OneACCS
One System. All Access.

FACULTY SELF SERVICE GUIDE
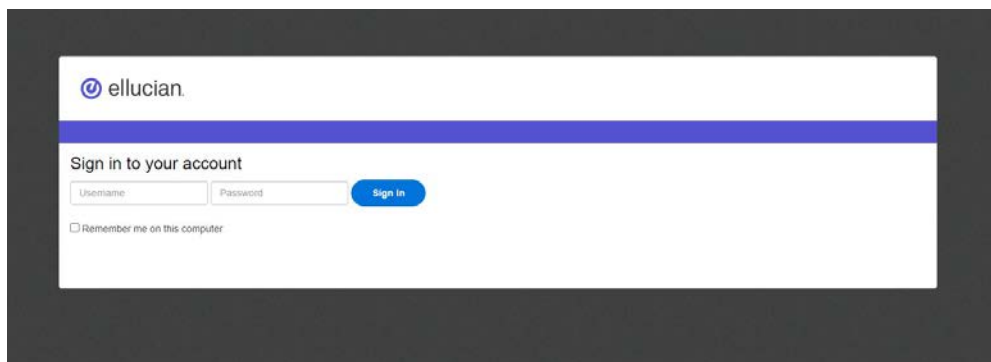
2021

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Getting Started

Go to your institutions homepage and click OneACCS.

Enter your User ID and password provided by your institution.

To access Faculty and Advisor related information, select the Faculty Services tab or select Faculty and Advisors from the Main Menu.

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student
Apply for Admission, Register, View your academic records.

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

From here select **Faculty and Advisor Landing Page.**

Faculty and Advisors

Faculty and Advisor Landing Page
This is the entry page for Faculty and Advising. From here, you can navigate to the Advising Student Profile, Grade Entry, Attendance Verification and other pages depending on your role at Bevill State Community College.

RELEASE: 8.9.1.3

This guide will demonstrate a few of the more commonly used tools available to you through SSB. There are multiple ways to retrieve the same information or perform the same tasks. Below is the **Faculty and Advising Services Landing Page**. Following are examples of how to use these tools. Please explore the tool to discover the techniques that best fit your individual needs.

Faculty and Advising Services

Hello Sample E O'Faculty,

This is the entry page for Faculty and Advising. From here, you can navigate to the following pages depending on your role at Bevill State Community College:

