



**FACULTY SELF SERVICE GUIDE  
2021**

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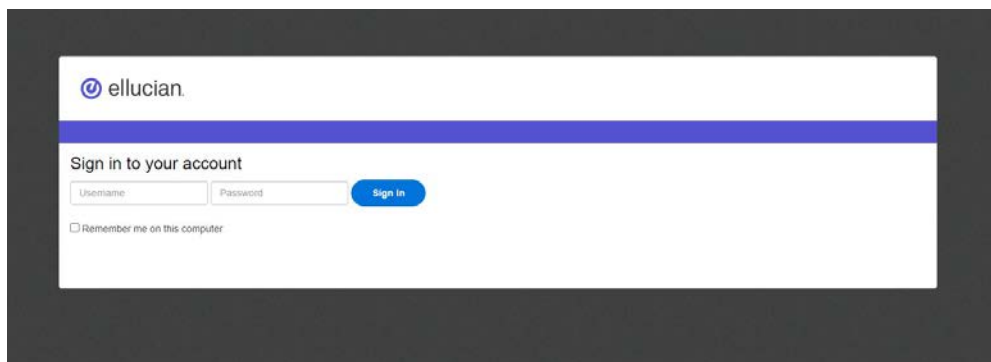
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# Banner Faculty Self Service

## 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.

**Personal Information** **Student** **Faculty Services**

Search

## 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**.

**Personal Information** **Student** **Faculty Services** **WebTailor Administration**

Search

## 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 Beville State Community College.

RELEASE: 8.9.1.3

# Banner Faculty Self Service

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 Beville 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

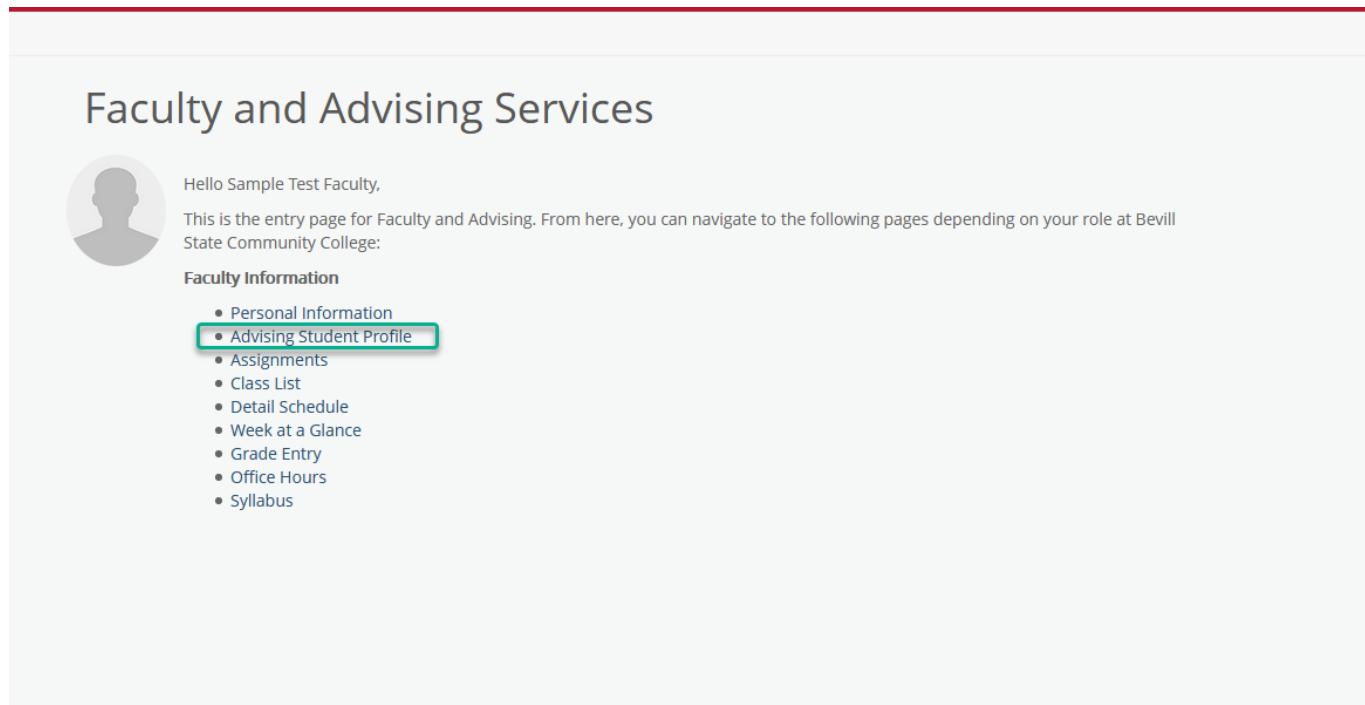
**Each item will open in its own tab. If you have pop-up blockers on, it may impact your experience, so please ensure that pop up blocking is disabled.**

