
Rosters via Faculty Services

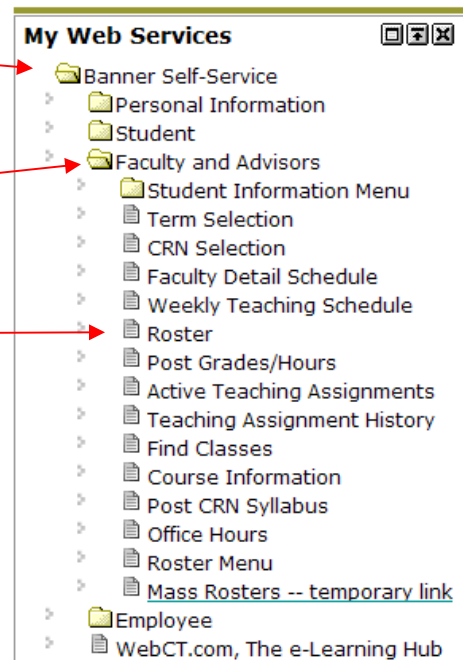
Banner Self-Service is a web service that allows Cuesta College students and employees (including faculty) to view and edit information in Banner specific to the individual. **Faculty Services** is part of Banner Self-Service that allows faculty to access rosters, post grades and much more.

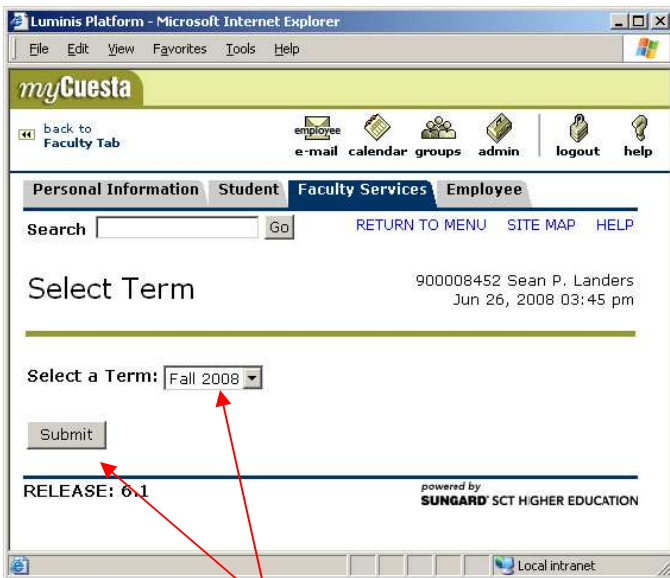
Banner's **Roster** option allows viewing class rosters onscreen, printing "hard copies" of rosters and/or downloading the roster in Excel format.

View Roster Onscreen

1. Log into myCuesta (<http://my.cuesta.edu>).
Contact Computer Services (x3248) for assistance.
2. Locate the My Web Services channel, usually on the Work Life tab.
3. Click the folder, **Banner Self-Service**.
The folder will "expand", revealing subfolders.
4. Click the folder, **Faculty and Advisors**.
The folder will "expand", revealing subfolders and selections.
5. Click on the **Roster** link.

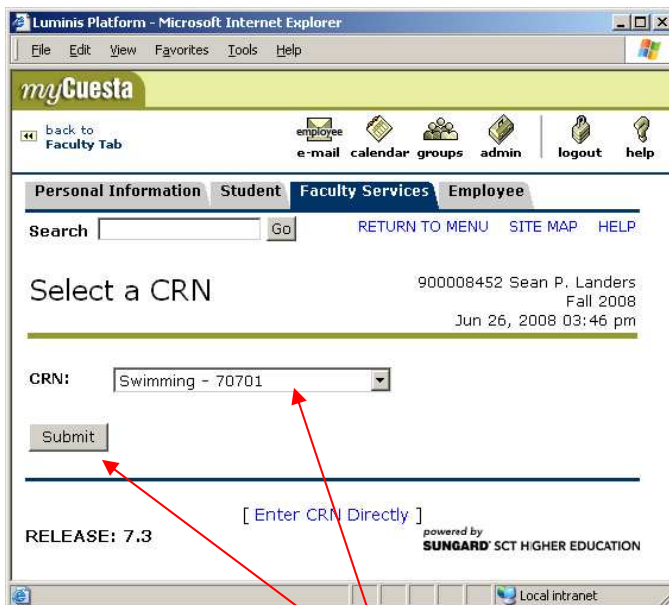
The Select Term screen may appear.