Faculty Information

- Personal Information
- Advising Student Profile
- Teaching Assignments
- Class List
- Detail Schedule
- Week at a Glance
- Grade Entry and Attendance Verification
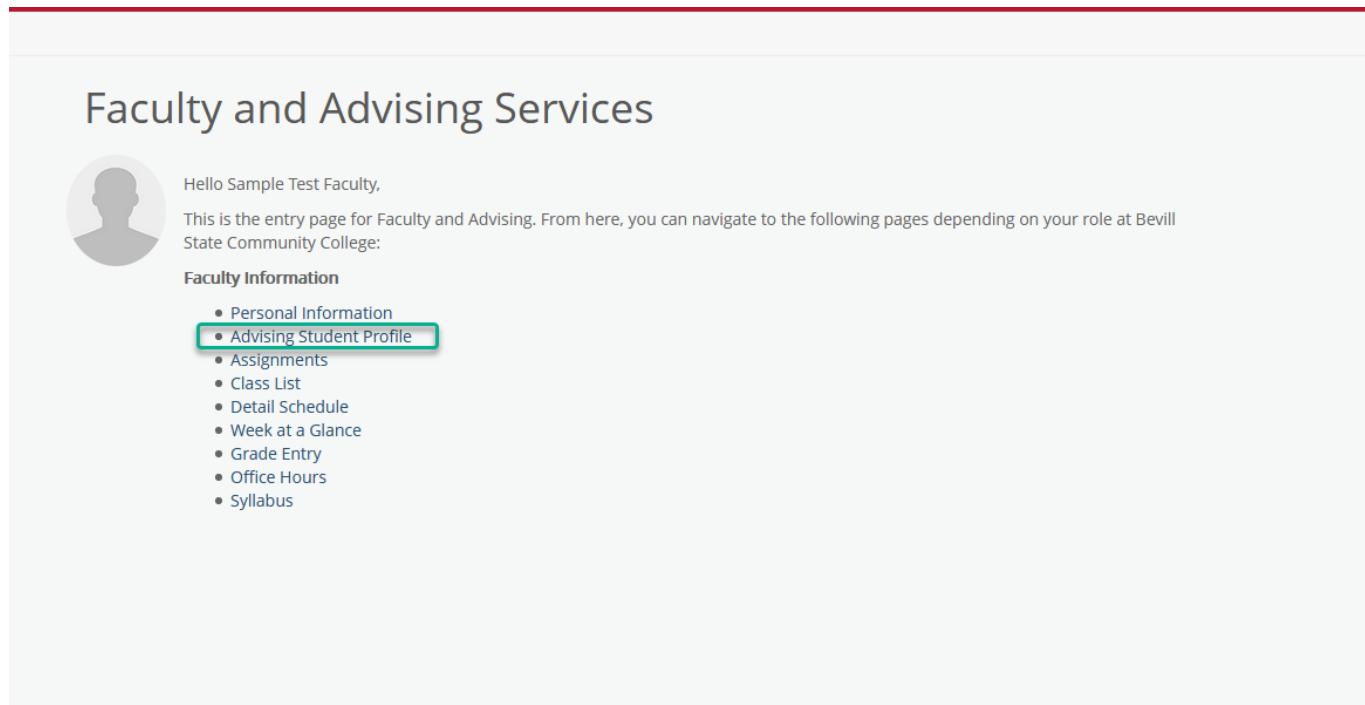- Office Hours
- Syllabus

Each item will open in its own tab. If you have pop-up blockers on, it may impact your experience, so please ensure that pop up blocking is disabled.

Advising Student Profile

The Advising Student Profile can be used by Faculty and Advisors to view important information about their advisees. The information is consolidated into a profile page and can be used to assist the student with academic decisions. Some of the profile data available to advisors and students includes:

• Student contact information
• Biographical information
• General student information (such as classification, student status, student type, residency, campus, attendance start dates, last registration term, and matriculation term)
• List of advisors and advisor type with contact information
• Primary and secondary curriculum records
• Prior education and test score information
• Academic standing, GPA, and earned hours information.
• Summary of registered courses with registration status and instructor
• Registration notices
• Hold notices
• Graduation information

From the Advising Profile Additional Links section, an Advisor may see all of a student's grades and access Degree Works.

Advisee Search

The first screen displayed in the Advisor Student Profile is the "Advisee Search" screen

- Use the Advisee Search page to select the term for a specific advisee to view their student profile information.
  - The selected term will determine which advisees you have access to as well as which information will be displayed for the students.

- You can search for one of your advisees individually by Student ID, Student Email, or Students Name and click "View Profile" to view this specific student's information.

- To see ALL advisees that are assigned to you for the selected term click the "View My Advisee Listing" Button, which will open the "Advisee Listing Screen".

Advising   •   Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term

Spring 2021   ▼

View advisee listing, or search by

○ Student ID

○ Student Email

● Student Name

Student Name

Search   ▲

Shellstr   🔍

Shellstrop, Eleanor

ID: A99808077

Email: cmayfield8077@student.bscc.edu

My student isn't listed

Select this to search all terms

To search for a student enter their name: Last, First Middle e.g. Smith, John Martin

Advisee Listing Screen
(This feature is not currently available)

The Advisee Listing provides a list of all students with whom you have an active advising relationship for the given semester. You can sort, filter, and/or download the list of advisees, email advisees, and you can access an individual student's profile from this page.

