

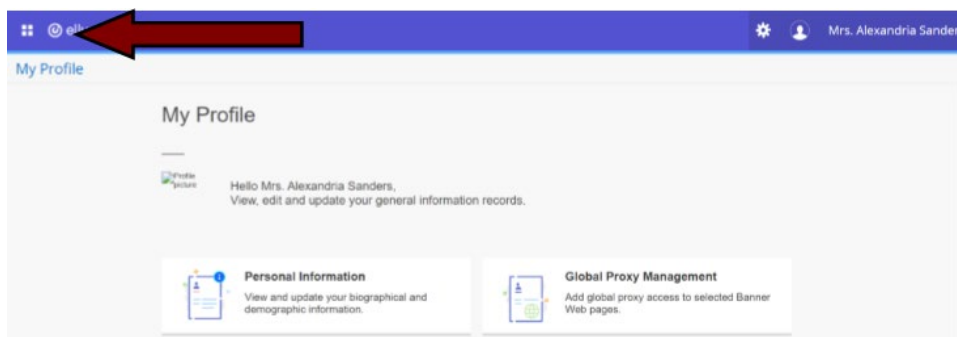


How to Navigate the Detail Schedule Tab

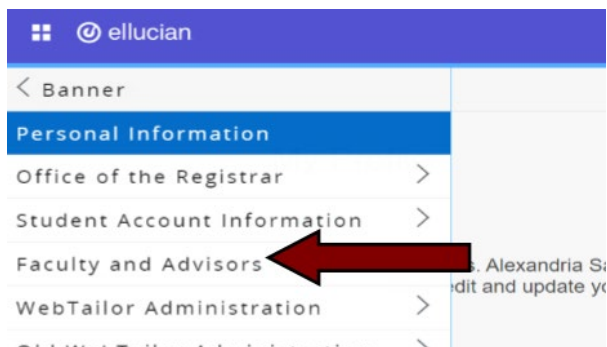
The **Detail Schedule** tab provides a view of individual course section assignments. For the selected CRN, the page displays basic course information, scheduled meeting times, student rosters, and options to email and communicate to registered students.

How to Access Detail Schedule:

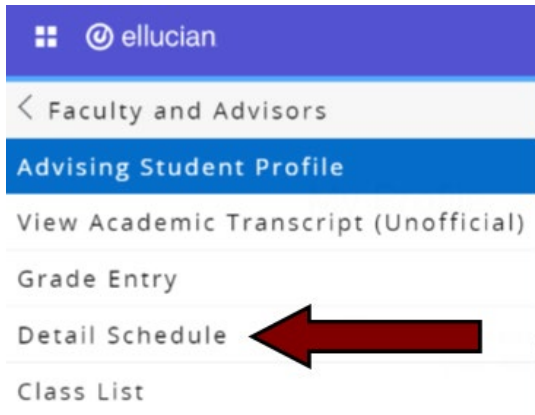
1. Landing Page View: Select the 4 Dots in the Top Left Corner



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

Course Details for ACCT 2301, Principles of Financial Acct

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 for Principles of Financial Acct Accounting ACCT 2301 102

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	Instructional Method: Face-to-Face
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 (Elementary Letter Grade)

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 student rows are visible, each with a green checkmark 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"/>		[Redacted]	[Redacted]	**Registered**	Undergraduate	1	Enter Grade	Enter Grade	Freshman
<input checked="" type="checkbox"/>		[Redacted]	[Redacted]	**Registered**	Undergraduate	1	Enter Grade	Enter Grade	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 top right corner of the 'Class List' page. It features a light blue header with the text 'Class List' on the left and two yellow icons on the right: a document with an arrow (Export) and a printer (Print).

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 a sidebar menu on the left with 'Instructor/Meeting Times' highlighted in yellow. The main content area shows details for the instructor 'McCulloh, Edna (Primary)' and their meeting times: 09:00 AM - 09:50 AM, Main Campus Campus, Global Learning Center | Room 114.

Term: 202301 CRN: 11644										
<table border="1"> <tr><td>Class Details</td></tr> <tr><td>Bookstore Links</td></tr> <tr><td>Course Description</td></tr> <tr><td>Syllabus</td></tr> <tr><td>Attributes</td></tr> <tr><td>Restrictions</td></tr> <tr><td>Instructor/Meeting Times</td></tr> <tr><td>Enrollment/Waitlist</td></tr> <tr><td>Corequisites</td></tr> </table>	Class Details	Bookstore Links	Course Description	Syllabus	Attributes	Restrictions	Instructor/Meeting Times	Enrollment/Waitlist	Corequisites	<p>Instructor: McCulloh, Edna (Primary)</p> <p>S M T W T F S</p> <p>08/22/2022 - 12/17/2022</p> <p>09:00 AM - 09:50 AM Main Campus Campus Global Learning Center Room 114</p>
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Bookstore Links										
Course Description										
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