

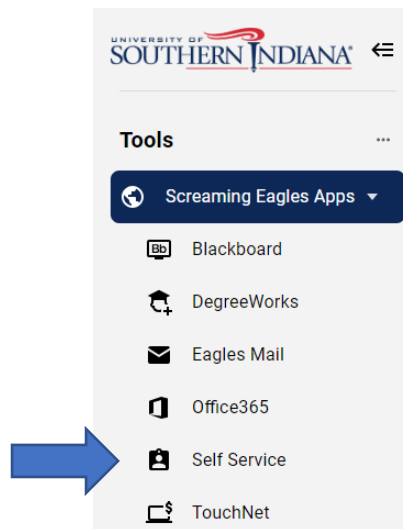


Viewing CAP Rosters in Banner 9 Self-Service

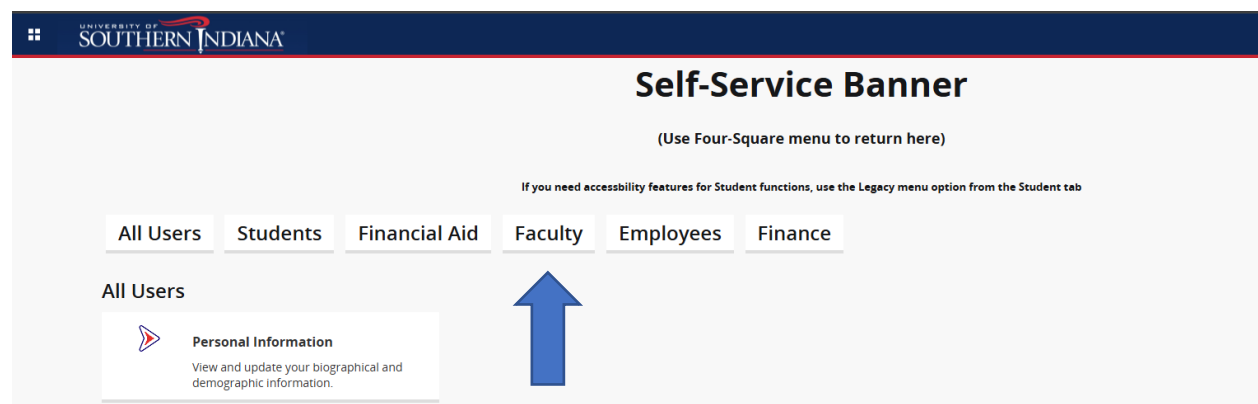
Below are detailed directions and screenshots to help you view CAP rosters in the new module in myUSI.

1. Log into myUSI from <https://portal.usi.edu> or by finding the myUSI link by clicking the magnifying glass at the top right of any USI webpage.

- 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.
- Be sure to save your username and password in a secure location for future use.
- Once logged in, look for and click on “Self-Service” on the left side of your screen. If you do not see it, click on the three dots next to “Tools,” click “View All,” and search for “Self Service” in the search bar.



2. Select the link along the top that says “Faculty.”



3. Select “Class List.”

Self-Service Banner
(Use Four-Square menu to return here)

If you need accessibility features for Student functions, use the Legacy menu option from the Student tab

[All Users](#) [Students](#) [Financial Aid](#) [Faculty](#) [Employees](#) [Finance](#)

Faculty

Advising Student Profile - Advisors Only View detailed student information including biographical, curriculum, etc.	Student Schedule Lookup - Advisors Only Advisors can view schedule details for specified student.	Browse Classes offered by Term View courses offered by the university by term.	Browse Course Catalog Look up basic course information like subject, course and description.
Class List View course sections and students for a specified term.	Detail Schedule Faculty member's schedule for the selected term.	Week at a Glance View your classes for the selected week, both traditional and open learning.	Midterm Grades Enter, update and/or view midterm grades for your classes.
Final Grades Enter, update and/or view final grades for your classes.	Assignments Display active assignments and the history of assignments for your classes.	Office Hours View or maintain office hours for all your classes.	Attendance Tracking Track attendance and absence statistics for students by CRN and meeting.
Drop Roster Maintain class rosters through Self-Service.	Schedule Planner - Advisor Mode (Legacy) Go to Schedule Planner to help in the advising process with students.		

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.

- To sort the sections, click on the column headers or use the search bar in the upper right corner.
- 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).
- Example: If the academic year is 2026-2027, Fall 2026 is coded as 202710 and Spring 2027 is coded as 202720.

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CRN Listing

All Terms ▾

Select Course 🔍 Search (Alt+Y)

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)

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Jaclyn Dawn Dumond

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CRN Listing

Advanced Search

Search Course







Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
HP 115, C28	Model Technology	51889	12	Active	08/11/2014 - 05/21/2015	Fall 2014 (201510)
RTV 150, C29	Practical Broadcasting	52614	2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 150, C30	Practical Broadcasting	52614	2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 150, C31	Practical Broadcasting	52614	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

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SOUTHERN INDIANA

Faculty & Advisors • [CEN Listing](#) • Class List

Class List

Fall 2014 - 2015 | HP 115 | 51880

▼ Course Information
Medical Terminology - HP 115, C28
 CRN: 51880
 Duration: 08/11/2014 - 05/21/2015
 Status: Active

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	0	12	-12
Wait List	0	0	0
Cross List	0	0	0

Class List | Wait List

Summary Class List

Summary View ▼

Search (Alt+Y)

☐	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	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
☐			Registered	Undergraduate	2	No Access		First Semester Freshman
☐			Registered	Undergraduate	2	No Access		First Semester Freshman
☐			Registered	Undergraduate	2	No Access		First Semester Freshman

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7. If you would like to export your roster as an Excel spreadsheet, click on the Export button in the upper right hand corner of your screen.

The screenshot shows the 'Class List' page for 'Fall 2014 - 201510' and 'HP 115, | \$1800'. The 'Course Information' section shows 'Medical Terminology - HP 115, C28' with a duration of '08/11/2014 - 05/21/2015' and status 'Active'. The 'Enrollment Counts' table shows 0 enrollment, 12 maximum, and 12 remaining. The 'Class List' table has columns for Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. The 'Export' button is located in the top right corner of the interface.

8. After clicking Export, you will see a pop-up box asking how you would like to export your roster. Select the option you prefer, and then click the Export button hidden in the navy blue section at the bottom of the pop-up.

The 'Export Template' pop-up box has a title bar with 'Export Template' and a 'Cancel' button. Below the title bar, it says 'Export files as'. There are two radio button options: 'Excel Spreadsheet - .xls' (selected) and 'Excel Spreadsheet - .xlsx'. At the bottom of the pop-up, there is a navy blue bar with the word 'Export' in white text, which is circled in red.

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

Thank you,

Jaclyn, Dana, & Zoe