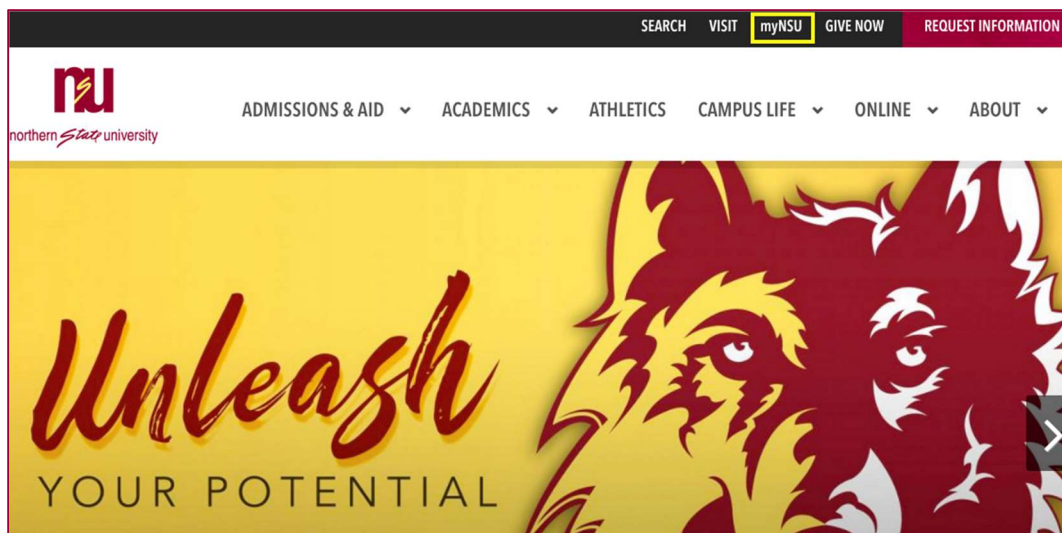


Title: NSU Saving Your Class List from Self-Service Banner	Department: Instructional Design
File Creator: Jace Brownlee	Creation Date: 1/14/20 3:20 PM
Last Saved By: Jace Brownlee	Last Saved Date: 1/21/2020 2:19:00 PM

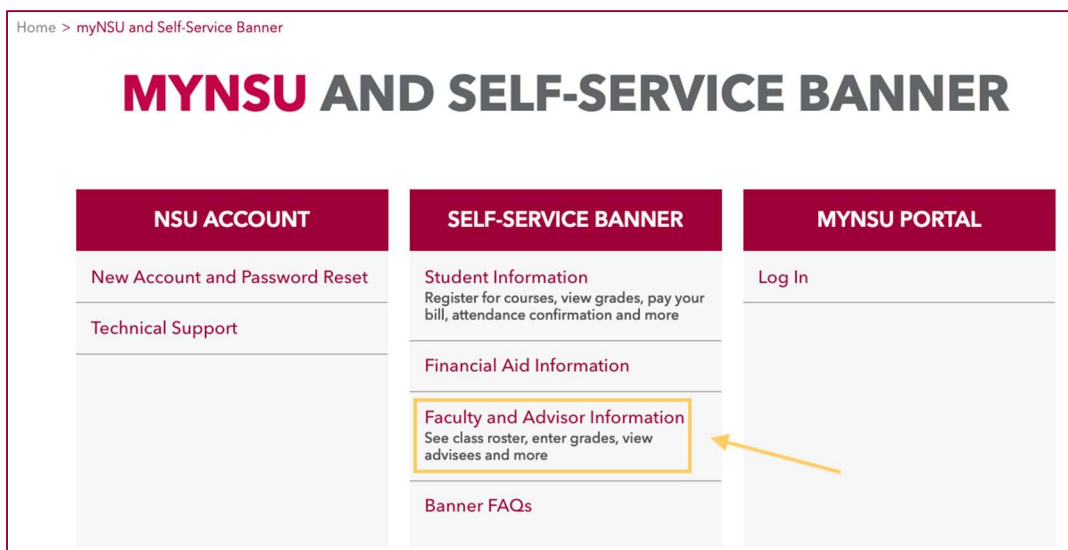
Saving Your Class List from Self-Service Banner

Log into Self-Service Banner

- 1) Open a web browser and navigate to www.northern.edu
- 2) **Select** the **myNSU** button in the upper black ribbon of the web page.



- 3) Click "Faculty and Advisor Information" link



4) Locate the Faculty/Advisors link in the left-hand side navbar and click

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SNAP

South Dakota System Navigation Access Portal

EMPLOYEE

SNAP Home / Employee

LUMINIS ANNOUNCEMENTS

You currently have no announcements.

☐ Show Hidden

LEAVE REQUEST

Select the link below to log in and access the SDBOR leave request system.

- [SDBOR Leave Request System \(PROD\)](#)
- [TEST SDBOR Leave Request System \(TEST\) \(SSO\)](#)

5) Under the faculty dashboard card on the right-hand side, find your course and click the title.

FACULTY DASHBOARD

My Classes

Teach/Learn Digital Technology		ELRN	750	2020 Spring	
Teach/Learn Digital Technology		ELRN	750	2020 Spring	

Preferences

6) Select the “Enrollment” link to view the class list

Faculty Detail Schedule

Art Appreciation - 80990 - ARTH 100 - NT1

Status: Active

Available for Registration: Mar 13, 2019 - Sep 05, 2019

College: NSU School of Fine Arts

Department: Art

Part of Term: NF

Course Credits: 3.000

Course Levels: Undergraduate

Campus: NSU Northern State University

Override: No

Syllabus: [Add](#)

Rosters: [Classlist](#) [Waitlist](#)

Office Hours: [Add](#)

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	7	23
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructor
Class	TBA		Off Campus	INTERNET Aug 26, 2019 - Dec 18, 2019	Online Asynchronous Term Based	Jason Shelf

7) Using your computer mouse, highlight all of the students displayed.

Course Information

Art Appreciation - ARTH 100 NT1

CRN: 80990

Duration: Aug 26, 2019 - Dec 18, 2019

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	7	23
Cross List:	0	0	0

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade	Detail	Notification	Expires
1	0			**Web Registered**	Undergraduate	3.000	Enter	Enter				
2	0			**Registered**	Undergraduate	3.000	Enter	Enter				
3	0			**Web Registered**	Undergraduate	3.000	Enter	Enter				
4	0			**Registered**	Undergraduate	3.000	Enter	Enter				
5	0			**Registered**	Undergraduate	3.000	Enter	Enter				
6	0			**Web Registered**	Undergraduate	3.000	Enter	Enter				
7	0			**Web Registered**	Undergraduate	3.000	Enter	Enter				

[Display Email List](#)

8) Then copy this information by right-clicking and selecting Copy or selecting Ctrl + C on your keyboard

9) Open Microsoft Excel and create a Blank Workbook

10) Paste the information into the workbook by right-clicking or with the Ctrl+V on your keyboard.

11) Next, click the clipboard icon that pops up after you paste and click the “Match Destination Formatting” option.

[illegible]

12) Save the worksheet and close Excel.