

Options for Viewing a Course Roster

With the migration to Banner SaaS, the ability to access course rosters within Banner for courses that the logged in user is not the instructor for has been reduced. The vendor removed a role that used to grant access to this feature from the Course List item in Banner SaaS that used to be available in Banner 8. We have requested this be reinstated, but we do not know when or if this feature will be brought back with a future Banner SaaS application update.

Mines suggests two methods for facilitating access to course rosters for faculty in roles like department heads, assistant department heads, department administrators, and schedulers that have a legitimate business need to be able to review course rosters for courses that they administer. The methods each have some pros and some cons. The methods are not mutually exclusive, but often a single method may be the best solution depending on your needs.

Method 1: Utilizing a report in Tableau

Description: Users of Tableau can run a pre-made report referred to as the “Course by Student Records” that can show multiple courses’ rosters based on user-specified filters and can be downloaded into Excel. This report is based on data loaded nightly (not real time) but it offers a wide variety of course and enrolled student information. A visual example is shown at the end of the document.

Pros:

- The report can be filtered by many factors including term, department, student CWID, and CRN. You can even specify a list of CRN’s that you are interested in.
- A single report can contain course rosters for multiple courses (depending on the filters you use)
- The report can be downloaded into an Excel worksheet or as a CSV file that can be loaded into a variety of applications
- In addition to the detailed course information which includes the Course ID, CRN, Instructor, and meeting times and location, it also contains detailed student information like CWID, name, email address, program, major, and class level for all students enrolled in the course.
- Once the filtering criteria has been set up, it can be saved and reused the next time you want to run the report.

Cons:

- Running this report requires you to be a Tableau user and to use the Tableau web-based application (which is launched from my.mines). Mines has a limited number of licenses available, so please only request this access if this is the best match for your needs.
- Tableau reports are based on data that is refreshed once daily (at night) from Banner. Hence, it will not reflect “up to the minute” course enrollment.
- Some consider the use of Tableau, the use of data filters, and/or the process of downloading the report into Excel and formatting it to be complex.

Requesting Access:

If you are not already a Tableau user, a user needs to submit a ticket to request a license to use Tableau using this [Help Center form](#) and explain their business need. Please select the “Login/User Account Request” from the options for “Account, Password, or Access Request Options” and then select Tableau from the “Login/Account Request Type” list. Once access is granted, you can participate in training classes on how to utilize Tableau features like filtering and downloading reports.

Method 2: Using the Banner “Class Roster” (SFASLST) or “Class Attendance Roster” (SFAALST) forms

Description: These forms are available within Banner and can be accessed from the “Banner Search” card in Trailhead by specifying the title or the 7-character form name. They both offer a real-time view of a course roster for a specific term and CRN. Visual examples of these are shown at the end of the document.

Pros:

- These Banner forms are available to be launched from within Trailhead and are straightforward to use
- The data presented is accurate as of that moment (real-time)

Cons:

- Only a single course at a time can be retrieved
- The data available is more limited than what is available in Tableau reports (Method 1). Both Banner forms contain student CWID and name but there is less information about the course and the students in it. For example, neither shows instructor name, meeting days and location, nor student email address.
- Accessing other information about students or the course would require looking them up individually on other Banner forms
- It is difficult to extract data from these forms and adjust the format of it

Requesting Access:

- On 11/15/2024 all staff with Banner Admin access were granted read only access to these two Banner forms, so this group should already have access. If you find you do not have access to these Banner forms and have a business need for it, please submit a [help center ticket](#) requesting access to Banner “Class Roster” (SFASLST) and/or “Class Attendance Roster” (SFAALST) and attach a “Banner Student System Application/Authorization Form” signed by the requesting user and their department head (or equivalent) to authorize the request. If you are a department head or above, then your supervisor should sign the form in place of the department head to satisfy audit requirements.

Visual examples

The following Tableau report (Method 1) looks like this once it is downloaded, opened in Excel, and has some simple formatting applied. During the download this data was exported to Excel using the "Crse by Student Records - Table" sheet selector and specifying Excel as the format on the download dialog.

