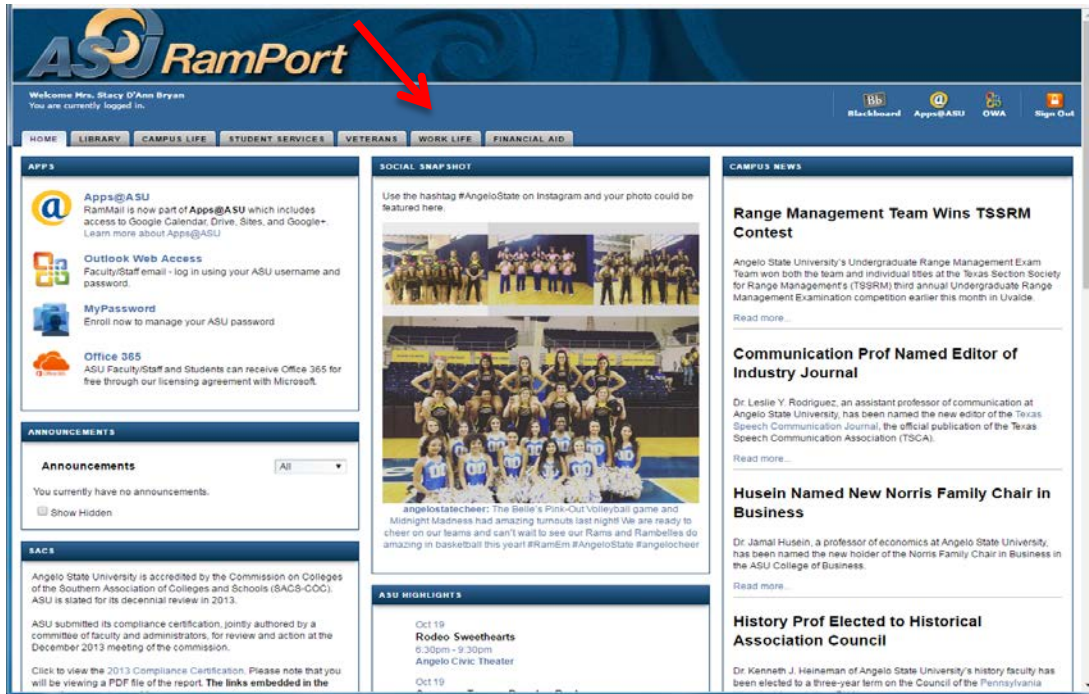


## RamPort Roster Instructions for Counselors:

1. Log in to RamPort (ramport.angelo.edu) using your username and password.

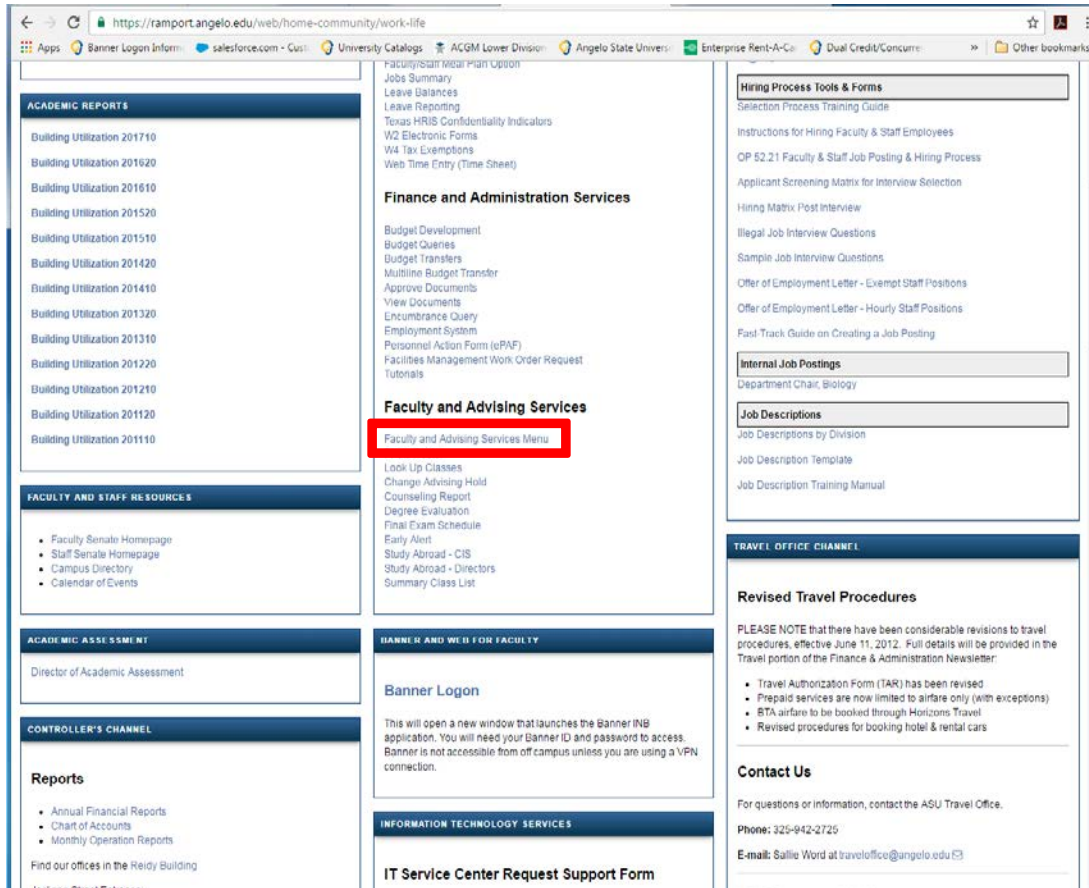
Note: Your password will expire every 120 days. The system will prompt you to update your password as this date nears.

2. Go to the Work Life tab. (See red arrow.)



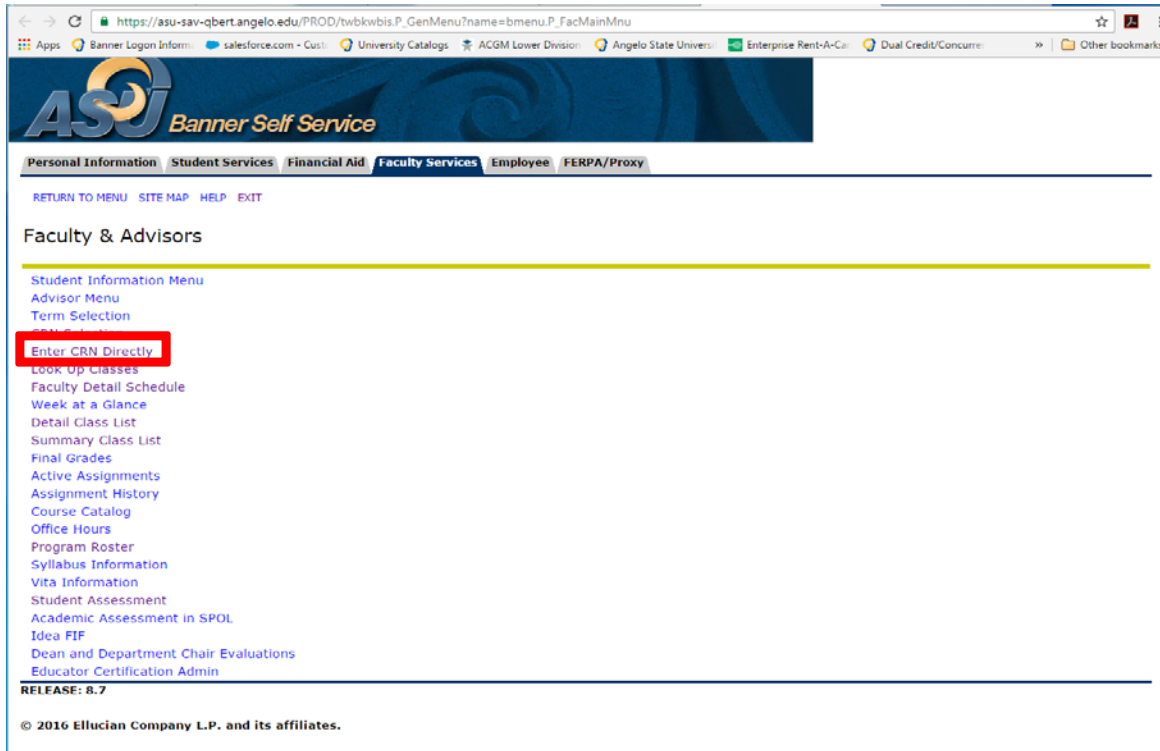
The screenshot shows the ASU RamPort homepage. At the top, there is a navigation menu with tabs: HOME, LIBRARY, CAMPUS LIFE, STUDENT SERVICES, VETERANS, WORK LIFE, and FINANCIAL AID. A red arrow points to the 'WORK LIFE' tab. Below the navigation menu, there are several sections: 'APPS' (Apps@ASU, Outlook Web Access, MyPassword, Office 365), 'ANNOUNCEMENTS', 'SACS', 'SOCIAL SNAPSHOT', 'CAMPUS NEWS' (Range Management Team Wins TSSRM Contest, Communication Prof Named Editor of Industry Journal, Husein Named New Norris Family Chair in Business, History Prof Elected to Historical Association Council), and 'ASU HIGHLIGHTS'.