- Navigate through all advisees using the horizontal arrow keys at the bottom of the screen
- Quickly sort the information displayed by clicking the Column headers
  - For more advanced filtering click the "Filter Button" in the right corner
- The "Email All" button allows you to quickly send a BCC message to advisees
- To download an Excel list of your advisees select Tools>Export Advisee Listing>Export
  If your advisees are filtered this export will only include the students in the filter

Viewing a Student's Profile

There are two ways to access a student's profile:

1. From the Advisee Search Screen use "search by" to find a student and click "View Profile"

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term

Spring 2021 ▾

View advisee listing, or search by

◯ Student ID

◯ Student Email

🔘 Student Name

Student Name

Search ▴

Shellstr 🔍

Shellstrop, Eleanor

ID: A99808077

Email: cmayfield8077@student.bscc.edu

To search for a student enter their name: Last, First Middle e.g. Smith, John Martin

My student isn't listed

Select this to search all terms

2. From the Advisee Listing Screen, click on the students' name, ID or "View Profile" link. (As noted above, this feature is not currently available at this time.)

Advising • Advisee Listing

Advisee Listing

Spring 2021

Name and ID	Advisor Holds	Primary Advisor	Advisor Type	Student Type	Student Status	Program
Al-Jamil, Tahani A91386726 View Profile		✔	Major	First Time Freshman	Active	AS General Studies
Anagonye, Chidi A99635482 View Profile	🔒	✔	Major	Transfer	Active	AS General Studies
Della-Denunzio, Janet C A91535656 View Profile		✔	Major	Continuing	Active	AS General Studies
Garnett, Simone A91515576 View Profile		✔	Major	Continuing	Active	AS General Studies
Mendoza, Jason R A91541493 View Profile	✔	✔	Major	Continuing	Active	AS General Studies
Shellstrop, Eleanor A99808077 View Profile		✔	Major	Transfer	Active	AS General Studies
St. Claire, Melinda A91510563 View Profile		✔	Major	First Time Freshman	Active	AS General Studies

◁ ◁ Page 1 of 1 ▷ ▷| | 10 ▾ Per Page

Navigating a Student's Profile

Before analyzing a student's information ensure the correct term is selected in the top left hand corner. The term information displayed is the term you selected on the Advisee Search Screen.

1. <u>Curriculum and Courses</u>- Displays curriculum information for the student's primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours, and GPA.

2. <u>Prior Education and Testing</u>- Displays High School and Post-Secondary information as well as any Placement testing and scores.

3. <u>Student Information</u>- Displays general information about student and their academic criteria.

4. <u>Notes Tab</u>- Select this tab to add advising notes for the student.

5. <u>Registration Notices</u>- Displays term selected Academic Standing, Student Status and Enrollment Status.

6. <u>Holds</u>- Displays any holds associated with the student for the selected term.

7. Additional Links allows an Advisor to <u>View Grades, View and Print an Unofficial Transcript,</u> and access <u>DegreeWork</u>s.

Viewing Student Grades from Student Profile

Clicking the Additional Links "View Grades" takes to you the Student Grades page. You may select a single term or view all terms. Grades with a circle around them have been rolled to Academic History and appear on a transcript. Grades without a circle around them appear on a transcript as "In Progress".

View Grades

Student Grades - Ms Eleanor Shellstrop (A99808077)

All Terms ∨   Undergraduate ∨

GPA Summary View Details

-	1.846	0.000	1.846
All Terms	Institutional	Transfer	Overall

Course Work

Search by Course Title or Subject Code (ALT+Y)

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN	Term	Action
SOC 200, 0	Introduction To Sociology	SC			3.000				20437	Spring 2021	
ENG 102, 0	English Composition II	WB			3.000				20493	Spring 2021	
MTH 112, 0	Precalculus Algebra	WB			3.000				20604	Spring 2021	
HIS 202, 0	United States History II	WB			3.000				20716	Spring 2021	
NUR 114, 0	NURSING CONCEPTS II	SC		D	8.000	8.000	8.000	8.000	10210	Fall 2020	
NUR 115, 0	EVIDENCE BASED CLINICAL REASON	SC		B	2.000	2.000	2.000	6.000	10214	Fall 2020	
NUR 113, null	NURSING CONCEPTS I				8.000	8.000	8.000	16.000	1	Summer 2020	
ORI 107, null	STUDENT SURVIVAL SKILLS				1.000	1.000	1.000	4.000	1	Spring 2020	
NUR 112, null	FUNDAMENTAL CONCEPTS OF NURSIN				7.000	7.000	7.000	14.000	2	Spring 2020	

