

## SSB9 Faculty Class List Training Guide

Here at SUNY Schenectady, we have upgraded our Self-Service Banner 8 (SSB8) to Self Service Banner 9 (SSB9). This training guide will give you a high-level look and feel of SSB9. Banner has combined these two roles into one module and it can't be separated.

**Note:** Some pages from SSB8 are included in SSB9. We are currently working to bring these pages to SSB9. There are additional links on SSB9 that are not included here. We encourage you to explore those links on your own.

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Four Square Navigation / Banner ......2

- - Faculty & Advising Services
    - Class List



# SSB9 Faculty Class List Training Guide

#### Result of clicking on 4-square icon



Result of clicking on **Banner** (There will be four links here - **My Profile**, **Faculty & Advisor Menu**, **Employee Menu**, and **NY Alert**. We will skip **My Profile** as it was displayed on the previous page.)





## SSB9 Faculty Class List Training Guide

#### Result of clicking on Banner > Faculty & Advisor Menu



Result of clicking on Banner > Faculty & Advisor Menu > Faculty & Advising Services

	COUNTY COMMONITY COLLEGE
	Faculty and Advising Services
	vice versa, please ignore. Some faculty advisor roles. Paculty may see Advisor mend items and access previously required a student learner record.
T ir V	his is the entry page for Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the stitution. If you have any questions regarding class or grade information, please email the Registrar at registrar@sunysccc.edu.
	Advisor Menu
	Advising Profile
F	aculty Menu
	Faculty Grade Entry
	Student Academic Review
	<u>Class List</u>
Т	review the Class List information, click the Subject, Enrollment Count, Status, Duration, or Term to access the details. The Course Title and CRN only show the Course Details.
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### SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE

# SSB9 Faculty Class List Training Guide

Result of clicking on **Banner** > **Faculty & Advisor Menu** > **Faculty & Advising Services** > **Class List** (Note: Click anywhere (inside Red box) on the table displayed other than the Course Title & CRN Blue Links to see the class students list)

:							* 💽 🚃					
F	aculty & Advisors 🔹 CRN Lis	ty & Advisors										
CR	N Listing	ting										
	Fall 2024 - 202409	*										
	Select Course			(iii) 👻 Search (Alt+Y) Q								
	Subject \$	Course Title 🗘	CRN \$	Enrollment Count	Status 🗘	Duration	Term ≎					
	3US 121, 73		90004	23	Active	08/26/2024 - 12/16/2024	Fall 2024 (202409)					
	3US 212, 71		90005	12	Active	08/26/2024 - 12/16/2024	Fall 2024 (202409)					
	RJ 113, 02		90006	28	Active	08/26/2024 - 12/16/2024	Fall 2024 (202409)					
	RJ 113, 71		90007	21	Active	08/26/2024 - 12/16/2024	Fall 2024 (202409)					
	PAL 217, 51		90008	10	Active	08/26/2024 - 12/16/2024	Fall 2024 (202409)					
	NG 124, 02		90010	13	Active	08/26/2024 - 12/16/2024	Fall 2024 (202409)					
	ING 124, 04		90011	16	Active	08/26/2024 - 12/16/2024	Fall 2024 (202409)					
	HIS 227, 74		90012	27	Active	09/16/2024 - 12/16/2024	Fall 2024 (202409)					
	PSY 121, 07		90013	24	Active	08/26/2024 - 12/16/2024	Fall 2024 (202409)					
	PSY 121, 74		90014	26	Active	08/26/2024 - 12/16/2024	Fall 2024 (202409)					

Result of clicking anywhere inside Red box to see the students list. This concludes the class list training.

SCHEI														
Faculty & Advisors														
Class List	Class List													
Fall 2024 - 202409 BUS 121   90004 V														
👻 Course I	nformation			Enrollment Counts										
Busines	s Law I - BUS 121 73			Maximum	Actual Remai	ning								
CRN: 900	004		Enrollment	28	23 5									
Duration	n: 08/26/2024 - 12/16/2024			Wait List	0	0 0								
Class List Wait List														
Summary Class List														
	Chudant Nama	10	A Deviatory Chattan	A local	Creatit Haven		^	Final						
	Student Name	U	<ul> <li>Registration status</li> </ul>	<ul> <li>Level</li> </ul>	<ul> <li>Credit Hours</li> </ul>	~ Midte	rm v	Final						
	Adam George Maniatty-Crespo	900244750	**Registered**	Undergraduate	3	No Acce	255	No Access						
	Cesarina C Mazon 900233476		**Registered**	Undergraduate	3	No Acce	No Access							
	Derek Thomas Mills Jr	900242484	**Registered**	Undergraduate	3	No Acce	ess							
	Desandri Ramchand	900247960	**Registered**	Undergraduate	3	No Acce	acc	No Access						
								No Access No Access						
	Diimond Mortimore	900162730	**Registered**	Undergraduate	3	No Acce	ess	No Access No Access No Access						
	Diimond Mortimore Izmehel Sean Marrero	900162730 900175654	**Registered** **Registered**	Undergraduate	3		255	No Access No Access No Access No Access						