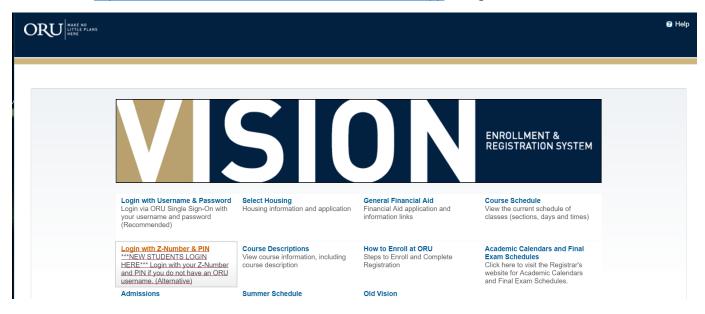
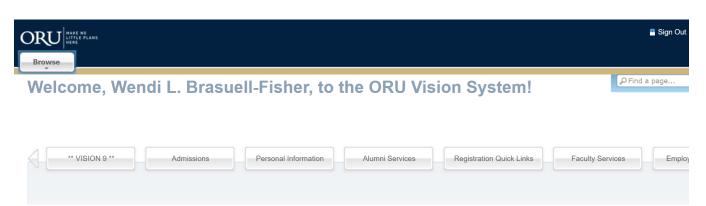
Banner (Vision) 9 - Faculty Class List

Please go to the following links on tablet, smart phone, MAC or PC.

Class List --> https://vision9.oru.edu/StudentSelfService/ssb/classListApp or log into Vision as shown





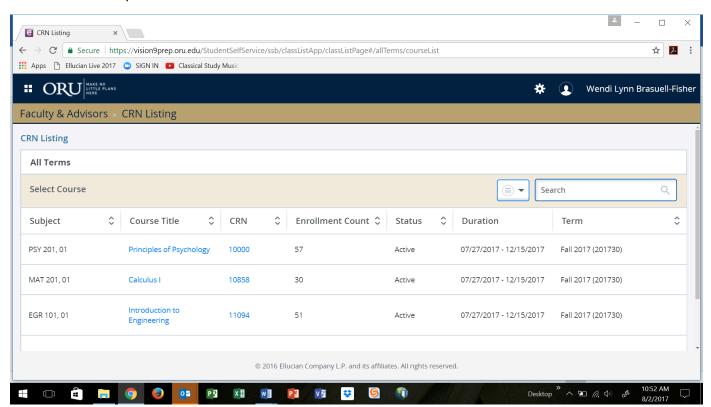
Select the 'Faculty Services" tab

You will see the new Vision 9 links with the mobile icon (Advising Student Profile, Class List, and Track Attendance)

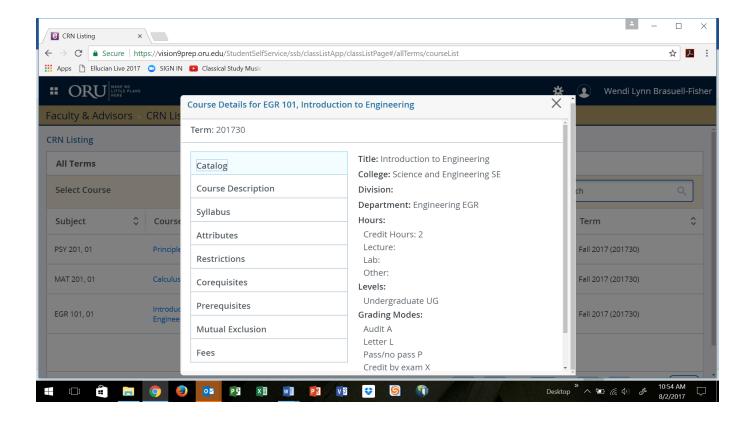
Select the 'Class List' icon.



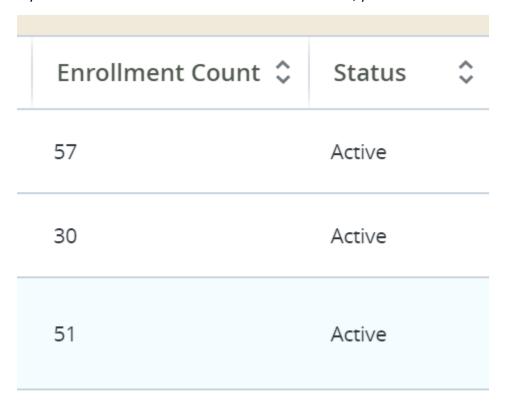
Select the class list you would like to see.