## 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.



### Faculty and Advising Services

Hello Sample Test Faculty,

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

**Faculty Information**

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

## 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

The screenshot shows the 'Advisee Search' interface. At the top, there is a header bar with the text 'Change term, search for a student, or view your advisee listing'. Below this, there is a 'Term' dropdown menu currently set to 'Spring 2021'. Underneath, a section titled 'View advisee listing, or search by' contains three radio buttons: 'Student ID', 'Student Email', and 'Student Name'. The 'Student Name' option is selected. Below the radio buttons, there is a search input field labeled 'Student Name' with the text 'Shellstr' entered. A search button is to the right of the input field. A dropdown menu is open below the input field, showing a search result for 'Shellstrop, Eleanor' with her ID 'A90808077' and email 'emayfield8077@student.bscc.edu'. To the right of the search input field, there is a light blue box with the text: 'To search for a student enter their name: Last, First Middle e.g. Smith, John Martin'. At the bottom of the search results dropdown, there is a link that says 'My student isn't listed' and a button that says 'Select this to search all terms'.

## 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

Advising •

• Advisee Listing

### Advisee Listing

Spring 2021						Email All	Filter ▼
	Name and ID ▼	Advisor Holds ◇	Primary Advisor ◇	Advisor Type ◇	Student Type		
	<a href="#">Al-Jamil, Tahani</a> A91386726 <a href="#">View Profile</a>		✓	Major	First Time Freshman		
	<a href="#">Anagonve, Chidi</a> A99635482 <a href="#">View Profile</a>		✓	Major	Transfer		
	<a href="#">Della-Denunzio, Janet C</a> A91535656 <a href="#">View Profile</a>		✓	Major	Continuing		
	<a href="#">Garnett, Simone</a> A91515576 <a href="#">View Profile</a>		✓	Major	Continuing		
	<a href="#">Mendoza, Jason R</a> A91541493 <a href="#">View Profile</a>	✓	✓	Major	Continuing		
	<a href="#">Shellstrop, Eleanor</a> A99808077 <a href="#">View Profile</a>		✓	Major	Transfer		
	<a href="#">St. Claire, Melinda</a> A91510563 <a href="#">View Profile</a>		✓	Major	First Time Freshman		

< Page 1 of 1 > | 10 Per Page Records: 7

Getting Started

#### Advisee Listing

The Advisee List page contains overview information about all advisees that are assigned to you in the selected term.

# Banner Faculty Self Service

## 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: emayfield8077@student.bsc.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	
	<a href="#">Al-Jamil, Tahani</a> A91386726 <a href="#">View Profile</a>		✓	Major	First Time Freshman	Active	AS General Studies	
	<a href="#">Anagonve, Chidi</a> A99635482 <a href="#">View Profile</a>		✓	Major	Transfer	Active	AS General Studies	
	<a href="#">Della-Denunzio, Janet C</a> A91535656 <a href="#">View Profile</a>		✓	Major	Continuing	Active	AS General Studies	
	<a href="#">Garnett, Simone</a> A91515576 <a href="#">View Profile</a>		✓	Major	Continuing	Active	AS General Studies	
	<a href="#">Mendoza, Jason R</a> A91541493 <a href="#">View Profile</a>	✓	✓	Major	Continuing	Active	AS General Studies	
	<a href="#">Shellstrop, Eleanor</a> A99808077 <a href="#">View Profile</a>		✓	Major	Transfer	Active	AS General Studies	
	<a href="#">St. Claire, Melinda</a> A91510563 <a href="#">View Profile</a>		✓	Major	First Time Freshman	Active	AS General Studies	

Page 1 of 1 | 10 Per Page



## Navigating a Student's Profile

Advising \* Student Profile

Student Profile - Ms Eleanor Shellstrop (A99808077)

Term: Spring 2021

Academic Standing: [Academic Standing](#)

