

Retrieving a Class List in Self Service 9

As of 9/8/2022

Background

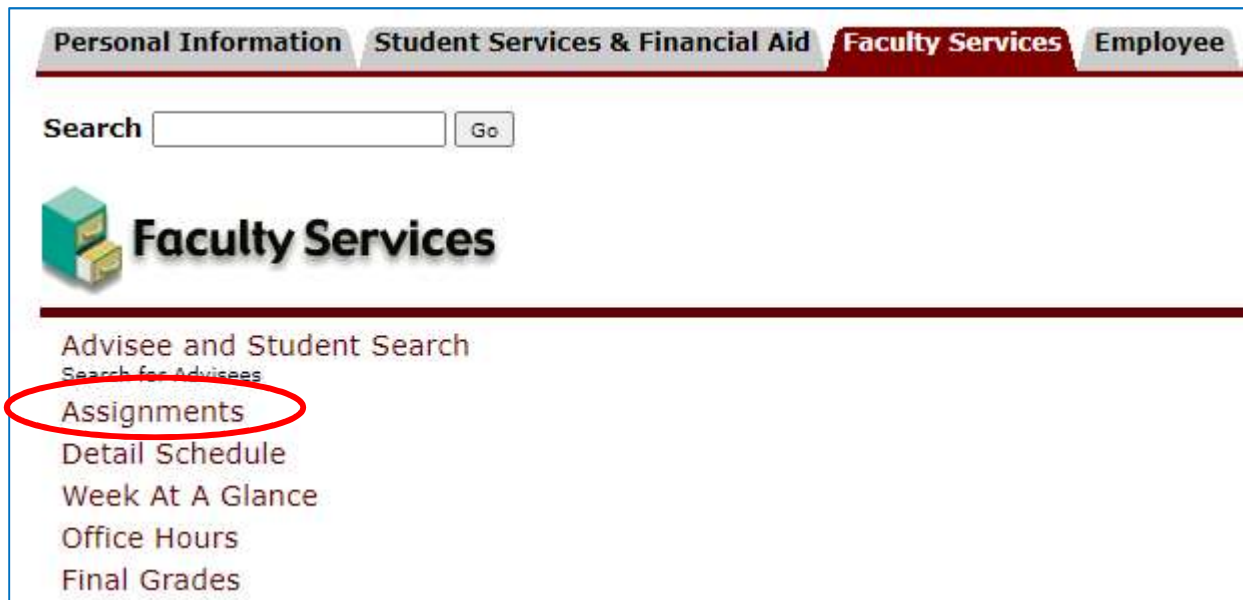
To retrieve a class list of all students registered against a specific CRN.