3. In the middle column, scroll to find the Faculty and Advising Services Menu link. (See red box.)

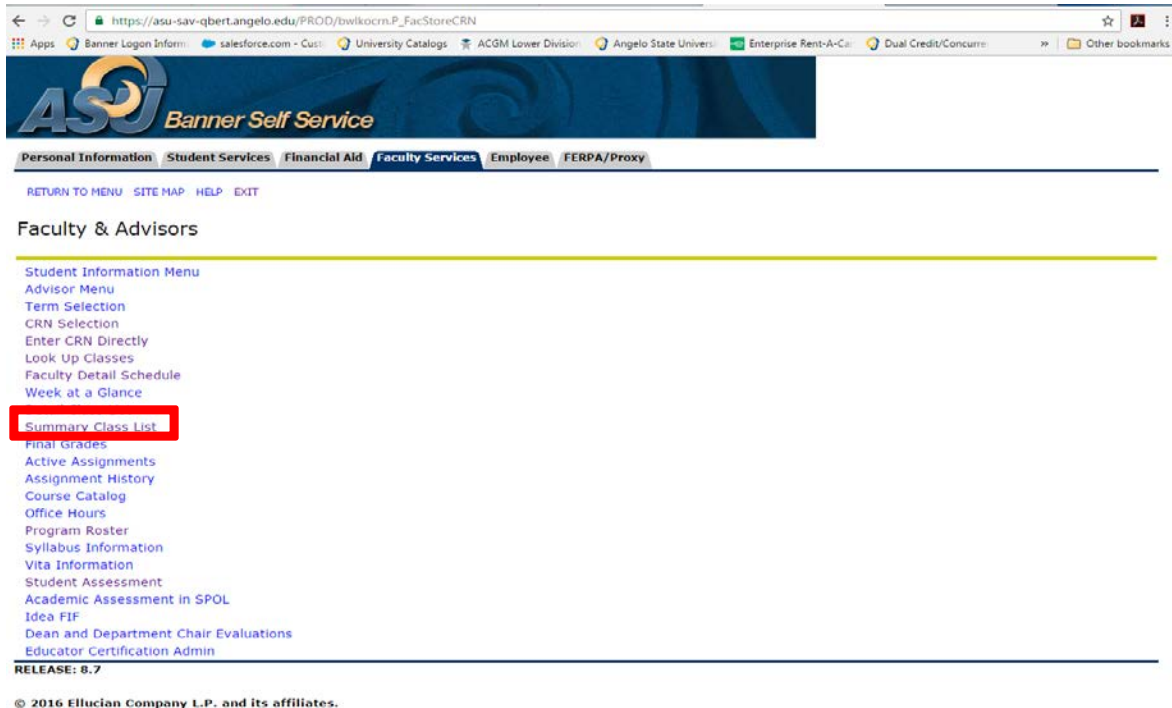


The screenshot shows the RamPort website with the 'Faculty and Advising Services Menu' link highlighted in a red box. The page is divided into several columns. The left column contains 'ACADEMIC REPORTS' (Building Utilization 201710 to 201110) and 'FACULTY AND STAFF RESOURCES'. The middle column contains 'Finance and Administration Services', 'Faculty and Advising Services' (with the highlighted link), and 'BANNER AND WEB FOR FACULTY'. The right column contains 'Hiring Process Tools & Forms', 'Internal Job Postings', 'Job Descriptions', and 'TRAVEL OFFICE CHANNEL'.

- This will open a new page to Banner Self Service. Here you will select the link “Enter CRN Directly”. (See red box.)



- Select the term you wish to view. **Note: The default selection will always be the upcoming semester. If you want to view current rosters, please make sure you are in the correct term.**
- Enter the CRN for the course/section you wish to view. This is a 5-digit number specific to each section assigned to each instructor.
- Once the CRN is entered, you will return to the screen shown in #4. From here you will select “**Summary Class List**” to view the roster for the CRN previously entered. (See red box.)



8. This will generate a roster view of the class.

**ASU Banner Self Service**

Personal Information | Student Services | Financial Aid | **Faculty Services** | Employee | FERPA/Proxy

