

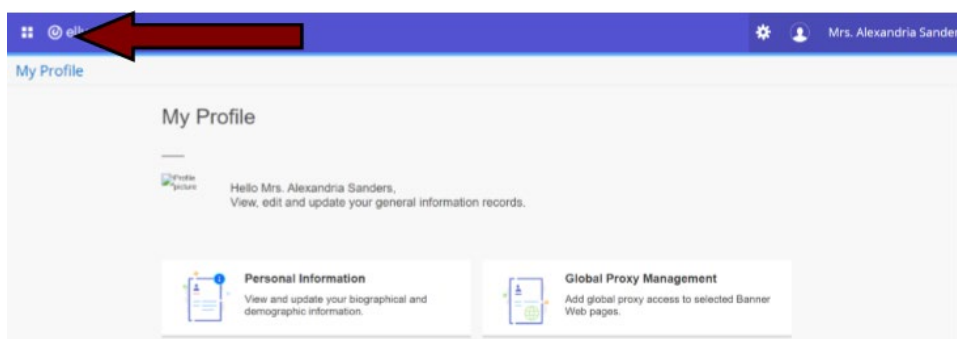


## How to Navigate the Detail Schedule Tab

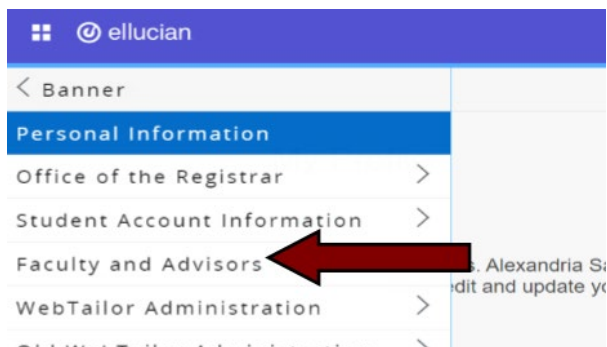
The **Detail Schedule** tab provides a view of individual course section assignments. For the selected CRN, the page displays basic course information, scheduled meeting times, student rosters, and options to email and communicate to registered students.

### How to Access Detail Schedule:

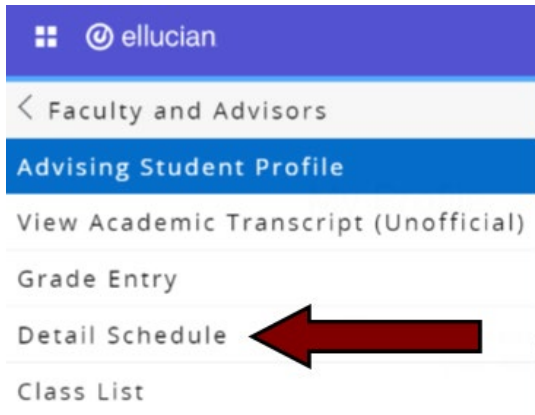
1. Landing Page View: Select the 4 Dots in the Top Left Corner



2. Select Banner ---> Faculty and Advisors



3. Select Detail Schedule from the drop down



## How to Navigate Faculty Detail Schedule

1. Select a **Term**, followed by a **CRN**. *NOTE: Change the Term and/or CRN by clicking back in the fields.*
2. Throughout the Cav Center environment, click on the course name to open a **Course Details** page, which includes information specific to the assigned course. Click on the CRN hyperlink to open a **Class Details** page, which is specific to the assigned section, or CRN.
3. The **Classlist** hyperlink opens the roster of registered students and provides options to contact and email students.

**Faculty Detail Schedule**

Term: Spring Semester 2022-Credit - 202220 | CRN: ACCT 2301 102 Principles of Financial Acct 22682 (12)

Use this page to view your detailed schedule.

Course: ACCT 2301 102 Principles of Financial Acct 22682

Associated Term: Spring Semester 2022-Credit

CRN: 22682

Department: Accounting & General

Override: No

Available for registration: 10/04/2021 - 01/17/2022

Credits: 3

Roster Classlist

Catalog	Title: Principles of Financial Acct
Course Description	College: Credit CR
Learning Objectives	Division: Department: Accounting & General Business
Attributes	Hours: Credit Hours: 3
Corequisites	Level: Undergraduate US
Fees	

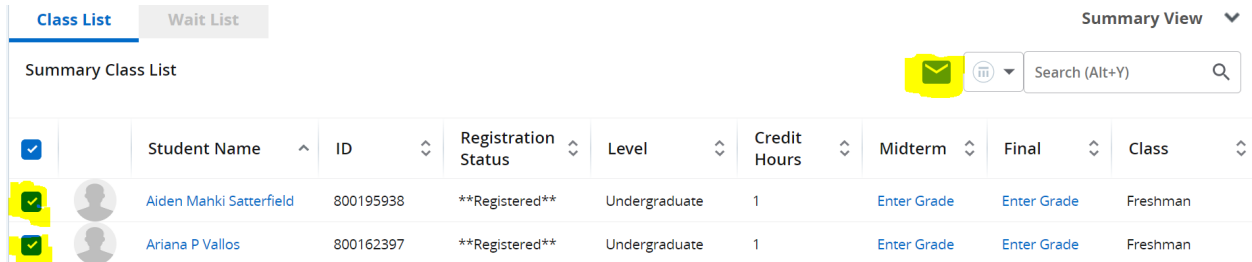
Class Details	Associated Term: Spring Semester 2022-Credit
Course Description	CRN: 22682
Learning Objectives	Campus: Central Campus (000000)
Attributes	Schedule Type: Lecture
Instruction/Meeting Times	Prerequisite: Math101 Fall-to-Fall
Enrollment	Section Number: 102
Corequisites	Subject: Accounting (ACCT)
Class Listed Courses	Course Number: 2301
Fees	Title: Principles of Financial Acct
Classing	Credit Hours: 3
	Grade Made: (Students enter only)