Registration Notices: [3](#) Holds: [0](#)

**Ms Eleanor Shellstrop**

**Curriculum and Courses**

**Prior Education and Testing**

**Additional Links**

**View Grades**

**Degree Works**

**Academic Transcript**

**Student Information** Notes: [2](#)

**Bio Information**

Email: [eshellstrop0077@student.bacc.edu](mailto:eshellstrop0077@student.bacc.edu)  
 Phone: 205 7480794  
 Gender: Female  
 Date of Birth: 07/27  
 Ethnicity: Not Hispanic or Latino  
 Race: White

**General Information**

Level: Undergraduate  
 Class: Sophomore  
 Status: Active  
 Student Type: Transfer  
 Campus: Not Provided  
 First Term Attended: Spring 2020  
 Matriculated Term: Spring 2020  
 Last Term Attended: Fall 2020  
 Leave of Absence: Not Provided

**Graduation Information**

Graduation Applications: [Active\(1\)](#)

**Advisors**

Primary / Major: [Samela E. O'Fascity](#)

**CURRICULUM, HOURS & GPA**

**Primary** Secondary Hours & GPA

Degree: Associate in Science  
 Level: Undergraduate  
 Program: AS General Studies  
 College: Academic Transfer  
 Major: General Studies  
 Concentration: General Studies  
 Admit Type: Conditional Admit  
 Admit Term: Spring 2020  
 Catalog Term: Fall 2019

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instructor
INTRODUCTION TO SOCIOLOGY	SOC 200 0	<a href="#">20437</a>	3	"Registered"	<a href="#">Dr. Emily Debrau Raspberry</a>
ENGLISH COMPOSITION II	ENG 102 0	<a href="#">20492</a>	3	"Registered"	<a href="#">Mrs. Elizabeth Barber</a>
PRECALCULUS ALGEBRA	MTH 112 0	<a href="#">20604</a>	3	"Registered"	<a href="#">Justin L. Gero</a>
UNITED STATES HISTORY II	HIS 202 0	<a href="#">20716</a>	3	"Registered"	<a href="#">Anissa L. Luciani</a>

Total Hours | Registered Hours: 12 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19

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. Curriculum and Courses- 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. Prior Education and Testing- Displays High School and Post-Secondary information as well as any Placement testing and scores.
3. Student Information- Displays general information about student and their academic criteria.
4. Notes Tab- Select this tab to add advising notes for the student.
5. Registration Notices- Displays term selected Academic Standing, Student Status and Enrollment Status.
6. Holds- Displays any holds associated with the student for the selected term.
7. Additional Links allows an Advisor to View Grades, View and Print an Unofficial Transcript, and access DegreeWorks.

## 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	<a href="#">Introduction To Sociology</a>	SC			3.000				20437	Spring 2021	
ENG 102, 0	<a href="#">English Composition II</a>	WB			3.000				20493	Spring 2021	
MTH 112, 0	<a href="#">Precalculus Algebra</a>	WB			3.000				20604	Spring 2021	
HIS 202, 0	<a href="#">United States History II</a>	WB			3.000				20716	Spring 2021	
NUR 114, 0	<a href="#">NURSING CONCEPTS II</a>	SC		D	8.000	8.000	8.000	8.000	10210	Fall 2020	
NUR 115, 0	<a href="#">EVIDENCE BASED CLINICAL REASON</a>	SC		B	2.000	2.000	2.000	6.000	10214	Fall 2020	
NUR 113, null	<a href="#">NURSING CONCEPTS I</a>				8.000	8.000	8.000	16.000	1	Summer 2020	
ORI 107, null	<a href="#">STUDENT SURVIVAL SKILLS</a>				1.000	1.000	1.000	4.000	1	Spring 2020	
NUR 112, null	<a href="#">FUNDAMENTAL CONCEPTS OF NURSIN</a>				7.000	7.000	7.000	14.000	2	Spring 2020	

## Viewing Student Academic Transcript from Student Profile

Advising - Student Profile

Student Profile - Ms Eleanor Shellstrop (A99808077)

Term: Spring 2021

Good morning, Ms Eleanor Shellstrop

Registration Notices: 3 | Holds: 0

**Student Information** Notes: 2

**Bio Information**  
Email: eshellstrop077@student.bccsc.edu  
Phone: 205 7460794  
Gender: Female  
Date of Birth: 07/27  
Ethnicity: Not Hispanic or Latino  
Race: White

