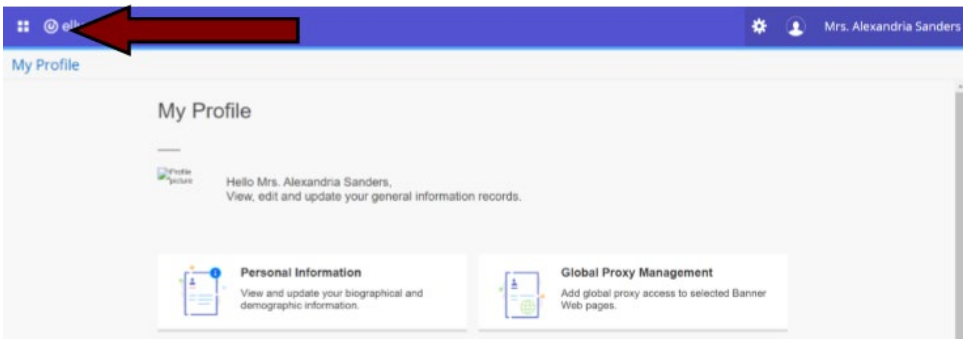
WALSH UNIVERSITY
EDUCATION FOR LIFE

How to Navigate the Detail Schedule Tab

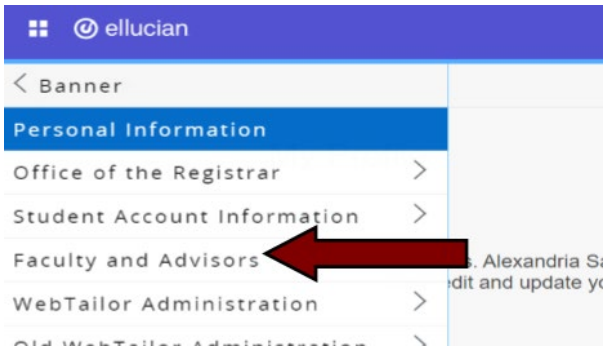
The **Detail Schedule** tab provides a view of individual course section assignments. For the selected CRN, the page displays basic course information, scheduled meeting times, student rosters, and options to email and communicate to registered students.

How to Access Detail Schedule:

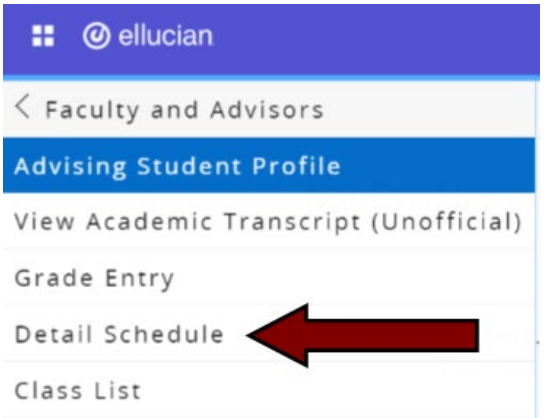
1. Landing Page View: Select the 4 Dots in the Top Left Corner