Viewing Student Academic Transcript from Student Profile

Enter "All Levels" for Transcript Level and "Unofficial Web Transcript" for Transcript Type. Clicking on Section Headings such as "Degree Awarded" or "Transcript Totals" will take you to that section.

Student • Academic Transcript

Academic Transcript

Information for Ms Eleanor Shellstrop

Transcript Level

All Levels

Transcript Type

Unofficial Web Transcript

| Student Information | Degree Awarded | Transfer Credit | Institution Credit | Transcript Totals | Course(s) in Progress |

ⓘ This is not an official transcript. Courses which are in progress may also be included on this transcript.

Student Information

Birth Date
07/27/1998

Curriculum Information

Current Program : Associate in Science

Program	Major	Major Concentration
AS General Studies	General Studies	General Studies

Degree Awarded

To print the transcript, right click on the page and choose **Print**. You may then choose to print a hard copy to a printer or save as a PDF.

Teaching Assignments

The Assignments page displays a list of the faculty's class assignments. The two tabs – Active Assignments and Assignment History - display active assignments and the history of assignments for an instructor's classes, respectively.

There is no term-selection requirement, and the displayed registration information may cross multiple terms.

On the Active Assignments page you may enter Syllabus and Office Hours for Students to view. You may also navigate to the Class List and the Schedule Details.

Faculty and Advisors • Assignments

Assignments

Active Assignments	Assignment History

ⓘ The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: ENGLISH COMPOSITION I - 10462 - ENG 101 - 0 ⌄

Associated Term	CRN	Status	Schedule Type
Fall 2020(202110)	10462	Active	Virtual

Instructional Method	Campus	Available for Registration	Credits
Online	Sumiton	07/13/2020 to 08/24/2020	3.000

Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display

Grade Mode	Course Level		
Audit Standard Letter	Undergraduate		

Course: MUSIC APPRECIATION - 10728 - MUS 101 - 0 ⌄

Associated Term	CRN	Status	Schedule Type
Fall 2020(202110)	10728	Active	Virtual

Instructional Method	Campus	Available for Registration	Credits

Assignment History

The Assignment History tab displays a list of the instructor's class assignments, both past and present, regardless of status or term.

Faculty and Advisors • Assignments

Assignments

Active Assignments | **Assignment History**

ⓘ The following represents your class assignments, both past and present.

Assignment History ⌄

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Spring 2021	20082	MUS 101	MUSIC APPRECIATION	3.000	Undergraduate	Web/Online	Online	Yes	Active
Spring 2021	20083	MUS 101	MUSIC APPRECIATION	3.000	Undergraduate	Web/Online	Online	Yes	Active
Spring 2021	20169	MUS 101	MUSIC APPRECIATION	3.000	Undergraduate	Web/Online	Online	Yes	Active
Spring 2021	20170	MUS 101	MUSIC APPRECIATION	3.000	Undergraduate	Web/Online	Online	Yes	Active
Spring 2021	20451	ENG 101	ENGLISH COMPOSITION I	3.000	Undergraduate	Web/Online	Online	Yes	Active
Fall 2020	10290	ENG 101	ENGLISH COMPOSITION I	3.000	Undergraduate	Web/Online	Online	No	Active
Fall 2020	10332	MUS 101	MUSIC	3.000	Undergraduate	Web/Online	Online	No	Active

Clicking on the Subject/Course Number in the Course column will display Catalog level information about the class. Clicking on the CRN number will display information about the Schedule, term specific, instructor specific information.