**General Information**  
Level: Undergraduate  
Class: Sophomore  
Status: Active  
Student Type: Transfer  
Campus: Not Provided  
First Term Attended: Spring 2020  
Matriculated Term: Spring 2020  
Last Term Attended: Fall 2020  
Leave of Absence: Not Provided

**Graduation Information**  
Graduation Applications: [Apply!](#)

**Advisors**  
Primary: Major [Sample E. O'Faculty](#)

**CURRICULUM, HOURS & GPA**

**Primary** Secondary Hours & GPA

Degree: Associate in Science  
Level: Undergraduate  
Program: AS General Studies  
College: Academic Transfer  
Major: General Studies  
Concentration: General Studies  
Admit Type: Conditional Admit  
Admit Term: Spring 2020  
Catalog Term: Fall 2019

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instructor
INTRODUCTION TO SOCIOLOGY	SOC 200 0	20437	3	"Registered"	Dr. Emily Debay Raspberry
ENGLISH COMPOSITION II	ENG 102 0	20493	3	"Registered"	Mary Elizabeth Barber
PRECALCULUS ALGEBRA	MTH 112 0	20008	3	"Registered"	Judith L. Gano
UNITED STATES HISTORY II	HIS 202 0	20716	3	"Registered"	Arnold L. Lacasse

Total Hours: Registered Hours: 12 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

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](#)

**i** 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

AS General Studies

Major

General Studies

Major Concentration

General Studies

#### Degree Awarded

# Banner Faculty Self Service

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.

[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 Co

*i* 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

Back

Alt+Left Arrow

Forward

Alt+Right Arrow

Reload

Ctrl+R

Save as...

Ctrl+S

Print...

Ctrl+P

Cast...

Translate to English

View page source

Ctrl+U

Inspect

Ctrl+Shift+I

## 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

*i* 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

Fall 2020(202110)

CRN

10462

Status

Active

Schedule Type

Virtual

Instructional Method

Online

Campus

Sumiton

Available for Registration

07/13/2020 to 08/24/2020

Credits

3.000

Syllabus

[Add](#)

Office Hours

[Add](#)

Roster

[Class list](#)

Detail Schedule

[Display](#)

Grade Mode

Audit

Standard Letter

Course Level

Undergraduate

Course: MUSIC APPRECIATION - 10728 - MUS 101 - 0

Associated Term

Fall 2020(202110)

CRN

10728

Status

Active

Schedule Type

Virtual

Instructional Method

Online

Campus

Sumiton

Available for Registration

07/13/2020 to 08/24/2020

Credits

3.000

Syllabus

[Add](#)

Office Hours

[Add](#)

Roster

[Class list](#)

Detail Schedule

[Display](#)

Grade Mode

Audit

Standard Letter

Course Level

Undergraduate

## 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.

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.

# Banner Faculty Self Service

## 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.

### 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 Beville State Community College:

**Faculty Information**

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

Faculty & Advisors • Class List

Class List

Export Print

Spring 2021 - 202120 MUS 101 | 20169

▼ Course Information

Music Appreciation - MUS 101 0  
CRN: 20169  
Duration: 01/08/2021 - 05/05/2021  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	28	2
Wait List	0	0	0
Cross List	0	0	0

Class List

Wait List

Summary View

Summary Class List

Hen

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Gr...	21	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Freshman
<input type="checkbox"/>	M...	43	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore
<input type="checkbox"/>	M...	52	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Freshman
<input type="checkbox"/>	M...	78	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore
<input type="checkbox"/>	M...	05	**Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore
<input type="checkbox"/>	M...	98	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore
<input type="checkbox"/>	M...	63	**Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore
<input type="checkbox"/>	M...	16	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore
<input type="checkbox"/>	M...	28	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore

# Banner Faculty Self Service

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.

