Faculty & Advisors Guide: Banner Self Service

Office of the Registrar
# Table of Contents

Welcome to Banner .................................................................................................................. Page 3
Main Menu ............................................................................................................................... Page 4
Student Information ............................................................................................................... Page 5
Quick Reference .................................................................................................................... Page 6-7
Term Selection ....................................................................................................................... Page 8
CRN Selection ....................................................................................................................... Page 9
Faculty Detailed Schedule .................................................................................................... Page 10
Week at a Glance .................................................................................................................. Page 11
Detailed Class List .............................................................................................................. Page 12
Summary Class List ............................................................................................................. Page 13
Mid-term Grades ................................................................................................................... Page 14
Final Grades ......................................................................................................................... Page 15
View Active Assignment ..................................................................................................... Page 16
Class Schedule ...................................................................................................................... Page 17
Course Catalog ...................................................................................................................... Page 18
Syllabus Info ......................................................................................................................... Page 19
Office Hours .......................................................................................................................... Page 20
FAQs ...................................................................................................................................... Page 21-23
WELCOME TO BANNER SELF-SERVICE

To access the Banner Faculty Self-Service as an authenticated user, you must successfully log-in with your User ID and PIN via the following link:

(The Banner Faculty & Staff Log-In Icon is located on the AAMU Homepage.)

If difficulties transpire please log-in to: http://prod-as.aamu.edu:9010/pls/PROD/twbkwbis.P_GenMenu?name=homepage

After logging in you will be prompted to the following page:
Your **Main Menu** will contain only items specific to you. Every Faculty member will have a **Faculty Services** tab. Under this tab, you will find the following menu:
Faculty and Advisors

Student Information Menu - displays student information; this screen will give you the option to view a student’s schedule, address/telephone information, e-mail address and their academic transcript. If the student has a hold on their account, you are allowed inquiry access to view the hold. This screen will also process registration overrides when prerequisites and restrictions are active; Please note: You will need the student’s PIN in order to perform some of these functions.

On Page 6, the Student Information Quick Reference will give you brief descriptions of each tab located under Student Information.
**Student Information Quick Reference**

**Term Selection** - Allows you to select a term to be the default for your current session of Self-Service. This term will carry through until you are prompted to change it or you log out of Self-Service.

**ID Selection** - Allows you to select a student for your current session of Self-Service. This student will carry through until you change it or you log out of Self-Service.

---

*Student and Advisee ID Selection*

1. You may enter:
   - The ID of the Student or Advisee you want to process, or
   - Partial names, a student search type, or a combination of both. Then select Submit.

   **Student or Advisee ID:** [ ]

   **OR**

   **Student and Advisee Query**
   - **Last Name:** [ ]
   - **First Name:** [ ]
   - **Search Type:**
     - Students
     - Advisees
     - Both
     - All

   [Submit] [Reset]

---

*When the Banner ID is not known, enter the students last and first name and submit.*
**Student Information** - You may enter in the Student’s ID or Name here also. If you have placed an ID in the ID Selection box, General Student Information will appear such as: if the student is registered for the term, first term attended, residence status and other pertinent information.

**Student Address and Phones** – Allows you to access contact information for the student you select. All Address and Phone Updates should continue to be updated in the Office of the Registrar.

**Student E-mail Address** - If available, allows access to primary and secondary email addresses.

**Student Schedule** – Allows you to view the student’s detailed class schedule.

**Academic Transcript** – This is not an official transcript. You will have the option to choose either undergrad/graduate level course history. It will also show courses that are in progress for the current term.

**Degree Evaluation** – (Not Available Fall 2009) Evaluations regarding graduation requirements are performed here. However, this is NOT an Official evaluation. After selecting the advisee/student of your choice, details of classes that have been completed/not completed will appear on the evaluation.

**Active Registrations** – Allows you to view the detailed course schedule of students.

**Registration History** – Allows you to see students registered courses and/or in progress registration.

**Advisee Listing** – (Not Available Fall 2009) allows you to access information for your advisees.

**View Holds** – Grants query access to holds on a student’s account.
**MAIN MENU**

**Term Selection** – Most information is term driven. You will need to select the term you need to work with before you’re allowed to view data. If you fail to select a term you will be prompted to the current term. You will continue to view data from the term you selected until you choose another term.

Click on the arrow to select the most recent term that will provide the most current information about your advisees/students. Submit.
**CRN Selection** – You can choose the CRN of your preference in regards to viewing course information, enrollment counts, duration and class rosters. However, if you aren’t the Primary Instructor of the CRN, you may enter the CRN Directly. You will gain access to relatable information based on the chosen course reference number.

