



## New BannerWeb Class List

### To Access Class List

#### Option 1 - Via the Portal:

1. Log into the Smith Portal (<https://portal.smith.edu/>) using your network credentials.
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:

1. Log into the Smith Portal (<https://portal.smith.edu/>) using your network credentials, and select BannerWeb from the General Info tab.  
OR
2. Access BannerWeb directly ([www.smith.edu/bannerweb](http://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.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
AMS 430D.01	HONORS PROJECT	11807	2	Active	09/08/2016 - 12/22/2016	Fall 2016-2017 (201701)
ARH 110.03	ART AND ITS HISTORIES	21309	10	Active	09/08/2016 - 12/22/2016	Fall 2016-2017 (201701)

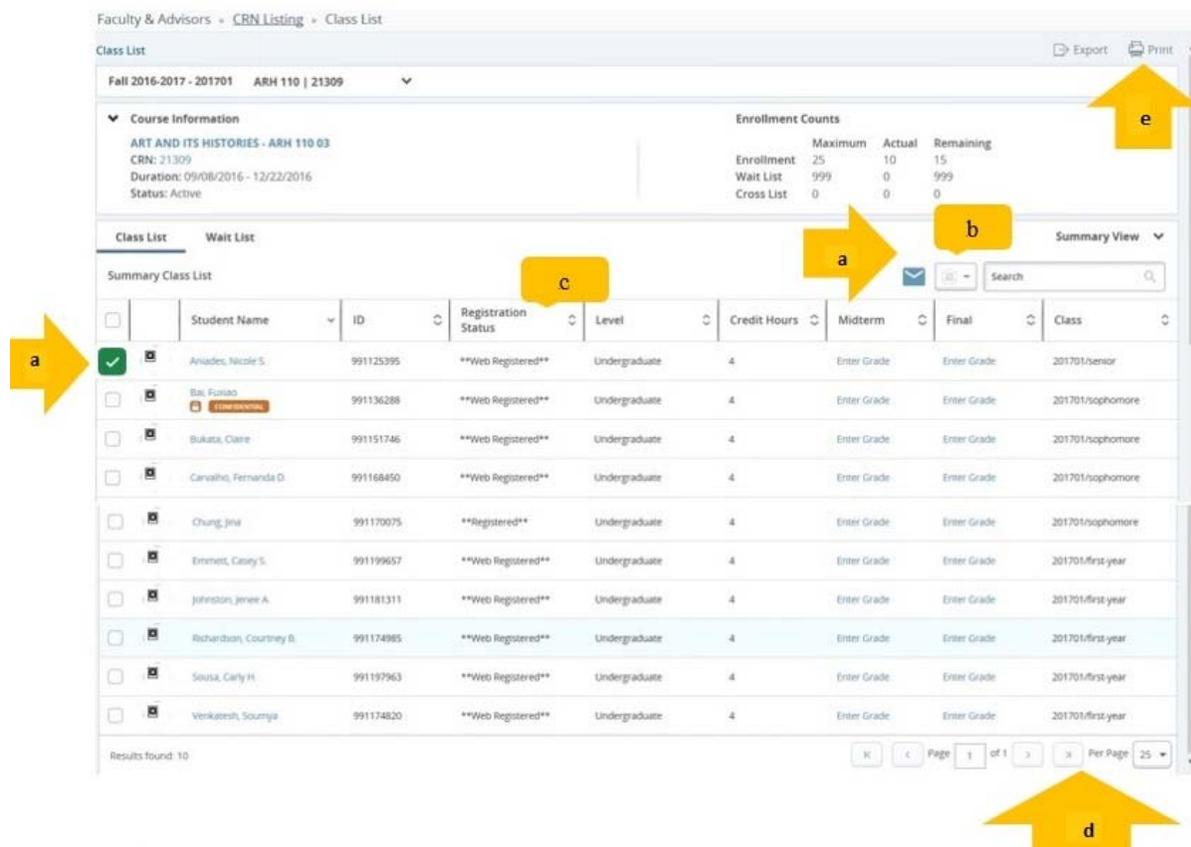
3. Click on the drop down (above the search box) to toggle between the class list summary and detail views. Or click on the student picture to get details of a single student.
4. Click on the student name to open the student profile in a separate browser tab.

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Ariades, Nicole S.	991125395	**Web Registered**	Undergraduate	4	Enter Grade	A	201701/senior
<input type="checkbox"/>	Bai, Fuxiao	991136288	**Web Registered**	Undergraduate	4	Enter Grade	A	201701/sophom...

- Click waitlist to view waitlisted students and follow the instructions above.

## Features

- You can email students individually or as a group by clicking the checkbox column on the far left. Then click the envelope  icon (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>.
- Select the  icon to the left of the search box and choose which columns you want to be displayed.
- Rearrange the columns by clicking and dragging the column headers. To sort a column, use the arrows in the column header.
- 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.
- Select the Print icon to print the roster.



Faculty & Advisors - CRN Listing - Class List

Class List Export Print

Fall 2016-2017 - 201701 ARH 110 | 21309

Course Information: ART AND ITS HISTORIES - ARH 110 03  
CRN: 21309  
Duration: 09/08/2016 - 12/22/2016  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	10	15
Wait List	999	0	999
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List

<input type="checkbox"/>		Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input checked="" type="checkbox"/>		Aniades, Nicole S.	991125395	**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/senior
<input type="checkbox"/>		Bai, Foisao	991136288	**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/sophomore
<input type="checkbox"/>		Bukata, Claire	991151746	**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/sophomore
<input type="checkbox"/>		Carvalho, Fernanda D.	991168450	**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/sophomore
<input type="checkbox"/>		Chung, Jina	991170075	**Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/sophomore
<input type="checkbox"/>		Erment, Casey S.	991199657	**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/first-year
<input type="checkbox"/>		Johnson, Jenee A.	991181311	**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/first-year
<input type="checkbox"/>		Richardson, Courtney B.	991174985	**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/first-year
<input type="checkbox"/>		Sousa, Carly H.	991197963	**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/first-year
<input type="checkbox"/>		Venkatesh, Soumya	991174820	**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	201701/first-year

Results found: 10

Page 1 of 1 Per Page 25