course Catalog

Office Hours

4. On the next page, select a term and click Submit

Select Term



Submit

If you don't have any courses assigned to you, you should see an error message.
 Otherwise, you should see a drop-down menu with your courses for the semester
 selected on the previous screen. At the bottom of the page, select Enter CRN
 Directly

Select a CRN You have no assigned sections for this term. RELEASE: 7.38 6. Enter a CRN and click Submit Enter CRN Directly CRN:

Submit

7. The roster should display at the bottom of the page. To print the roster, use the Print icon at the top of your browser window. If you need to generate a roster for a different CRN, click on CRN Selection at the bottom.