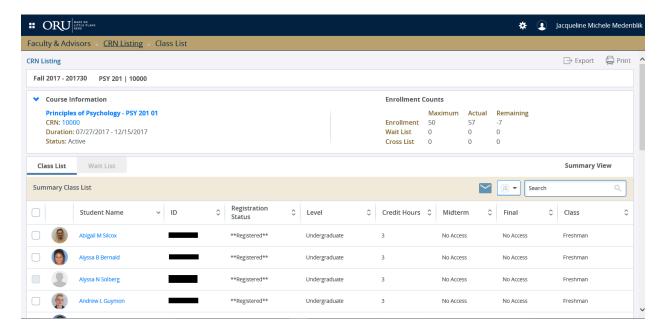
If you click the course title, this course popup will display information about the course



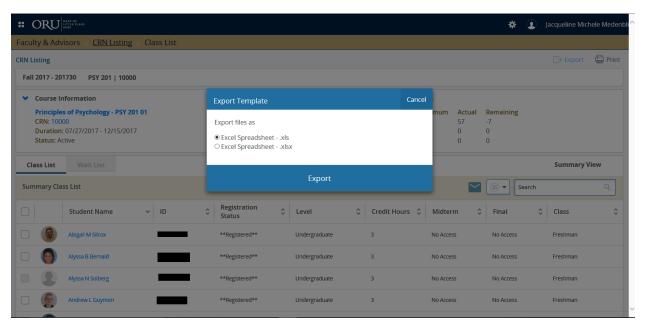
If you click the course enrollment number for the course, you will see all the students in the class.



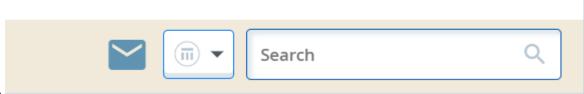
Now you can see all the students registered in this class, you can export to an Excel spreadsheet, print and also email the entire class or selected students.



Select 'export' in the top right corner of the page

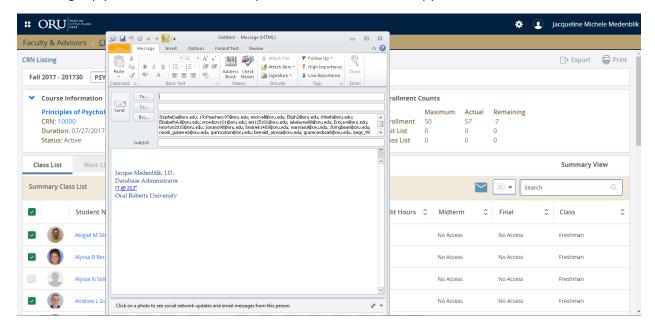


Summary View



Click email icon,

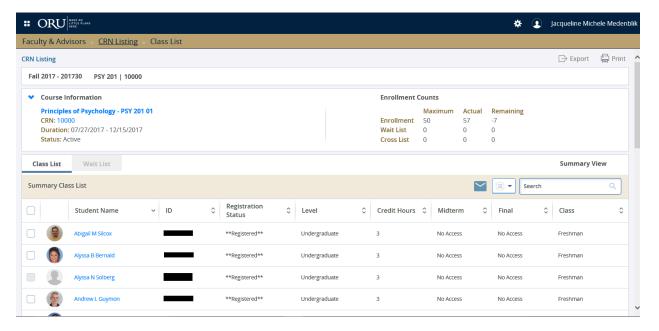
This brings up your default email and copies students in the blind copy section.



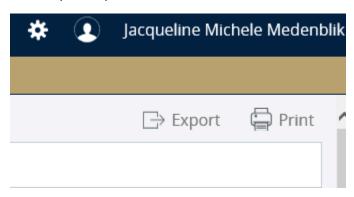
If you click a student's name you will see their student profile