2. Select Banner ---> Faculty and Advisors

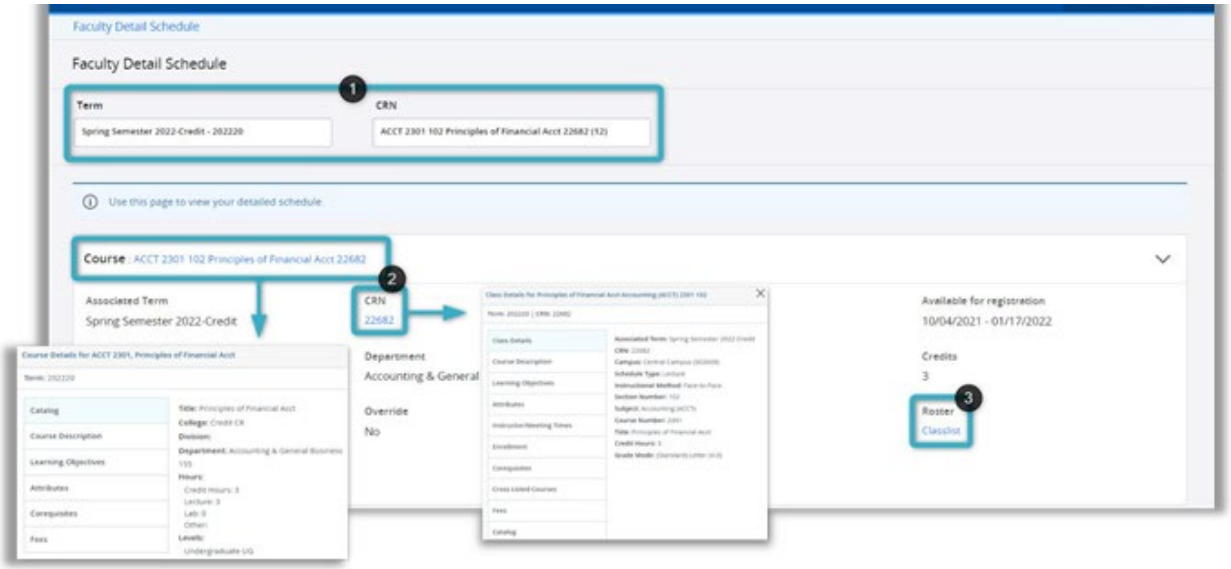


3. Select Detail Schedule from the drop down



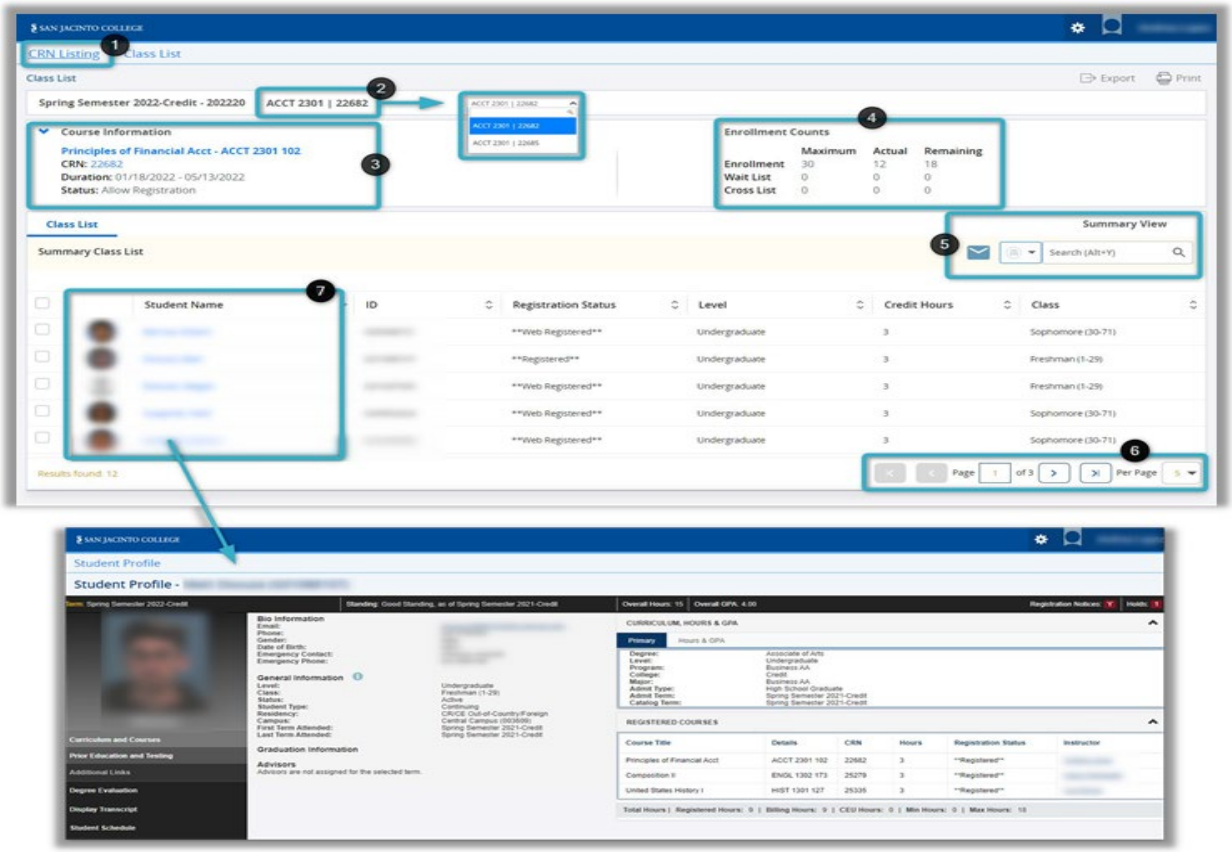
How to Navigate Faculty Detail Schedule

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.



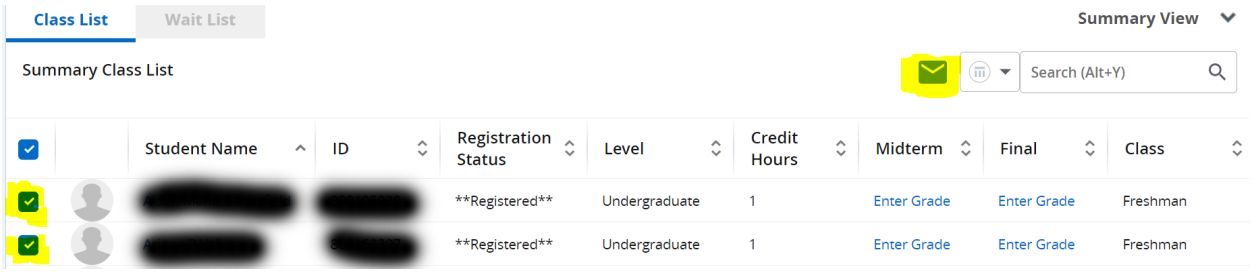
Class List (Roster)

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)

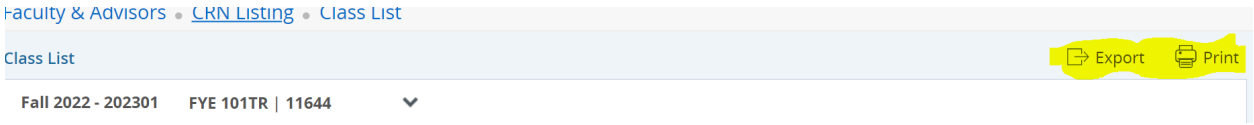
1. Select **student(s)** by clicking the checkbox to the left of their pictures or click the checkbox in the column heading to select all students.
2. Click the **Email icon** in the **Summary View** section, which opens an Outlook message and places student email addresses into the BCC field.

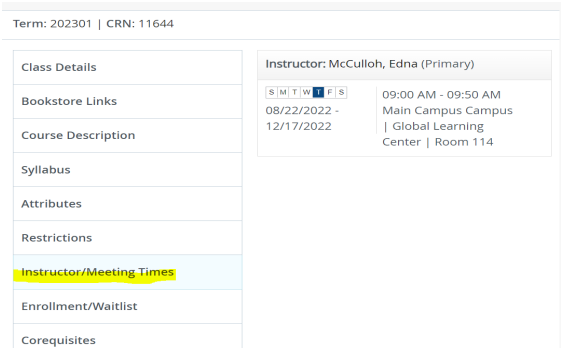


Print the Class List (Roster)

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.



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 #.