Class List

From the Faculty and Advisors Landing Page click Detail Class List. The Detail Class List provides Faculty with course information, enrollment and a roster of students in the class with pertinent information about each student.

From the Class List you can email students with an active email address. You can search for individuals in the section, and you can control which columns are displayed and/or exported.

For example, you can remove the Midterm Column from display if it is not important to you.

Use these tools to Export the roster to Excel, or to Print.

Faculty Detail Schedule

From the Faculty and Advisors Landing Page, click Faculty Detail Schedule. The Faculty Detail Schedule provides information specific to each course you are teaching such as number of credits, enrollment, days and time.

Banner Faculty Self Service

Keep scrolling down to see additional sections for Enrollment Counts, Syllabus and Office hours.

Enrollment Counts ⌄

	Maximum	Actual	Remaining
Enrollment	30	30	0
Cross List	0	0	0

Results found: 2 |◁ ◁ Page 1 of 1 ▷ ▷| Per Page 100 ▾

Syllabus Data ⌄

Long Section Title

Learning Objectives
By the end of the day on Monday of each active class week, a new module will be posted on D2L outlining key points in the chapter(s) and identifying discussion topics for that week. The ... Sunday ... 2 Chapter 22 "From Modern to Postmodern," pg. 512-537 (25 total) Chapter 22 Discussion - Due: Sunday, May 2 @ 7pm Quiz #6 - Due: Sunday, May 2 @ 9pm Final Exam - Due Friday, May 7

Technical Requirements

[Maintain]

Course URL

Required Materials

Office Hours ⌄

From Date	To Date	From Time	To Time	Days	Contact Number	Location
05/03/2021	08/31/2021	09:00	14:00	Tue	253-5551212	Bldg C, room 29

Results found: 1 |◁ ◁ Page 1 of 1 ▷ ▷| Per Page 100 ▾

[Maintain]

Entering Grades

From the Faculty and Advisors Landing Page, click Grade Entry. There is a 15 minute time limit on this page. If there are 15 or more minutes of inactivity, you will be prompted to login again. Please submit grades continuously.

The Course Details tab provides overview of the progress made in Grade Entry.

Final Grades

Select the correct grade for each student from the Grade drop down menu. Click **Save** after you have carefully reviewed the grades for accuracy.

If you are issuing an "F", you will be prompted to enter that student's last day of attendance.
The **Attended Hours** field is not required. This page times out for security after 15 minutes of inactivity, save (click **Submit**) your changes frequently.

Exporting / Importing

Use the Tools/Gear Icon to Export or Import class roster with Grades and Last Attended Date.

The Wizard will walk you through the export process.

In Excel, you can enter the Final Grade, Last Attended Date, Incomplete Final Grade and Extension Date. For ease of importing, it is best to leave the columns in the same order as extracted. If the column order changes, the import wizard will walk you through the mapping process.

When ready to upload grades from Excel, start the Import Wizard using the Tools icon. Upload your file, review the data for accuracy.

Banner Faculty Self Service

The Wizard walks you through mapping if needed and validation routines. Upon successful import you will see your data reflected in Banner.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades   **Final Grades**   Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Not Started	MATH - Mathematics	103	01	Plane Trigonometry	202110 - Fall 2020	10004

Roster   Incomplete Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Adams, John	908664543		B			
Carmen, Wendy	N00021009		I			
McQue, Edward A.	NNNNNNNNN		F		10/12/2020	
Zappone, Frank	200100703		A			

Records Found: 4   Page 1 of 1   Per Page 25

Save   Reset

If the Import Wizard alerts you that there were errors in importing, download the validation report to display the problem records.

Reporting Attendance

Attendance is now recorded on the same page as Grades.