- If displayed, select the desired term and click the **Submit** button.

The Select a CRN screen may appear.



- If displayed, select the desired class (*CRN = Course Reference Number*) and click the **Submit** button.

NOTE: If you have previously selected a term and not logged out, that information is retained. Returning to Faculty Services will not result in the auto-display of the "Select Term" screen.

You can change the term by clicking "Term Selection" from the Faculty Services menu.
(See "Tips" on page 6.)

NOTE: If you have previously selected a course and not logged out, that information is retained. Returning to Faculty Services will not result in the auto-display of the "Select a CRN" screen.

You can change the course by clicking "CRN Selection" from the Faculty Services menu.
(See "Tips" on page 6.)

The Roster screen will appear, displaying the information for those students enrolled in the class. From here you can download or print your roster. (See “Download Roster” or “Print Roster and Add Codes” below.

The screenshot shows the myCuesta Luminis Platform interface in Microsoft Internet Explorer. The page title is "Roster" and it is for the course "Creative Writing Sr - ECOL 411 0". The user is identified as Sean P. Landers, logged in on Jun 26, 2008 at 02:45 pm. The page includes a search bar, navigation tabs (Personal Information, Student, Faculty Services, Employee), and a "back to Faculty Tab" link. Below the search bar are buttons for "Excel Download" and "Print Basic Roster". The "Course Information" section shows the course name, CRN (71486), duration (Sep 10, 2008 - Nov 05, 2008), and status (Active). The "Enrollment Counts" section shows a table with columns for Maximum, Actual, and Remaining counts for Enrollment and Cross List. The "Summary Class List" table contains the following data:

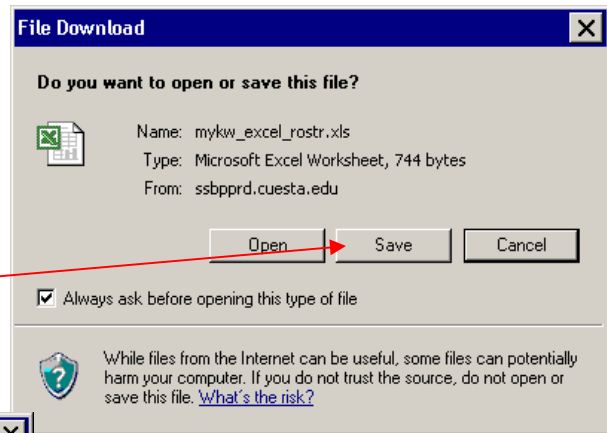
Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	House, Janice M.	900002654	**Registered**	Non Credit	0.000	Enter	
2	McLain, Eric D.	901030132	**Registered**	Non Credit	0.000	Enter	
3	McLain, Lori J.	900004939	**Registered**	Non Credit	0.000	Enter	
4	Werst, Catherine E.	900008224	**Registered**	Non Credit	0.000	Enter	

At the bottom of the page, there is a link to "Email class" and a "Return to Previous" link. A callout box points to the "back to Faculty Tab" link in the upper-left corner, stating: "To exit Faculty Services and return to myCuesta, click the “back to...link” in the upper-left of the screen."

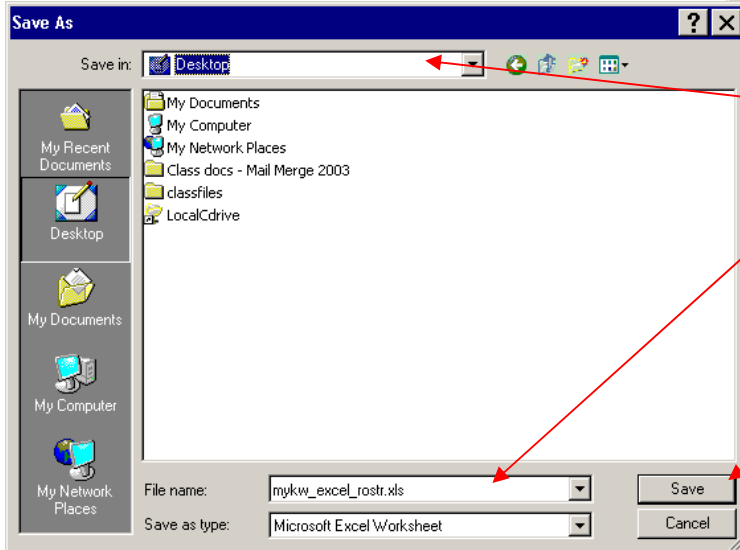
Download Roster

1. At the Roster screen (see “View Roster Onscreen” above), click the **Excel Download** button. 

The File Download dialog will appear.