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

Class List

Export Print

Spring 2021 - 202120   MUS 101 | 20169

Course Information

Music Appreciation - MUS 101 0  
CRN: 20169  
Duration: 01/08/2021 - 05/05/2021  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	28	2
Wait List	0	0	0
Cross List	0	0	0

Class List

Wait List

Summary Class List

Student Name

ID

Registration Status

Level

Credit Hours

Midterm

Final

Class

Mr

328

\*\*Web Registered\*\*

Undergraduate

3

No Access

Enter Grade

Sophomore

Summary View

Hen

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

Class List

Wait List

Summary Class List

Student Name

ID

Registration Status

Level

Cre

Credit Hours

Class

Mr Marlon Lerone Henry

A01522328

\*\*Web Registered\*\*

Undergraduate

3

Midterm

Final

Class

Summary View

Hen

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

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

Class List

Export Print

Spring 2021 - 202120   MUS 101 | 20169

Course Information

Music Appreciation - MUS 101 0  
CRN: 20169  
Duration: 01/08/2021 - 05/05/2021  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	28	2
Wait List	0	0	0
Cross List	0	0	0

Class List

Wait List

Summary Class List

Student Name

ID

Registration Status

Level

Cre

Credit Hours

Class

Mr Marlon Lerone Henry

A01522328

\*\*Web Registered\*\*

Undergraduate

3

Midterm

Final

Class

Summary View

Hen



## 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.

[Faculty and Advisors](#) • [Faculty Detail Schedule](#)

### Faculty Detail Schedule

Term  
Spring 2021 - 202120

CRN  
MUS 101 0 Music Appreciation 20082 (30)  
ENG 101 0 English Composition I 20451 (31)  
**MUS 101 0 Music Appreciation 20082 (30)**  
MUS 101 0 Music Appreciation 20083 (29)  
MUS 101 0 Music Appreciation 20169 (28)  
MUS 101 0 Music Appreciation 20170 (27)

Use this page to view your detailed schedule.

**Course : MUS 101 0 MUSIC APPRECIATION 20082**

Associated Term	CRN	Available for registration	
Spring 2021	20082	10/26/2020 - 04/14/2021	
College	Department	Part of Term	Credits
Academic Transfer	No department designated	1	3
Campus	Override	Instructional Method	Roster
Web/Online	No	Online	<a href="#">Classlist</a>
Course Level	Undergraduate		

#### Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	10:00	10:50	Mon,Wed,Fri	To Be Announced	01/08/2021	05/05/2021	Online	<a href="#">Sample E O'Faculty (P)</a>

Results found: 1

Page 1 of 1

Per Page 100

# 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

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Syllabus Data

Long Section Title

Course URL

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

Required Materials

2 Chapter 22 "From Modern to Postmodern," pg. 512-537 (25 total) Chapter 22 Discussion - Due: Sunday, May 2 @ 7pm Quiz #5 - Due: Sunday, May 2 @ 9pm Final Exam - Due Friday, May 7

Technical Requirements

Maintain

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

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Per Page 100


Maintain

# Banner Faculty Self Service

## 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.

### 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 Beville 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](#)

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

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades

Final Grades

Gradebook

My Courses

Grading Status	Rolls	Subject	Course	Section	Title
Not Started	Not Started	ENGL - English	103	01	20th Century Ame Lit.
Not Started	Not Started	MATH - Mathematics	103	01	Plane Trigonomet
Not Started	Not Started	MATH - Mathematics	104	1	Calculus I
Not Started	Not Started	MATH - Mathematics	106	0	Developmental M

Records Found: 4

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolls	La
<a href="#">Adams, John</a>	908664543				
<a href="#">Carmen, Wendy</a>	N00021009				
<a href="#">McQue, Edward A.</a>	NNNNNNNNN				
<a href="#">Zappone, Frank</a>	200100703				

Records Found: 4

Course Details

Getting Started

MATH 103, Section 01

Plane Trigonometry

Course Reference Number: 10004

Grades Remaining : 4

Eligible: 4

Graded Final: 0

Registered: 4

Course Dates: 05/08/2020 - 12/15/2020

Primary Instructor: Edward Allen McQue

Secondary Instructor(s): Michele Jefferson

# Banner Faculty Self Service

## Final Grades

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	ENGL - English	103	01	20th Century American Lit.	202110 - Fall 2020	10003
Not Started	Not Started	MATH - Mathematics	103	01	Plane Trigonometry	202110 - Fall 2020	10004
Not Started	Not Started	MATH - Mathematics	104	1	Calculus I	202110 - Fall 2020	10007
Not Started	Not Started	MATH - Mathematics	106	0	Developmental Math	202110 - Fall 2020	10009

Records Found: 4

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Adams, John	908664543					
Carmen, Wendy	N00021009					
McQue, Edward A.	NNNNNNNNN					
Zappono, Frank	200100703					

Records Found: 4

Save Reset

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

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ENGL - English	103	01	20th Century American Lit.	202110 - Fall 2020	10003
Completed	Not Started	MATH - Mathematics	103	01	Plane Trigonometry	202110 - Fall 2020	10004
Not Started	Not Started	MATH - Mathematics	104	1	Calculus I	202110 - Fall 2020	10007
Not Started	Not Started	MATH - Mathematics	106	0	Developmental Math	202110 - Fall 2020	10009

Records Found: 4

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Adams, John	908664543					
Carmen, Wendy	N00021009					
Zappono, Frank	200100703					

Records Found: 3

Save Reset

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.

