Getting Started with Your Class Schedule

The University of Alabama uses a system called Banner for academic and administrative data, including class schedules, registration, and grading. As a faculty member, you can access your schedules and class rosters through the myBama website (http://mybama.ua.edu). This site also provides Web-based e-mail, announcements, University news, and information.

This document contains instructions for

- Signing in to myBama
- Viewing your teaching assignments
- Viewing your class rosters and wait lists
Signing in to myBama

1. Go to http://mybama.ua.edu

2. Sign in using your Bama user name and password. If you don’t know yours, click the “Forgot your password?” link and follow the instructions.

3. Click on the Faculty tab. Notice the Banner Self Services channel in the top left corner.
4. Click on the **Faculty & Advisors** folder to expand the menu.

This menu shows the Banner Self Service tools that are particularly suited for faculty or advisors. Some of the tools that you'll need at the beginning of the semester are:

- Faculty Detail Schedule
- Week at a Glance
- Detail Class List and Detail Wait list
- Summary Class List and Detail Wait list
Basic Self Service Information

Once you click any link in the Banner Self Service channel, you enter the Banner Self Service Application. **To get back to the myBama site, click the “back to Faculty Tab” link in the upper left corner of the page.**

You do not have to go back to myBama to change to another Banner Self Service tool. You can use the link at the top of the Banner frame to go to the Faculty Services menu.

![Banner Self Service Application](image)

**Term Selection**

Before you can access any information related to a specific term (semester), you must select that term.

- If you click on one of the other options before selecting a term, you will be prompted to do so.
- Once you select a term it remains “active” until you select another term.

**To select a term:**

1. From the Faculty Services menu, click on the **Term Selection** link.
2. On the Select Term page, select your term from the pull down list.
3. Click the **Submit** button.
Viewing Your Class Schedule

There are two tools that allow you to see which classes have been assigned to you for a particular term: Faculty Detail Schedule and Week at a Glance.

The Faculty Detail Schedule page shows you detailed information about all the classes assigned to you in a term, including enrollment and location. There are links on this page to the class roster and waitlist.

The Week at a Glance page shows you a weekly calendar view of the classes assigned to you. (This view is for a particular week, so the first week’s schedule reflects the fact that classes start on Wednesday.)

To see detailed information about a class, faculty can click the link that appears on the class name. This opens the Faculty Detail Schedule page, but this time, only information about that one class is displayed.

In order for you to see a class in Faculty Self Service, that class must be assigned to you.
Viewing Your Class Rosters

There are two types of class rosters:

• Class lists show students currently enrolled in the class
• Wait lists show students currently on the waiting list for the class

For each roster, you can choose one of two views:

• Summary lists show basic information about each student
• Detail lists give additional information about each student

Selecting a Class (CRN)

The CRN is the Course Reference Number, or call number. It refers to a specific section of a specific course that is offered in a specific term. The class roster pages all require that you have selected a CRN.

• Clicking a class link on one of your schedules selects that particular CRN.
• If you click on a roster page before selecting a CRN, you will be prompted to do so.
• Like the term selection, the selected CRN will remain “active” until you select a new one.
• You can use either your schedules or the CRN Selection page to choose a CRN.

To select a CRN:

1. From the Faculty Services menu, click the CRN Selection link
2. On the Select CRN page, select the CRN that you will be using from the drop down list. This list contains the CRN of all classes that have been assigned to you for the selected term.
3. Click the Submit button.
Summary Class Rosters

The Summary Class List and Summary Wait List pages show basic information about each student registered or wait listed (respectively) for the section. This information includes name, ID, the number of credit hours attempting, and any grades you have entered. If a student has an e-mail address on record, there will also be an icon you can use to send an e-mail message to him or her.

Each student’s name is a link that allows you to view any local and permanent addresses and phone numbers that are on record for that student.

Detailed Class Rosters

The Detail Class List and Detail Wait List pages display all the information that is included on the respective summary pages except grades. They also display additional information about each student’s degree program, college, department, class standing, and registration date.
Download Your Class Roster

1. From the Faculty & Advisor menu, choose the Download Class Roster link.

![Image of myBama interface]

2. Enter the CRN or course number and section to access your roster.

![Image of CRN entry fields]

3. Click on the link to download the roster. The roster will be in an EXCEL worksheet.

![Image of roster download interface]