Course Rosters (with pictures)- Step 1

- Access Banner web page from the UTHSC homepage.
Click “Self-Service Login.”

As the new Phase II Project Manager for the Banner implementation at UTHSC, I am charged with the responsibility of crafting a customer service plan for Banner users. This plan will continue to evolve over time, but begins with a new email contact (banner@u). This will allow you to report issues or to ask specific questions. Come to me and be directed to the member of the Banner team best address your needs. The second part of this service plan is a major upgrade to our Banner webpage, providing you with information and a variety of links to assist you. These include log-ins for Faculty and Student Self-Service, a list of Frequently Asked Questions (FAQs), training videos and guides, and, most importantly, the issues log that will be updated weekly. You, our Banner users, are encouraged to submit issues to the log and follow their resolution, by regular status updates that can be viewed online.

We recognize that the Banner implementation has created challenges for us all. The Banner backbone is now working and still learning, but we have not yet replaced some of the features developed in our Legacy system. Those were developed over a course of fifteen years and cannot all be replaced over night! Your patience and your assistance in setting the priority enhancements. Please give us feedback and report your n
Course Rosters (with pictures)- Step 3

- Log in using your NetID and Password.
- Select “Faculty and Advisors.”
Course Rosters (with pictures)- Step 4

- Select “Summary Class List.”

Faculty and Advisors

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Final Grades
Active Assignments
Assignment History
Class Schedule
Course Catalog
Syllabus Information
Office Hours
Faculty Grade Summary

Select "Summary Class List."
If you are assigned to more than one course, the next screen will provide you a drop-down box in which you can select the course for which you need a roster.

If you are assigned to only one course, this course will automatically appear.

In order to select another course, click the “Faculty and Advisors” tab at the top of the page and following directions 4 and 5.

### Course Information
- **Biost:** [Redacted]
- **CRN:** [Redacted]
- **Duration:** Jan 03, 2011 - Jun 30, 2011
- **Status:** Active

### Enrollment Counts
- **Maximum:** 999
- **Actual:** 5
- **Remaining:** 994
- **Cross List:** 0

### Summary Class List

<table>
<thead>
<tr>
<th>Student Photo</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Cred</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>Confidential</td>
<td>8850</td>
<td><strong>Registered</strong></td>
<td>Graduate</td>
<td>3.000</td>
</tr>
<tr>
<td>[Redacted]</td>
<td>Confidential</td>
<td>8851</td>
<td><strong>Registered</strong></td>
<td>Graduate</td>
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</tr>
</tbody>
</table>