Steps

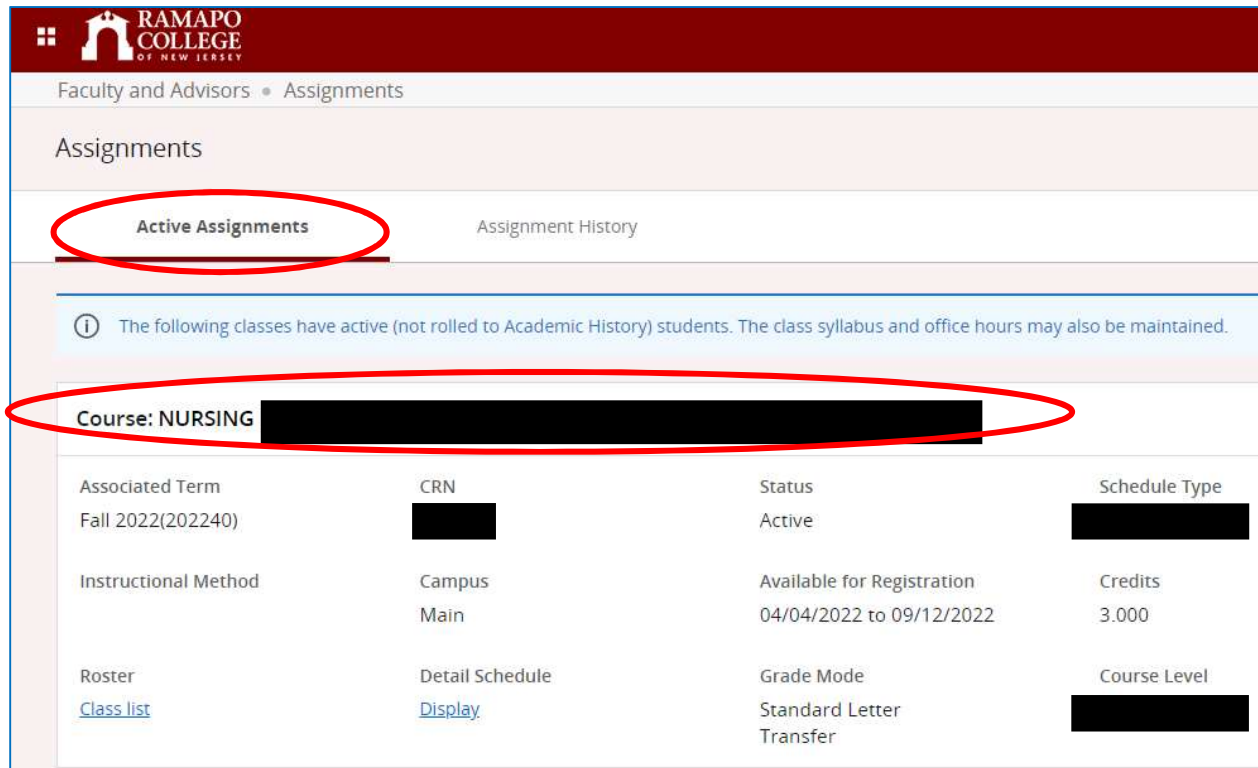
1. Log into Web Self-Service using your Ramapo username (without @ramapo.edu) and password (same as Gmail)
2. Click on Faculty Services tab



3. Click on Assignments



4. Under Active Assignments, locate the active course for which you need to retrieve a class list. Note: You may have to scroll all the way to the bottom of the page.