For this function you must select *Summary Class List* link
Faculty Detail Schedule - Displays detailed information specific to each course you are teaching: such as number of credits, enrollment, days and time.

### Introduction to Accounting I - 70007 - ACC 203 - 0

**Status:**
Available for Registration: Active
College: School of Business
Department: Accounting
Part of Term: 1
Course Credits: 3.000
Course Levels: Undergraduate
Campus: Main AAMU Campus
Override: No
Syllabus: Maintain
Rosters: Classlist
Office Hours: Add

#### Enrollment Counts

<table>
<thead>
<tr>
<th></th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment:</strong></td>
<td>25</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td><strong>Cross List:</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>9:00 am - 9:50 am MWF</td>
<td>New School of Business</td>
<td>210 Aug 17, 2009 - Dec 11, 2009</td>
<td>Lecture</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Week at a Glance** – class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. You may click in hyperlinked courses for more details.

<table>
<thead>
<tr>
<th>Previous Week</th>
<th>Week of Aug 17, 2009 (1 of 17)</th>
<th>Next Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>
| 9am           | ACC 203-0  
70007 Class  
9:00  
am-9:50 am  
NSB 210 | ACC 203-0  
70007 Class  
9:00 am-9:50  
am  
NSB 210 | ACC 203-0  
70007  
Class  
9:00 am-9:50  
am  
NSB 210 | |
| 10am          | ACC 204-6  
70047 Class  
10:00  
am-10:50 am  
am  
TBA | ACC 204-6  
70047 Class  
10:00 am-10:50 am  
TBA | ACC 204-6  
70047  
Class  
10:00 am-10:50 am  
TBA | |
**Detailed Class List** - provides Faculty with course information, enrollment, and a roster of students in the class with pertinent information about each student.

Course Information
- **Introduction to Accounting I - ACC 203 0**
- **CRN:** 70007
- **Duration:** Aug 17, 2009 - Dec 11, 2009
- **Status:** Active

**Enrollment Counts**
- **Enrollment:** 25
- **Maximum:** 20
- **Actual:** 20
- **Remaining:** 5

**Record Number:** 20
**Student Name:** Aisha
**ID:** 06
**Registration Status:** **Registered in-Office**
**Registration Number:** 15

**Current Program**
- Bachelor of Science

**Levels**
- **Program:** Undergraduate
- **Admit Term:** Fall 2005
- **Admit Type:** Standard
- **Catalog Term:** Fall 2005
- **College:** School of Business
- **Campus:** Main AAMU Campus
- **Major and Department:** ACCOUNTING, Accounting
- **Minor:** BIOLOGY

**Class:** Freshman
**Credits:** 3.000

Email class
**Summary Class List** – After choosing the CRN of your choice, this option will give you inquiry to course information, enrollment count and a summary class list (an alphabetized roster) based on the CRN chosen. If midterms/finals have been administered, this link will give you the option to ENTER or CHANGE the grade ONLY IF the deadline for submitting grades has not exceeded. You can also send emails to the students account from this display. (The icon ✉️ will appear next to the student’s name if the email option is available.)

**Course Information**

**Introduction to Accounting I - ACC 203 0**

CRN: 70007

Duration: Aug 17, 2009 - Dec 11, 2009

Status: Active

**Enrollment Counts**

<table>
<thead>
<tr>
<th>Max</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>20</td>
<td>5</td>
</tr>
</tbody>
</table>

**Summary Class List**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>Status</th>
<th>Level</th>
<th>Credits</th>
<th>Midterm</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Angela</td>
<td>Entered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td>Available</td>
</tr>
<tr>
<td>2</td>
<td>Baker</td>
<td>Entered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td>Available</td>
</tr>
<tr>
<td>3</td>
<td>Phlicia</td>
<td>Registered In-Office</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

**Official Roster**
**Mid-Term Grades** - Used to enter grades at Mid-term. This feature is not available until the mid-term assessments are in progress. It is not active/available at the beginning of a term or after the mid-term assessment period ends. 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.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Last Attend Date MM/DD/YYYY</th>
<th>Attend Hours 0-999.99</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Angela</td>
<td>A000</td>
<td>3.000</td>
<td><strong>Registered In-Office</strong> Jul 16, 2009</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Baker</td>
<td>A000</td>
<td>3.000</td>
<td><strong>Registered In-Office</strong> Jul 14, 2009</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Philicia</td>
<td>A000</td>
<td>3.000</td>
<td><strong>Web Registered</strong> Apr 16, 2009</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** If a student has NEVER ATTENDED the course, you MUST select the FA option under the grade mode. This will indicate Failure for Non-attendance. **
Final Grades – Used to enter final grades. This feature is not available until the final assessments are in progress. It is not active/available in the beginning of a term. 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. You are entitled to make grade changes here if exams are still in progress. If the time has elapsed for grades to be completed, you are not permitted to make a Grade Change here. After the grade reporting period ends, please adhere to the standard Grade Change policy by submitting the necessary documentation to the Office of the Provost.