2. Click the **Save** button. The Save As dialog will appear.

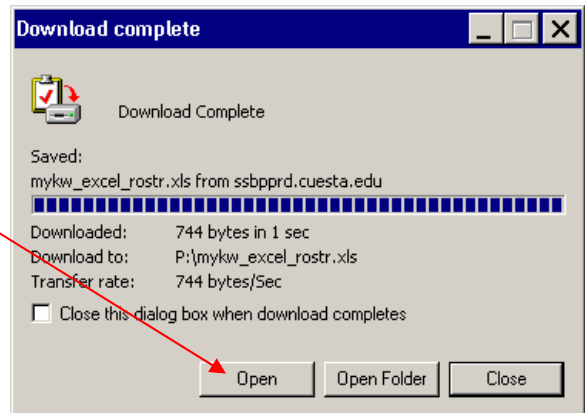


3. Select **where** you wish to save the downloaded roster (“Save in”), **what** you wish to name the roster (“File name”) retaining the “.XLS” extension, and then click the **Save** button.

Once the download has finished a Download Complete dialog will appear.

3. If desired, click the **Open** button. (You can also locate the saved file and open it later.)

The downloaded file will open in Excel.



1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	TERM	CRN	SUBJ	CRS	ID	LNAME	FNAME	MI	MAJOR	PHONE	CUESTA	EPERS	EMREGISTR	Address
3	200807	71486	ECOL	411	9E+08	House	Janice	M	Undeclare	(805) 772-jhouse@cuesta.edu	RE		130 Orcas M	
4	200807	71486	ECOL	411	9.01E+08	McLain	Eric	D	Undeclare	(805) 466-5583	RE		3320 RIO \A	
5	200807	71486	ECOL	411	9E+08	McLain	Lori	Jane	Undeclare	(805) 466-lmclain@my.cuesta.e	RE		3320 Rio \A	
6	200807	71486	ECOL	411	9E+08	Werst	Catherine	E	Undeclare	(805) 801-cwerst@my.cuesta.e	RE		5650 WestA	

Print Roster and Add Codes

1. At the Roster screen (see "View Roster Onscreen" above), click the **Print Basic Roster** button.

Print Basic Roster

The roster will appear in printable format on the screen.

PPRD DB - 04/20/06
Fall 2008
Less Than Full Term

CRSE	CREDITS	COURSE TITLE	TYPE	DAYS	TIME	BLDG.	ROOM
411	.00	CREATIVE WRITING SR	Lecture and/or discussion	W	0100-0350pm	00	4710

CRITICAL DATES
 Start Date: 10-SEP-08
 End Date: 05-NOV-08
 Last Date to add class: 10-SEP-08
 Last Date to drop with a refund: 10-SEP-08
 Last Date to drop without a "W": 17 SEP 2008
 Last Date to drop with a "W": 08 OCT 2008
 Census Date: 09/17/08

Seats	Taken	Available	Waitlisted
25	4	21	0

Student Name	ID	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	
1 House, Janice	900002654	RE	.00																			
2 McLain, Eric	901030132	RE	.00																			
3 McLain, Lori	900004939	RE	.00																			
4 Werst, Catherine	900008224	RE	.00																			
5																						
6																						
7																						
8																						
9																						

Instructor's Signature

Macintosh Users should use the browser Mozilla Firefox!

Note the Critical Dates section, which lists important dates, including final add and drop dates.

Immediately following the class roster is a list of add codes, dropped students, and wait listed students.