Faculty and Advisors • Assignments

Assignments

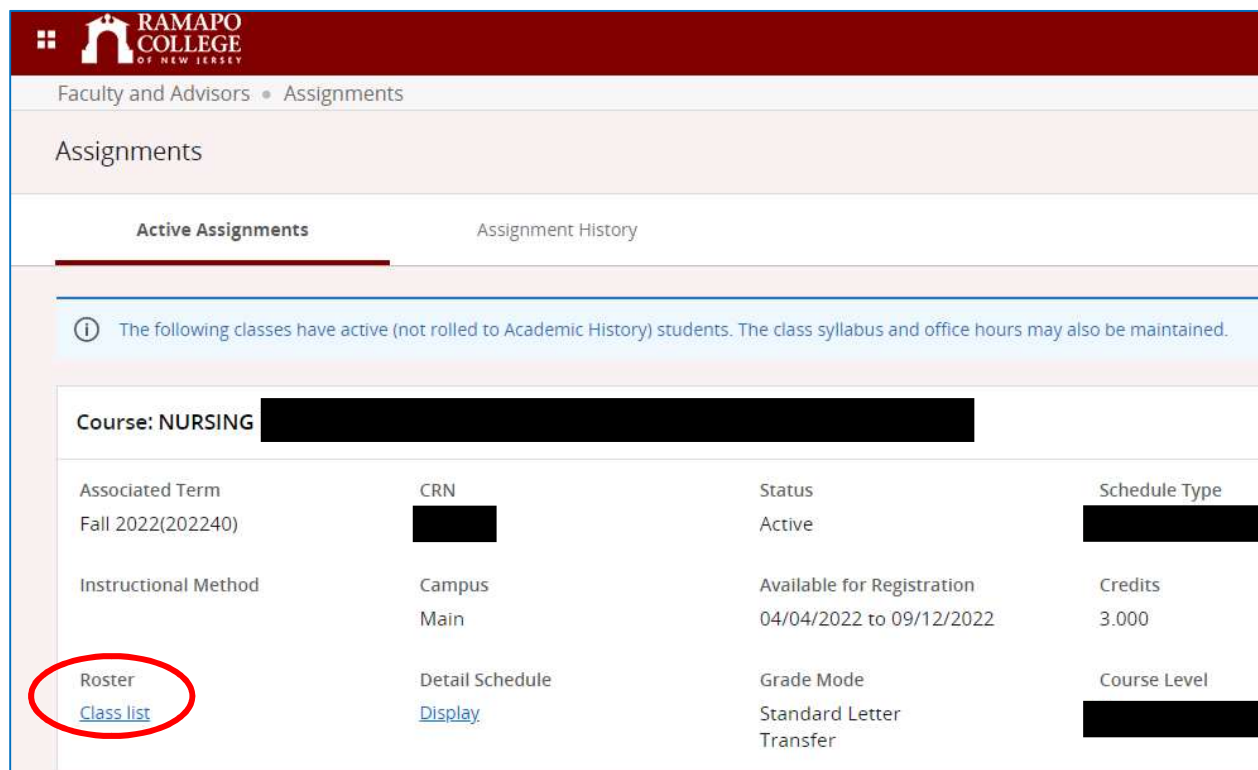
Active Assignments Assignment History

① The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: NURSING [Redacted]

Associated Term	CRN	Status	Schedule Type
Fall 2022(202240)	[Redacted]	Active	[Redacted]
Instructional Method	Campus	Available for Registration	Credits
	Main	04/04/2022 to 09/12/2022	3.000
Roster	Detail Schedule	Grade Mode	Course Level
Class list	Display	Standard Letter Transfer	[Redacted]

5. Click on Class List under Roster



Faculty and Advisors • Assignments

Assignments

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Class list	Display	Standard Letter Transfer	[Redacted]

6. Scroll down to view the listing of students. Below is a summary view of the class list.

Faculty & Advisors • [CRN Listing](#) • Class List

Fall 2022 - 202240 NURS [REDACTED]

Course Information

NURSING [REDACTED]

CRN: [REDACTED]

Duration: 08/31/2022 - 12/20/2022

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment			
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List

Summary View

Summary Class List

Search (Alt+Y)

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Web Registered	[REDACTED]	3	No Access	No Access	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Web Registered	[REDACTED]	3	No Access	No Access	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Registered	[REDACTED]	3	No Access	No Access	[REDACTED]

- a. For more detail, such as the student's study path and catalog term, change the view selection located to the right of the class list from "Summary" to "Detail"

Class List Wait List

Summary Class List

Search (Alt+Y)

Summary View

Summary View

Detail View

7. To export this list, click Export from the top right of the page. Note: Exporting the class list to Excel will not download the students' email addresses as well.

Faculty & Advisors • [CRN Listing](#) • Class List

Class List

Fall 2022 - 202240 NURS [REDACTED]

Export Print

8. Choose the version of Excel compatible with your computer and click Export.

Export Template Cancel

Export files as

☐ Excel Spreadsheet - .xls

☒ Excel Spreadsheet - .xlsx

Export

- The list will appear in your Downloads folder, or depending on your browser settings, a prompt will appear asking you to select where you would like to save the file. Once opened, this is what the list will look like in Excel:

	A	B	C	D	E	F	G	H
1	Course Information							
2	Course Title	NURSING COURSE						
3	Term	Fall 2022 - 202240						
4	CRN							
5	Duration	08/31/2022 - 12/20/2022						
6	Status	Active						
7								
8	Enrollment Counts							
9		Maximum	Actual	Remaining				
10	Enrollment							
11	Wait List	0	0	0				
12	Cross List	0	0	0				
13								
14	Summary Class List							
15	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
16			Web Registered			3 No Access	No Access	
17			Web Registered			3 No Access	No Access	
18			Registered			3 No Access	No Access	

To Send an Email to the Students in a Class List

Follow the process “Email all Students in your Class” located on the ITS website

- Go to <https://www.ramapo.edu/its/>
- From the left menu, click **Banner 9 Upgrade**
- Center of the page, click the **Self Service Tutorials** tab
- Click the link for the process **Email all Students in your Class**