

## Viewing CAP Rosters in Banner 9 Self-Service

In December 2022, USI launched a new Faculty and Advisors module inside MyUSI\Self-Service.

Below are detailed directions and screenshots to help you view CAP rosters in the new module in myUSI.

**1.** Log into myUSI from the myUSI link (top right) on the USI.edu page or from https://my.usi.edu.

- a. If you have forgotten your login credentials, select "Need help logging in?" to have a password reset message sent to your non-USI email account.
- b. Be sure to save your username and password in a secure location for future use.
- c. Once logged in, look for and click on the blue "Self-Service" folder.



2. Select the link along the top that says "Faculty Services (New!)" or a blue link along the left side that says "Faculty and Advisors (New!)" – either will work.

Personal Information (New!) Alumni and Friends Volunteer Student Financial Aid Faculty Services (New!) Employee (New!) Finance
Search 60
Main Menu
Personal Information (New!) Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
Alumni, and, Friends Find class communicate, career advisor, job posting, online giving, volunteer.
Studen Apply forion, Register, View your academic records, Apply for Graduation.
Financi d Apply for phild; View financial aid status and eligibility, accept award offers, and view Ioan applications.
Faculty Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information
Faculty and Advisors (New!) Enter Grades and Registration Overrides, View Class Lists and Student Information
Employee (New!) Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.
Finance Create or review financial documents, budget information, approvals.
RELEASE: 8.9.1.3

3. A new tab will open. Select "Class List."

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Faculty Advisor Services								
Sch Adv * R Loo Clas Far M Fit Ass * R Cou Offit Attr * N Dro	edule Planner Advisor Mode NEW!! rising Student Profile eplaces "Student Information Menu" k Up Classes ss List ty Detail Schedule at a Glance m Grades rades parments eplaces "Active Assignments", "Assignment History" rse Catalog ce Hours endance Tracking lew Function p Roster							
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4. You will see every section of a course you've ever taught or been assigned to, either through CAP or on-campus teaching assignments.

- a. To sort the sections, click on the column headers or use the search bar in the upper right corner.
- b. If you want to search by term, you'll need to use the USI format which is the four-digit year plus a two-digit code ('10' stands for fall and '20' for spring).
- c. Example: If the academic year is 2024-2025, Fall 2024 is coded as <u>202510</u> and Spring 2025 is coded as <u>202520</u>.

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Faculty & Advisors 🔹 CRN Listing												
CRN Listing												
All Terms		*										
Select Course											ि ▼ Search (Alt+	Y) Q
Subject	\$	Course Title	\$	CRN	\$	Enrollment Count	\$	Status	\$	Duration	Term	\$
HP 115., C28		Medical Terminology		51880		12		Active		08/11/2014 - 05/21/2015	Fall 2014 (201510)	
RTV 150., C29		Practicum-Broadcasting		52608		2		Active		08/15/2012 - 05/30/2013	Fall 2012 (201310)	
RTV 150., C30		Practicum-Broadcasting		52609		2		Active		08/15/2012 - 05/30/2013	Fall 2012 (201310)	
RTV 150., C31		Practicum-Broadcasting		52610		2		Active		08/15/2012 - 05/30/2013	Fall 2012 (201310)	
RTV 151., C23		Surv Contemp Broadcast		52614		5		Active		08/15/2012 - 05/30/2013	Fall 2012 (201310)	
Results found: 5											< Page 1 of 1 > >	Per Page 25 🔻

5. To view the class roster, click the subject (Ex: HP 115.C28) or enrollment count (Ex: 12) of the correct section. Do not click the course title or the CRN.

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Facult	y & Advisors 🔹 CRN	Listing					
CRN	ng						
Al	ms Course	~					() ▼ Search (Alt+Y) Q
Subje	ect 0	Course Title	CRN	Enrollment Count	\$ Status	Duration	Term \$
HP 115	5., C28	Mercel Term Logy	61887	12	Active	08/11/2014 - 05/21/2015	Fall 2014 (201510)
RTV 15	0., C29	Pra		2	Active	08/15/2012 - 05/30/2013	Fali 2012 (201310)
RTV 15	0., C30	Prace adcasting		2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 15	0., C31	m-B sting	261	2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 15	1., C23	Surv Contemp Broadcast	52614	5	Active	08/15/2012 - 05/30/2013	Fali 2012 (201310)
Result	s found: 5					ĸ	< Page 1 of 1 > > Per Page 25 V

6. The screen with your class roster will look like this and can be sorted in various ways by clicking the column headers.

SOUTHERN INDIANA						* 💶 📃				
Faculty & Advisors <u>CRN Listing</u> Class List										
Class List						⊖ Export 🛛 🖨 Print				
Fall 2014 - 201510 HP 115.   51880 V	Fail 2014-201510 HP 115, 191880 V									
Course Information Enrollment Counts										
Medical Terminology - HP 115. C28			Maxi	mum Actual Remaining						
CRN: 51880 Duration: 08/11/2014 - 05/21/2015			Enrollment 0 Wait List 0	12 -12						
Status: Active			Cross List 0	0 0						
Class List Welt List						Summary View 🗸				
Summary Class List						Search (Altav)				
Summary class cox										
Student Name ^ ID	C Registration Status	0 Level	Credit Hours	0 Midterm	0 Final	≎ Class ≎				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
	Registered	Undergraduate	2	No Access		First Semester Freshman				
Besuits found: 12						Page 1 of 1 Per Page 25 💌				

Contact the CAP office at 812-228-5022 or email <u>cap@usi.edu</u> if you have any questions or need assistance.

Thank you,

Jaclyn, Dana, & Zoe