2. Select **File > Print** from the menu bar.
The Print dialog will appear.

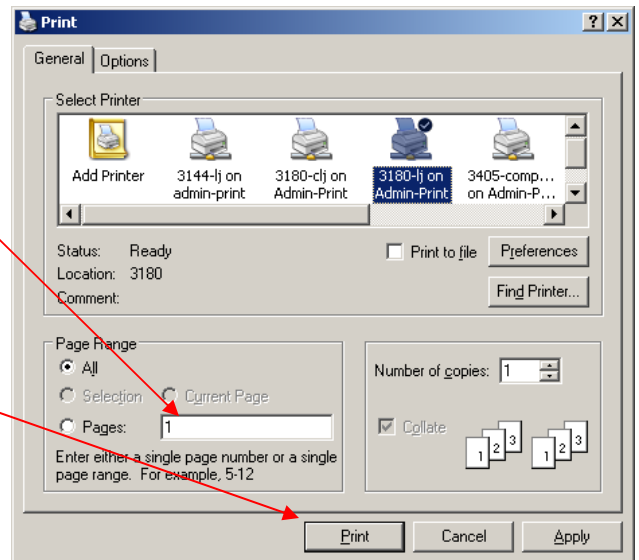
Macintosh Users replace steps 2-4 with the following steps:

2. [Ctrl]-click on the page. (Hold the Ctrl key down while clicking the mouse once.)
A shortcut menu will appear.
3. Select **This Frame > Print Frame...** from the shortcut menu.
The Print dialog will appear.
4. Click the **Print** button.
The entire roster will print.

Always use the browser, **Firefox**, on a Mac!

3. Enter the page range you wish to print.
*Example: Type 1 – 3
to print pages 1 through 3.*

4. Click the **Print** button.
*The roster will print on
the selected printer.*

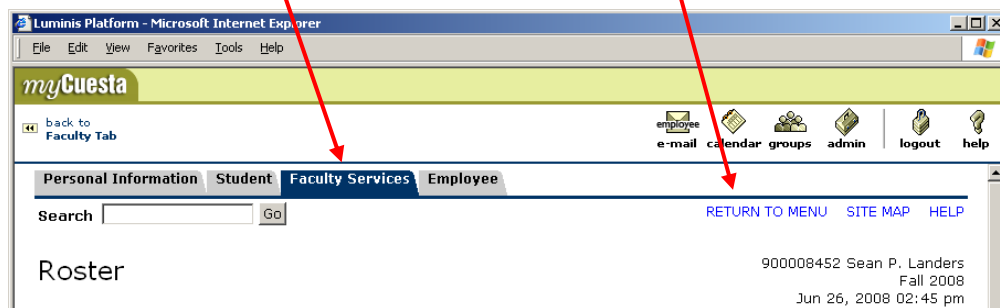


Tips

Changing Selection within Faculty Services

If you wish to access rosters for another course, you must first select a different CRN, *then* return to the Rosters screen.

1. Click the **Faculty Services** tab (or click the **Return to Menu** link).



The Faculty Services menu will be displayed.

2. Click on **CRN Selection**.
The Select a CRN screen will be displayed.
3. Select the desired class from the drop down menu and click **Submit**.
The Faculty Services menu will be displayed.
4. Select **Rosters**.
The Rosters screen will be displayed.
5. Continue per instructions above.

Roster Menu

Rather than selecting “Rosters”, you may instead select “Roster Menu” from the Faculty Services menu. This option allows selecting and printing multiple courses (CRNs) at one time.

The screenshot shows the 'myGuesta' web interface. At the top, there is a navigation bar with 'Personal Information', 'Student', and 'Faculty Services' tabs. The 'Faculty Services' tab is active. Below the tabs, there are links for 'SITE MAP' and 'HELP'. The main content area is titled 'Print Your Own'. On the left, there is a dropdown menu for selecting a term, with 'Fall 2008' selected. Below the dropdown is a 'Select Term' button. To the right of the dropdown, it says 'Term is set for: Fall 2008'. Below that is a 'Faculty Services Menu' button. A message box says: 'If you would like a different term, please select a term from the above menu and press the SELECT TERM button.' On the right side, there is a section titled 'Select by CRN' with instructions: 'Select 1 or more CRN's. Press the create rosters button when ready'. Below this are 'Create Roster(s)' and 'Reset' buttons. A table lists courses with checkboxes for selection. The table has columns: CRN, COURSE, TITLE, START, END, and ENROLLED.

CRN	COURSE	TITLE	START	END	ENROLLED
<input type="checkbox"/>	70701 PEAC 240	Swimming	18-AUG-08	19-DEC-08	3
<input type="checkbox"/>	70806 CAOA 269	Dreamweaver Web Pub	18-AUG-08	19-DEC-08	5
<input type="checkbox"/>	70898 BIO 211	Life Science	18-AUG-08	19-DEC-08	4
<input type="checkbox"/>	71486 ECOL 411	Creative Writing Sr	10-SEP-08	05-NOV-08	4

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