# Banner Faculty Self Service

## Exporting / Importing

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

The screenshot shows the Banner Faculty Self Service interface. At the top, there is a navigation bar with the ellucian logo and the user's name, Edward Allen McQue. Below the navigation bar, the 'Faculty Grade Entry' section is visible, with tabs for 'Midterm Grades', 'Final Grades', and 'Gradebook'. The 'Final Grades' tab is selected. A table titled 'My Courses' displays a list of courses with columns for Grading Status, Rolled, Subject, Course, Section, Title, and CRN. The table shows four records, all with a 'Not Started' status. A 'Tools' gear icon is located in the top right corner of the interface. A dropdown menu is open from this icon, showing options: 'Extensibility', 'Edit Extensions', 'Upload Properties', 'Theme Editor', and 'Other'. The 'Other' option is selected, and a sub-menu is displayed with 'Export Template' and 'Import' options. Below the course table, there is a section titled 'Enter Grades' with a table for entering grades. This table has columns for Full Name, ID, Midterm Grade, Final Grade, and Last Attend Date. It lists five students: Adams, John; Bird, Emily C.; Carmen, Wendy; McQue, Edward A.; and Zappone, Frank. Each student has a dropdown for the Midterm Grade and a dropdown for the Final Grade. The 'Last Attend Date' column has a date picker icon. At the bottom of the 'Enter Grades' section, there are 'Save' and 'Reset' buttons.

The Wizard will walk you through the export process.

The screenshot shows the Banner Faculty Self Service interface with the 'Export Template' dialog box open. The dialog box has a title bar 'Export Template' and a section 'Export files as' with two radio button options: 'Excel spreadsheet(.xls)' and 'Excel spreadsheet(.xlsx)'. The 'Excel spreadsheet(.xlsx)' option is selected. Below the options, there is an 'Export' button. The background interface is dimmed, showing the 'Faculty Grade Entry' section with the 'Final Grades' tab selected. The 'My Courses' table is visible, showing the same four records as in the previous screenshot. The 'Enter Grades' section is also visible, showing the same five students. The 'Save' and 'Reset' buttons are at the bottom of the 'Enter Grades' section.

# Banner Faculty Self Service

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date	Extension Date Constraints
2	202110	10004	Adams, John	908664543	No	No	Mathematics B						Any date allowed
3	202110	10004	Carmen, Wendy	N00021009	No	No	Mathematics I				F	11/6/2020	Any date allowed
4	202110	10004	McQue, Edward A.	NNNNNNNNN	No	No	Mathematics F		10/12/2020				Any date allowed
5	202110	10004	Zappone, Frank	200100703	No	No	Mathematics A						Any date allowed

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

ellucian

Faculty Grade Entry - Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject
Not Started	Not Started	ENGL
Not Started	Not Started	MATH
Not Started	Not Started	MATH
Not Started	Not Started	MATH

Records Found: 4

Enter Grades

Full Name	ID
Adams, John	908664543
Carmen, Wendy	N00021009
McQue, Edward A.	NNNNNNNNN
Zappone, Frank	200100703

Records Found: 4

Save Reset

Import

Cancel

1 Select 2 Preview 3 Map 4 Validate 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

☒ My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	202110	10004	Adams, John	908664543	No	No	Mathematics B		
2	202110	10004	Carmen, Wendy	N00021009	No	No	Mathematics I		
3	202110	10004	McQue, Edward A.	NNNNNNNNN	No	No	Mathematics F		10/12/2020

Go Back Continue

# 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.

NNNNNNNN

F

10/12/2020

Zappone, Frank

200100703

A

Records Found: 4

Page 1 of 1

Per Page 25

Save

Reset

## Banner Faculty Self Service

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

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 0 records will be imported:

1 records containing errors will not be imported.

