New BannerWeb Class List

To Access Class List

Option 1 - Via the Portal:
2. On the Teaching and Advising tab, select *New* Class Lists. This will open a new browser tab for the Class List form.

Option 2 - Via BannerWeb:
   OR
2. Access BannerWeb directly (www.smith.edu/bannerweb), and log in using your ID number and PIN.
3. From the Faculty & Advisers Menu, select *New* Class List. Note: Right click on *New* Class List and select “Open in a new tab.” This will open a new browser tab for the Class List and allow you to return to the main BannerWeb menu if needed.

Instructions to view class list

1. Select appropriate term from the drop down menu or scroll through the rosters to the desired course.
   Tip: Sort List by descending term to have current courses appear first.
2. Click course row (not title) to display class list/roster. The entire row will highlight.
3. Click on the drop down (above the search box) to toggle between the class list summary and detail views. Or click on the student picture to get details of a single student.
4. Click on the student name to open the student profile in a separate browser tab.
5. Click waitlist to view waitlisted students and follow the instructions above.

Features

a. You can email students individually or as a group by clicking the checkbox column on the far left. Then click the envelope (to the left of search box). If you intend to use the email feature within the Class List, you should set up your default “Mail To” client on your web browser to Smith Gmail by following this instructions at [https://www.smith.edu/tara/googleapps/mail.html](https://www.smith.edu/tara/googleapps/mail.html).

b. Select the icon to the left of the search box and choose which columns you want to be displayed.

c. Rearrange the columns by clicking and dragging the column headers. To sort a column, use the arrows in the column header.

d. Use the vertical scroll bar to the right to view more students, and use the page navigation tools in the lower right corner to access more search results.

e. Select the Print icon to print the roster.