	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	Q	R	S	U	V	W	X	Y	
	Academic Period	Sub Academic Period	Crse Dept	Level of Detail	Crse ID	Crse Title Short	Sec. CRN	Crse Modality	Sched. Desc	Primary Instructor Full Name Reversed	Instructor Academic Dept	Student ID - Privileged	Student Name - Privileged	Student Mines Email Address - Privileged	Student Type	Registration Status	Registration Status Date	Student Level	Student Classification	Program Modality	Interdisciplinary Indicator	Program	Program	Progri Area Stud
1	Fall 2023	Full Term-Fall	Applied Math & Statistics	1XX - 4XX	MATH111	CALC FOR SCI & ENGRS I (MAT)	A 80089	Residential	Lecture	Johnson, Tyler R.	Applied Mathematics & Statistics	109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered*	8/1/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
2												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered*	7/30/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
3												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered*	8/1/2023	Undergraduate	Sophomore	Residential	Departmental	BS in Mechanical	Mechanical	Mech
4												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered*	7/30/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
5												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered*	7/30/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
6												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Web Registered**	8/16/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
7												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Web Registered**	8/22/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
8												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered**	8/1/2023	Undergraduate	Sophomore	Residential	Departmental	BS in Mechanical	Mechanical	Mech
9												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered**	8/2/2023	Undergraduate	Sophomore	Residential	Departmental	BS in Mechanical	Mechanical	Mech
10												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered**	8/2/2023	Undergraduate	Sophomore	Residential	Departmental	BS in Mechanical	Mechanical	Mech
10							L 80273	Residential	Lecture	Johnson, Kayla S.	Applied Mathematics & Statistics	108 1001	Phan, Andrew	andrew.phan@mines.edu	Continuing	**Web Registered**	7/20/2023	Undergraduate	Sophomore	Residential	Departmental	BS in Mechanical	Mechanical	Mech
40												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered**	8/1/2023	Undergraduate	Sophomore	Residential	Departmental	BS in Mechanical	Mechanical	Mech
41												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered**	7/31/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
42												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered**	8/1/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
43												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered**	7/23/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
44												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered**	7/27/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech
45												109 1001	Phan, Andrew	andrew.phan@mines.edu	New Freshman	**Registered**	8/1/2023	Undergraduate	Freshman	Residential	Departmental	BS in Mechanical	Mechanical	Mech

The Banner forms (Method 2) look like this:

Class Attendance Roster SFAALST 9.3.28.2 (SaaSProd)

Term: 202480 Fall 2024 CRN: 80086 MATH 111 A Roll: Degree Award Status: Select...

CLASS ATTENDANCE ROSTER

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date	Credit Hours	Hours Attended	Last Attendance Date
2	1093	Elsr...	RE	07/17/2024		S			4.000		
4	1092	Fig...	RE	07/22/2024		S			4.000		
5	1092	Lan...	RE	07/22/2024		S			4.000		
6	1093	Lan...	RE	07/24/2024		S			4.000		
7	1092	Pot...	RE	07/25/2024		S			4.000		
8	1093	Hilc...	RE	07/25/2024		S			4.000		
9	1092	Kyl...	RE	07/25/2024		S			4.000		
10	1093	Var...	RE	07/25/2024		S			4.000		
11	1092	Ary...	RE	07/25/2024		S			4.000		
13	1093	Rol...	RE	07/25/2024		S			4.000		

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Class Roster SFASLST 9.3.29 (SaaSProd)

Term: 202480 Fall 2024 CRN: 80086 MATH 111 A Roll: Degree Award Status: Select...

CLASS ROSTER

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolled	Grade Comment	Grade Comment Description	Narrative Grade Comment
2	109	Elsr...	RE	07/17/2024	S		S			4.000	<input type="checkbox"/>			
4	109	Fig...	RE	07/22/2024	S		S			4.000	<input type="checkbox"/>			
5	109	Lan...	RE	07/22/2024	S		S			4.000	<input type="checkbox"/>			
6	109	Lan...	RE	07/24/2024	S		S			4.000	<input type="checkbox"/>			
7	109	Pot...	RE	07/25/2024	S		S			4.000	<input type="checkbox"/>			
8	109	Hilc...	RE	07/25/2024	S		S			4.000	<input type="checkbox"/>			
9	109	Kyl...	RE	07/25/2024	S		S			4.000	<input type="checkbox"/>			
10	109	Var...	RE	07/25/2024	U		S			4.000	<input type="checkbox"/>			
11	109	Ary...	RE	07/25/2024	U		S			4.000	<input type="checkbox"/>			
13	109	Rol...	RE	07/25/2024	U		S			4.000	<input type="checkbox"/>			

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