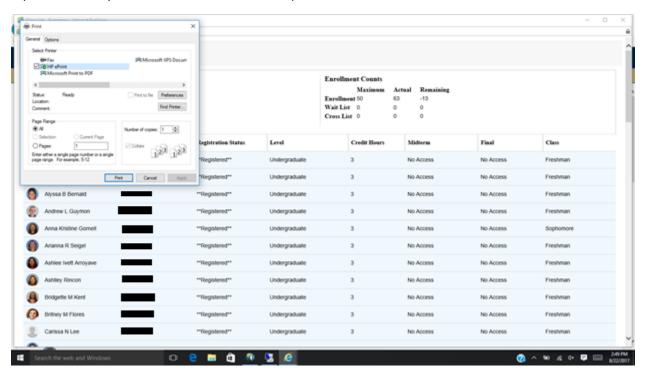
Print Roster - Click print on top right



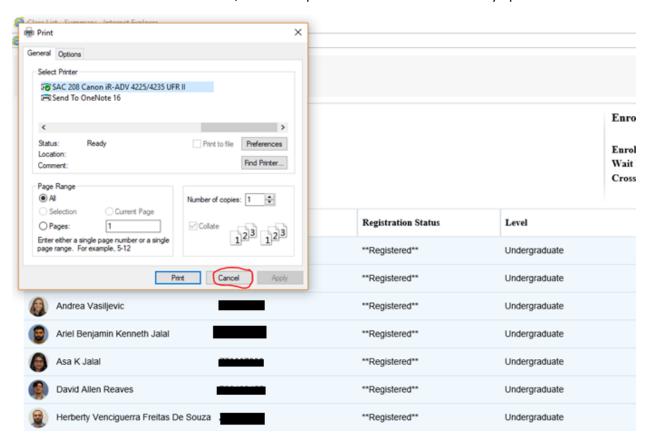
Click on print top



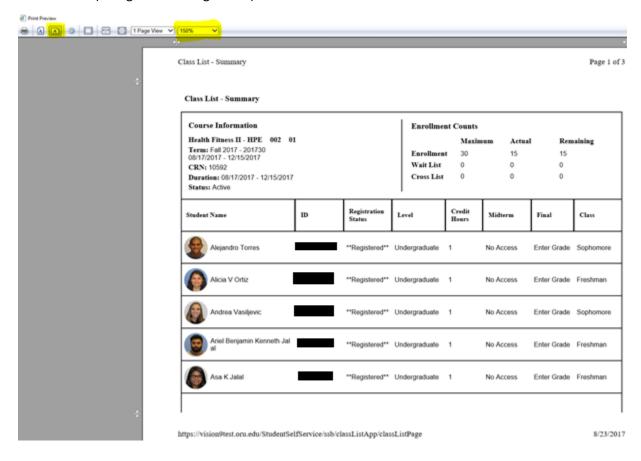
A printer friendly version of the roster comes up



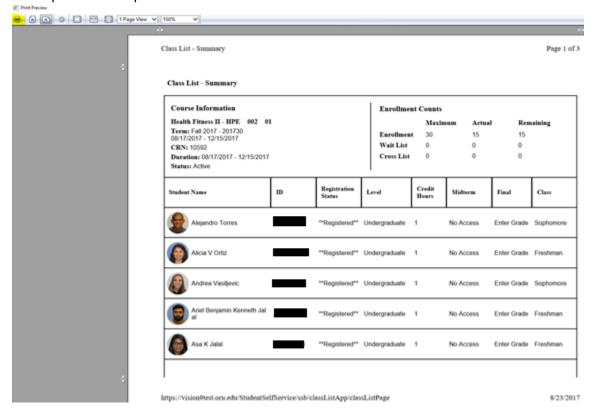
To increase the font size of the roster, cancel the print window that automatically opened.

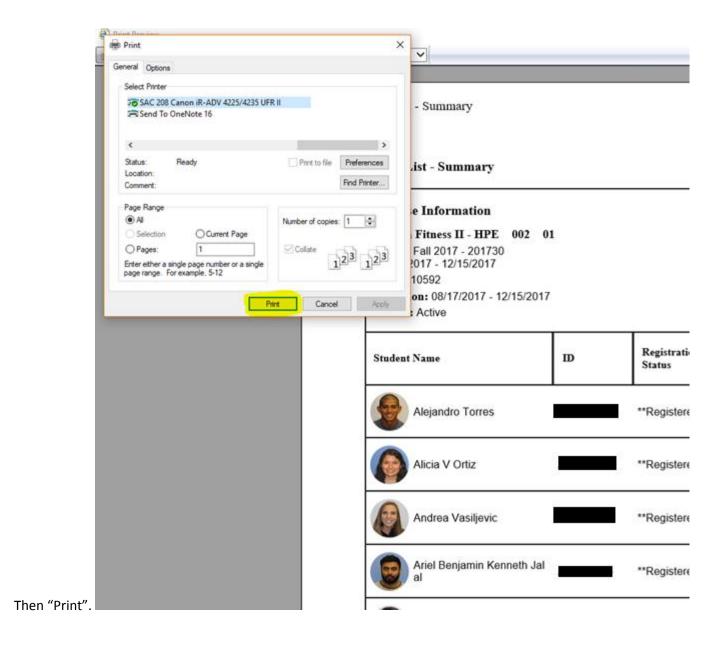


Then right-click in the roster and choose "Print Preview". Change the page orientation to landscape and the "Shrink to Fit" to 150% (or higher for a larger font).



Select print in the top left corner.





Any questions <u>imedenblik@oru.edu</u>