

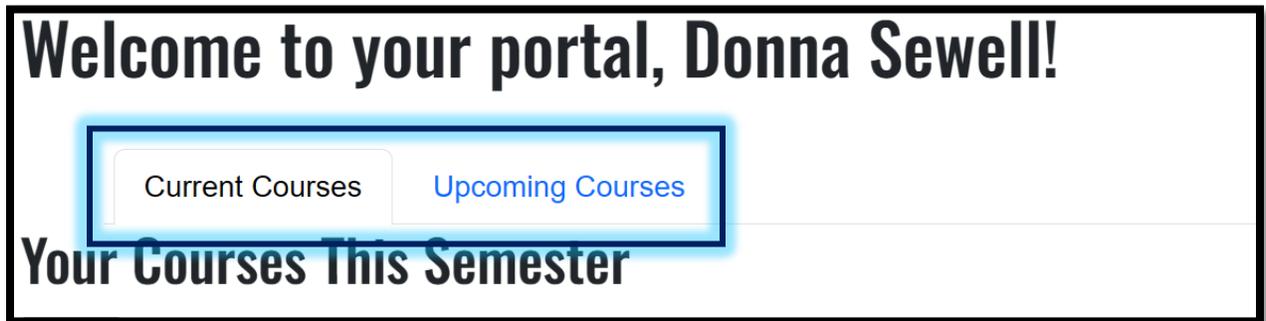
Navigating the Course Tab
 Last updated: February 5, 2025

Accessing Course Roster

1. Select the Courses tab



2. The Course Tab displays two additional views are available
 - a. Current Courses
 - b. Upcoming Courses



3. Both course tabs provide a list of the courses, along with the corresponding location information, for the semester.

| Course Name | CRN | Instructor | Location | Term | Section | Part of Term | Pre-Requisites | Instruction Method | Meeting Schedule | Class Size |
|--------------------------|-------|--------------|----------------|-------------|---------|--------------|--|---------------------|------------------|------------|
| Advanced English Grammar | 26791 | Donna Sewell | West Hall 3206 | Spring 2025 | A | Full Term | ENGL 2080 | | [MWF] 1000-1050 | 8 |
| Comp Exam Reading Hours | 27605 | Donna Sewell | Online Courses | Spring 2025 | IA | Full Term | | Fully at a distance | | 1 |
| Grammar and Style | 20661 | Donna Sewell | West Hall 3206 | Spring 2025 | A | Full Term | ENGL 1102 OR ENGL 1102H OR ENGL 1102G OR ENG 102 | | [MWF] 1100-1150 | 17 |

4. Selecting on a course displays the student roster, along with information on the students enrolled in the course.

The screenshot shows a window titled 'Course Roster' for 'Advanced English Grammar' (26791 | A | West Hall 3206). At the top, there are buttons for 'Select All' and 'Unselect All', and a button for 'Email Selected Students'. Below these is a search bar and a table of student information. The table has columns for Name, Email, Mid Term Grade, Final Grade, Registration Status, VSU GPA, Overall GPA, Major, Primary Advisor, and Add to Email List. Three rows of student data are visible, each with a checkbox in the 'Add to Email List' column.

Emailing Students

1. E-mailing Student Options
 - a. Click the Select All option and then select Email Selected Students (Blue Box)
 - b. Place a check mark by student and then select Email Selected Students (Green Box)

Note: Email Selected Students will open up an email message via your Outlook account

This screenshot is similar to the previous one but includes annotations. A blue box highlights the 'Select All' button and the 'Email Selected Students' button. A green box highlights the 'Add to Email List' column, specifically the checkboxes for the first and third rows of student data.

Interaction with Individual Student Record

1. Select a student's record

| Name | Email | Mid Term Grade | Final Grade | Registration Status | VSU GPA | Overall GPA | Major | Primary Advisor | Add to Email List |
|------|-------|----------------|-------------|---------------------|---------|-------------|-------|-----------------|--------------------------|
| | | | | **Web Registered** | | | | | <input type="checkbox"/> |
| | | | | **Web Registered** | | | | | <input type="checkbox"/> |
| | | | | **Web Registered** | | | | | <input type="checkbox"/> |

2. Dialogue box opens up to display information on the student with options to interact with the record
 - a. Email Student or Student's Advisor (Blue Box)
Note: Emails Student or Advisor will open up an email message via your Outlook account
 - b. Navigate to BANNER (Green Box)
 - c. Submit an early alert (Orange Box)

Student Details Prev [Next](#) ×

| | |
|--|--|
| <p>Classification: </p> <p>Total Hours Earned: </p> <p>Academic Standing: </p> <p>Current Enrolled Hours: </p> <p>Advising Status: </p> <p>Admit Term: </p> | <p>Major: </p> <p>Concentration: </p> <p>Minor: </p> <p>Major 2: </p> <p>Concentration 2: </p> |
|--|--|

EMAIL STUDENT
EMAIL ADVISOR

BANNER

ADD EARLY ALERT

CLOSE