Faculty and Advising Services

Hello Sample E O'Faculty,

This is the entry page for Faculty and Advising. From here, you can navigate to the following pages depending on your role at Bevill State Community College:

Faculty Information

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- Advising Student Profile
- Teaching Assignments
- Class List
- Detail Schedule
- Week at a Glance
- Grade Entry and Attendance Verification
- Office Hours
- Syllabus

1. Select the Course you wish to update and click on the Grading Status button.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

| Midterm Grades | Final Grades | Gradebook |

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUS - Music	101	0	Music Appreciation	202120 - Spring 2021	20082
Not Started	Not Started	MUS - Music	101	0	Music Appreciation	202120 - Spring 2021	20083
Not Started	Not Started	MUS - Music	101	0	Music Appreciation	202120 - Spring 2021	20169
Not Started	Not Started	MUS - Music	101	0	Music Appreciation	202120 - Spring 2021	20170
In Progress	Not Started	ENG - English	101	0	English Composition I	202120 - Spring 2021	20451

Records Found: 5   Page 1 of 1   Per Page 10

NOTE: If your course does not appear in the list, it is because you are not listed as the primary instructor in the system. Please contact the appropriate individual on your campus for further assistance.

2. You can use the toggles in the middle of the page to shift the layout up or down. Shifting up will allow more records to be displayed.

3. Under **Last Attend Date**, please enter the **first** date of attendance for each student as **MM/DD/YYYY**. Do not enter any additional information.

4. Enter a last attend date for each student on the roster that has attended class.

If the student did not attend your class, please leave the Last Attend Date field **empty**.   Attendance Hours are not required.
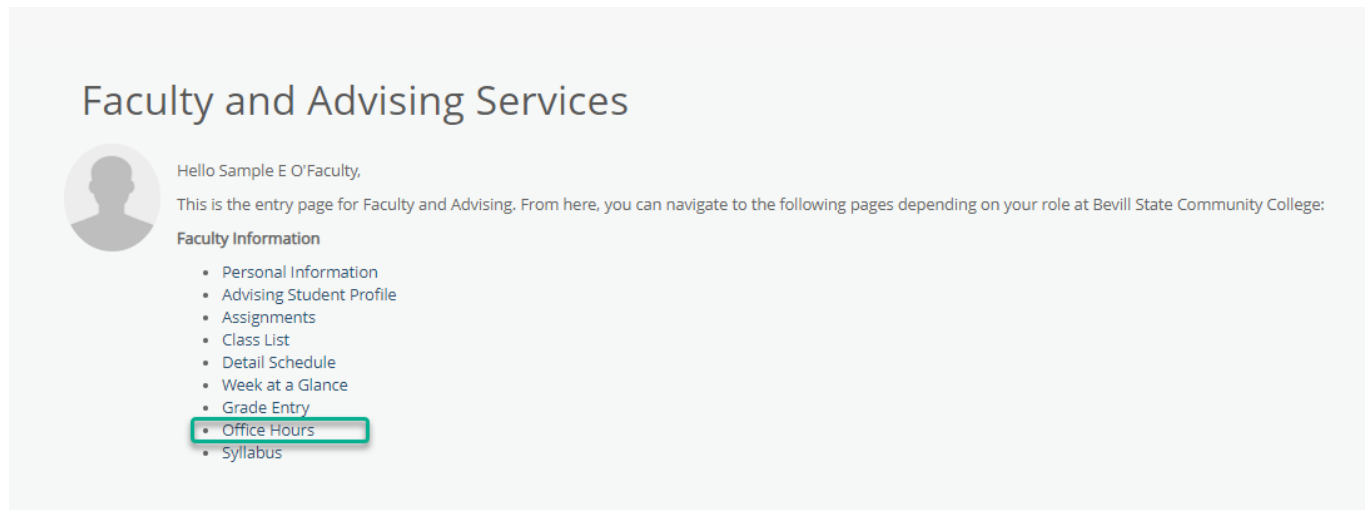
5. When finished entering attendance, select **Save**.

6. To record attendance for additional courses, scroll or toggle to the top of the page and repeat the same steps for a different course.

7. When you are done using Self Service, select **EXIT** in the upper right-hand corner of the page. You should also close your internet browser to ensure security.