26 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
-----	-----------	-----	-----------	------------	--------	--------------	--------	-------------	--------------------	----------------

Go Back

Continue

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity Box

Calibri 11 A A Conditional Formatting Insert Sum Filter Find & Select Analyze Data Sensitivity Share Upload

Format as Table Delete Format Text \$ % Number Sort & Filter

Cell Styles

E10

	A	B	C	D	E	F	G	H	I	J	K	L
1	Error	Term Code	CRN	Full Name	Student ID	Roll	Confidential	Course	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade
2	No Errors.	202120	20170			No	No	Music	I	01/20/2021		
3	No Errors.	202120	20170			No	No	Music	I	01/20/2021		
4	A last attend date is required for	202120	20170			No	No	Music	F			
5	No new data. Ignored.	202120	20170			No	No	Music		01/20/2021		
6	No new data. Ignored.	202120	20170			No	No	Music		01/20/2021		
7	No new data. Ignored.	202120	20170			No	No	Music		01/20/2021		



## 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 Beville 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

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.

# Banner Faculty Self Service

- Under **Last Attend Date**, please enter the **first** date of attendance for each student as **MM/DD/YYYY**. Do not enter any additional information.
- Enter a last attend date for each student on the roster that has attended class.

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

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Ba	A01'				01/20/2021	
Ba	A01				01/28/2021	
Bo	A02				01/20/2021	
Br	A01				01/20/2021	
Br	A02				01/20/2021	
Br	A01				01/20/2021	

If the student did not attend your class, please leave the Last Attend Date field **empty**. Attendance Hours are not required.

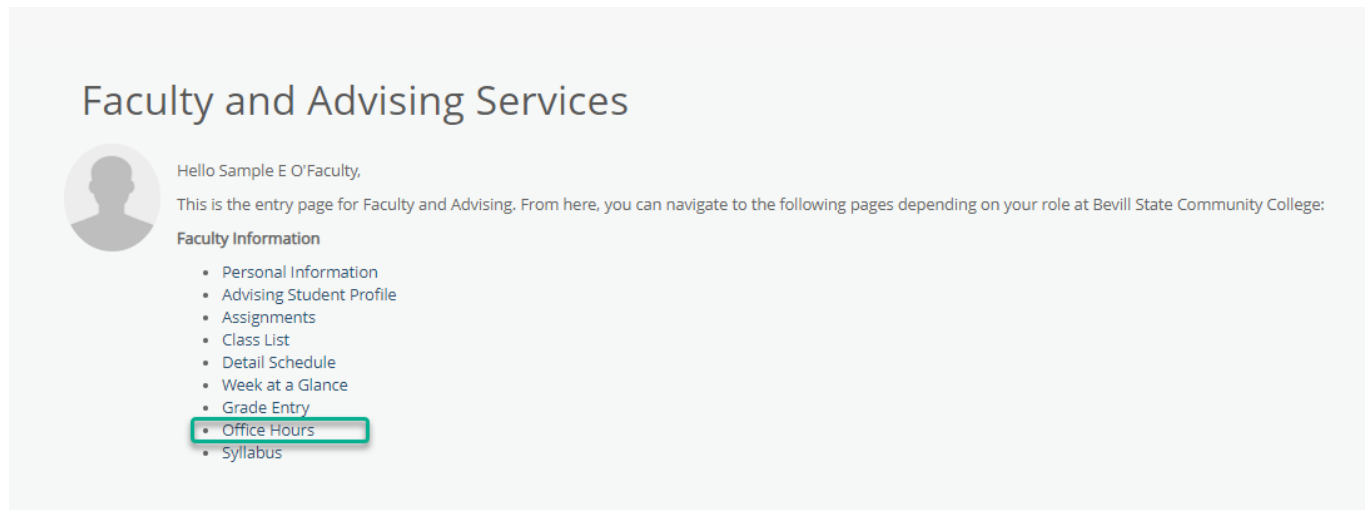
- When finished entering attendance, select **Save**.
- To record attendance for additional courses, scroll or toggle to the top of the page and repeat the same steps for a different course.
- When you are done using Self Service, select **EXIT** in the upper right-hand corner of the page. You should also close your internet browser to ensure security.

## END OF TERM NOTES:

- If the student **attended** and grades of A, B, C, or D are entered, you **do not** 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**.