RETURN TO MENU | SITE MAP | HELP | EXIT

Summary Class List Stacy D Bryan  
2016 FALL SEMESTER  
Oct 19, 2016 04:43 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
**English Composition - ENGL 1301 AB1** ← Course Description  
 CRN: 14 [redacted] ← CRN  
 Duration: Aug 29, 2016 - Dec 16, 2016  
 Status: Active

**Enrollment Counts**  
 Maximum Actual Remaining  
 Enrollment: 30    18    12  
 Cross List: 0    0    0

**Summary Class List**

Record Number	Student Name	ID	Major	Reg Status	Level	Credits	Grade Detail
1	Blankenship, [redacted]	81 [redacted]	Dual Credit	Registered Dual Credit	Undergraduate	3.000	
2	Contreras, [redacted]	81 [redacted]	Dual Credit	Registered Dual Credit	Undergraduate	3.000	
3	Daniel, [redacted]	81 [redacted]	Dual Credit	Registered Dual Credit	Undergraduate	3.000	
4	Diaz, [redacted]	81 [redacted]	Dual Credit	Registered Dual Credit	Undergraduate	3.000	★
5	Duncan, [redacted]	81 [redacted]	Dual Credit	Registered Dual Credit	Undergraduate	3.000	
6	Ezzell, [redacted]	81 [redacted]	Dual Credit	Registered Dual Credit	Undergraduate	3.000	
7	Hall, [redacted]	81 [redacted]	Dual Credit	Registered Dual Credit	Undergraduate	3.000	
8	Homer, [redacted]	81 [redacted]	Dual Credit	Registered Dual Credit	Undergraduate	3.000	

**Note:** If a student drops the course **before** census date, the student will not appear on the roster after being dropped. If the student drops **after** census date, the student will remain on the roster with a Reg Status of "Withdrawn" and a Grade Detail of "W". (See yellow stars.)