<u>END OF TERM NOTES:</u>

- If the student *attended* and grades of A, B, C, or D are entered, you **do <u>not</u>** have to change the initial Last Attend Date.

- If the student *attended* and *received* an F or I (Incomplete) grade, the Last Attend Date should be changed to the **actual** last date of attendance.

Entering Office Hours

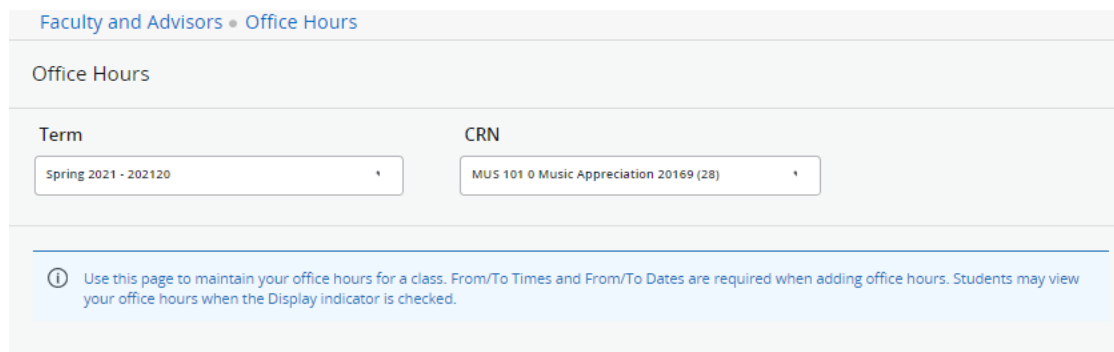From the Faculty and Advisors menu, click **Office Hours**.

Choose the desired Term and CRN. This function can also be completed from the Assignments link.

Enter the desired information and click **Submit**. You must use military time, check the appropriate days of the week, choose which contact number (if any), your office location, the date range for which those hours are active, and whether or not you want to display them on the web for students to see.

Once you set your office hours for one class, you can use that copy function to assign those hours to your other classes (recommended).

Entering Syllabus and Class Details

From the Faculty and Advisors landing page, click **Syllabus Information**. This function can also be completed from the Assignments link.

Faculty and Advisors • Assignments

Course: MUSIC APPRECIATION - 10728 - MUS 101 - 0

Associated Term	CRN	Status	Schedule Type
Fall 2020(202110)	10728	Active	Virtual

Instructional Method	Campus	Available for Registration	Credits
Online	Sumiton	07/13/2020 to 08/24/2020	3.000

Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display

Grade Mode	Course Level
Audit Standard Letter	Undergraduate

Course: MUSIC APPRECIATION - 20082 - MUS 101 - 0

Associated Term	CRN	Status	Schedule Type
Spring 2021(202120)	20082	Active	Online

Instructional Method	Campus	Available for Registration	Credits
Online	Web/Online	10/26/2020 to 04/14/2021	3.000

Syllabus	Office Hours	Roster	Detail Schedule
Maintain	Maintain	Class list	Display

Grade Mode	Course Level
Audit Standard Letter	Undergraduate

You can provide a URL to a website for your course details, and/or enter details in Syllabus.

Faculty and Advisors • Syllabus Information

Long Section Title

This is the long title of this course, and it is a very long title.

Course URL

www.pinterest.com

Learning Objectives

By the end of the day on Monday of each active class week, a new module will be posted on D2L outlining key points in the chapter(s) and identifying discussion topics for that week. The discussions will be due on Sundays at 7pm. Each week you will also be required to complete an assignment or quiz, which will be posted no later than Wednesday and due Sunday at 9pm. In addition to these regular activities, you must complete a midterm project and final exam

Required Materials

Students are required to provide their own abacus and slide rule.

Technical Requirements

Technically, you should have steel toed boots. Everyone should.

Reset   Submit

Syllabus data entered here will be visible on the Class Details pop-up.