**Faculty and Advising Services**

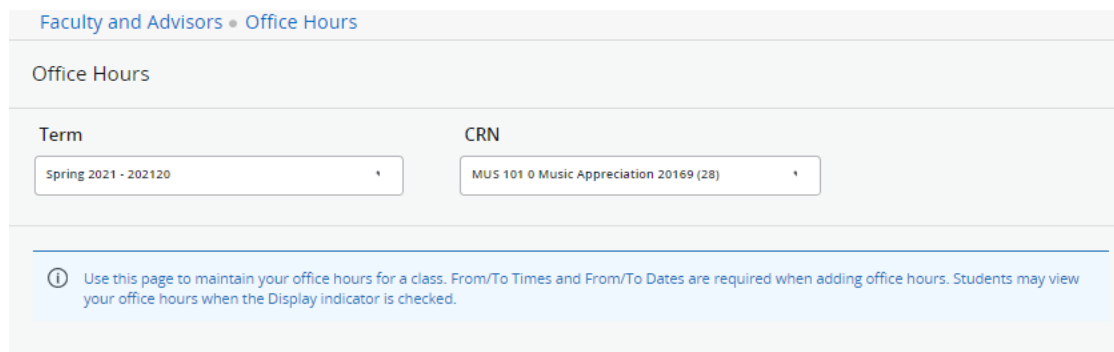
Hello Sample E O'Faculty,

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

**Faculty Information**

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

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



**Faculty and Advisors • Office Hours**

**Office Hours**

**Term**

Spring 2021 - 202120

**CRN**

MUS 101 0 Music Appreciation 20169 (28)

**①** Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display Indicator is checked.

# Banner Faculty Self Service

Faculty and Advisors • Office Hours

### Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	To Be Announced	To Be Announced		To Be Announced	01/08/2021	05/05/2021	Online	<a href="#">Sample E O'Faculty (P)</a>

Results found: 1

Page 1 of 1 Per Page 100

### Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display	Delete
				Mon Tue Wed Thu Fri Sat Sun				
05/03/2021	08/31/2021	09:00	14:00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cell Phone 25...	Bldg C. room:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results found: 1

Page 1 of 1 Per Page 100

[+ Add new Row](#)

Select Copy to

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).

### Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display	Delete
				Mon Tue Wed Thu Fri Sat Sun				
05/03/2021	08/31/2021	09:00	14:00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cell Phone 25...	Bldg C. room:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results found: 1

Page 1 of 1 Per Page 100

[+ Add new Row](#)

Select Copy to

- Select Copy to
- Fall 2020 ENGLISH COMPOSITION I (10290)
- Fall 2020 ENGLISH COMPOSITION I (10899)
- Fall 2020 ENGLISH COMPOSITION I (10462)
- Fall 2020 MUSIC APPRECIATION (10728)

## 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 <a href="#">Add</a>	Office Hours <a href="#">Add</a>	Roster <a href="#">Class list</a>	Detail Schedule <a href="#">Display</a>
Grade Mode	Course Level		
Audit	Undergraduate		
Standard Letter			

### 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 <a href="#">Maintain</a>	Office Hours <a href="#">Maintain</a>	Roster <a href="#">Class list</a>	Detail Schedule <a href="#">Display</a>
Grade Mode	Course Level		
Audit	Undergraduate		
Standard Letter			

# Banner Faculty Self Service

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

# Banner Faculty Self Service

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

The screenshot displays the Banner Faculty Self Service interface for Bevill State Community College. A pop-up menu is open, listing various course-related options. The 'Syllabus' option is highlighted with a red box. The background interface shows course details for 'MUSIC APPRECIATION' and 'ASSIGNMENT'.

**Class Details Pop-up Menu:**

- Class Details
- Bookstore Links
- Course Description
- Syllabus
- Attributes
- Restrictions
- Instructor/Meeting Times
- Enrollment/Waitlist
- Corequisites
- Prerequisites
- Mutual Exclusion
- Cross Listed Courses
- Linked Sections
- Fees
- Catalog

**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.

**URL:**  
[www.pinterest.com](http://www.pinterest.com)

**Course: MUSIC APPRECIATION**  
Associated Term

**Course: This is the long title of the course**  
Associated Term  
Spring 2021(202120)  
Instructional Method  
Online  
Syllabus  
[Maintain](#)  
Grade Mode  
Audit  
Standard Letter

**Faculty and Advisors • Assignment**  
Grade Mode  
Audit  
Standard Letter

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