Accessing Banner 9 Class List

**DISCLAIMER: CLASS LIST VIEWS ARE DEFINED ACCORDING TO USER ROLES.**

*Faculty are permitted to only view their assigned classes.*

*Deans, A. Deans, Chairpersons, and their direct support staff are authorized to view all class lists.*

1. Get started by signing into MyIUP
2. Under the Academics Tab locate Course Tools
3. Select the Class List link

4. After clicking the link, you will see the below screen
5. Select a Term. Courses will populate below after a term is selected.
Use the toggle arrows on any category to sort them accordingly.

6. To search for a specific class, use the search bar on the right side as shown below. Selecting the course subject will take you into the class list and display student profiles.

A record bar can be accessed by scrolling to the bottom of pages to adjust views using arrow buttons and drop-down menus.
7. View student information two ways for two different views:
   - Selecting the name takes you to the student advising profile.
   - Selecting the profile picture gives you the view listed below.

8. Finally, scrolling to the bottom of the class list, you see this record bar which can be adjusted or used to skip through pages using the arrow buttons and drop-down menu.