## Class List (Roster)



1. Click **CRN Listing** to navigate to a list of all assigned course sections that are sortable by **All Terms**.
2. To navigate between CRNs for the selected term, click the course name and CRN, and select from the drop-down.
3. **Course Information** lists the Course Name, **CRN**, **Duration** of the Part of Term, and the registration **Status**.
4. **Enrollment Counts** features the **Maximum**, **Actual** and **Remaining** seats for the section.
5. **Summary View** provides options for searching, emailing, and filtering the list of registered students.
6. Use the **Per Page** drop-down to change the number of students displaying on the page or click to the next page.
7. Click on any **Student Name** to view their **Student Profile**, which includes additional details about the student including contact, academic, and registration information.

## Email Students on the Class List (Roster)

1. Select **student(s)** by clicking the checkbox to the left of their pictures or click the checkbox in the column heading to select all students.
2. Click the **Email icon** in the **Summary View** section, which opens an Outlook message and places student email addresses into the BCC field.



The screenshot shows the 'Class List' page in 'Summary View'. At the top right, there is a search bar and a yellow envelope icon (Email) next to a dropdown menu. Below this is a table with columns: Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. Two rows are visible, each with a checked checkbox in the first column and a yellow envelope icon in the second column.

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input checked="" type="checkbox"/>	 Aiden Mahki Satterfield	800195938	**Registered**	Undergraduate	1	<a href="#">Enter Grade</a>	<a href="#">Enter Grade</a>	Freshman
<input checked="" type="checkbox"/>	 Ariana P Vallos	800162397	**Registered**	Undergraduate	1	<a href="#">Enter Grade</a>	<a href="#">Enter Grade</a>	Freshman

## Print the Class List (Roster)

Two options for printing the class list appear in the top, right corner of the **Class List** page.

1. **Export** – Click the **Export** icon to open an editable version of the class list in Excel. The file can be exported as either Excel Spreadsheet option, *.xls* or *.xlsx*.
2. **Print** – Click the **Print** icon to open a print-friendly version of the class list.

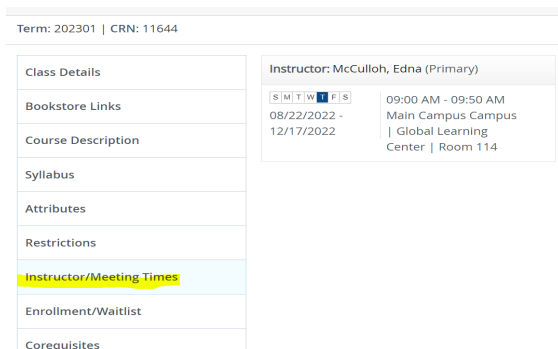
[Faculty & Advisors](#) • [CRN Listing](#) • [Class List](#)



The screenshot shows the 'Class List' page header. On the right side, there are two yellow icons: 'Export' (a document with a download arrow) and 'Print' (a printer icon). Below the header, the text 'Fall 2022 - 202301 FYE 101TR | 11644' is visible.

## Additional Features on Faculty Detail Schedule

1. **Scheduled Meeting Times** features the scheduled times, dates, and **Schedule Type** for the selected CRN.
2. **Enrollment Counts** lists the **Maximum**, **Actual** and **Remaining** seats for the selected CRN.
3. **Office Hours** provides the option to **Add Office Hours** or edit existing office hours. Click CRN #.



The screenshot shows the 'Faculty Detail Schedule' page. At the top, it says 'Term: 202301 | CRN: 11644'. Below this is a table with two columns. The left column contains a list of links: 'Class Details', 'Bookstore Links', 'Course Description', 'Syllabus', 'Attributes', 'Restrictions', 'Instructor/Meeting Times' (highlighted in yellow), 'Enrollment/Waitlist', and 'Corequisites'. The right column contains the following information: 'Instructor: McCulloh, Edna (Primary)', a schedule grid showing 'S M T W T F S' with '1' under 'W', and the meeting times '09:00 AM - 09:50 AM' on '08/22/2022 - 12/17/2022' at 'Main Campus Campus | Global Learning Center | Room 114'.

Class Details	Instructor: McCulloh, Edna (Primary)
Bookstore Links	S M T W T F S 09:00 AM - 09:50 AM 08/22/2022 - 12/17/2022 Main Campus Campus   Global Learning Center   Room 114
Course Description	
Syllabus	
Attributes	
Restrictions	
Instructor/Meeting Times	
Enrollment/Waitlist	
Corequisites	