Final Grades

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Introduction to Accounting I - ACC 203 0
CRN: 70007
Students Registered: 20

Please submit the grades often. There is a 15 minute time limit starting at 09:49 am on Jul 22, 2009 for this page.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled Last Attend Date</th>
<th>Attend Hours 0-999.99</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aaron</td>
<td>IA000</td>
<td>3.000</td>
<td><strong>Registered In-Office</strong> July 16, 2009</td>
<td>I N</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>2</td>
<td>Baker</td>
<td>IA000</td>
<td>3.000</td>
<td><strong>Registered In-Office</strong> July 14, 2009</td>
<td>D N</td>
<td></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

*** PLEASE NOTE: If a student has NEVER ATTENDED the course, you MUST select the FA option under the grade mode. This will indicate Failure for Non-attendance. ***
**View Active Assignments** – As a Faculty member, you can utilize this page to view all active assignments for a term. The class syllabus and office hours may be maintained here. You can also display the class list and detail schedule information.

<table>
<thead>
<tr>
<th>Active Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Accounting I - ACC 203 0</strong></td>
</tr>
<tr>
<td>Associated Term:</td>
</tr>
<tr>
<td>CRN:</td>
</tr>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Schedule Type:</td>
</tr>
<tr>
<td>Instructional Method:</td>
</tr>
<tr>
<td>Campus:</td>
</tr>
<tr>
<td>Available for Registration:</td>
</tr>
<tr>
<td>Credits:</td>
</tr>
<tr>
<td>Grade Mode:</td>
</tr>
<tr>
<td>Course Level:</td>
</tr>
<tr>
<td>Syllabus:</td>
</tr>
<tr>
<td>Office Hours:</td>
</tr>
<tr>
<td>Roster:</td>
</tr>
<tr>
<td>Detail Schedule:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Introduction to Accounting II - ACC 204 6</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Term:</td>
</tr>
<tr>
<td>CRN:</td>
</tr>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Schedule Type:</td>
</tr>
<tr>
<td>Instructional Method:</td>
</tr>
<tr>
<td>Campus:</td>
</tr>
<tr>
<td>Available for Registration:</td>
</tr>
<tr>
<td>Credits:</td>
</tr>
<tr>
<td>Grade Mode:</td>
</tr>
<tr>
<td>Course Level:</td>
</tr>
<tr>
<td>Syllabus:</td>
</tr>
<tr>
<td>Office Hours:</td>
</tr>
<tr>
<td>Roster:</td>
</tr>
<tr>
<td>Detail Schedule:</td>
</tr>
</tbody>
</table>
Class Schedule – Using selection items, you may search for the schedule of courses

![Class Schedule Search Form](image-url)
Course Catalog- Using selection items, you may search for active courses in the catalog
Syllabus Information – Maintain course syllabus information, learning objectives, required materials and technical requirements.

This information will be viewable for students in the Class Schedule.

The following statement will display when completing the syllabus:

☑️ You have updated your syllabus information successfully.
Office Hours - Use this page to maintain your office hours for a class. From/To Times and Dates are required when adding office hours.

Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times and Dates and clicking the Submit button.

To duplicate the same office hours for another course, select course from Copy to field.

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Accounting I - 70007 - ACC 203 - 0</td>
</tr>
</tbody>
</table>

| CRN: 70007 |

<table>
<thead>
<tr>
<th>Scheduled Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 9:00 am - 9:50 am MWF New School of Business 210 Aug 17, 2009 - Dec 11, 2009 Lecture</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Time (0000-2359)</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>M</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Copy To: Select To Copy

Submit  Reset
1. What is Banner Self Service?
Banner Self Service is the self service (Web based) product used by students, faculty, staff and advisors. A secure web product, Banner Self Service retrieves and records data directly to and from the Banner database, based upon the user's role in Banner. All information is live and in real time. Banner Self Service provides information in an easy-to-read format that is available from any computer connected to the Internet.

2. Which browser do I use?
It is important that you use the most up-to-date version of your Internet browser.

3. How do I access Banner Faculty Self Service on the Internet?
Enter the Banner Faculty & Staff Log-In Icon located on the Alabama A&M University’s Homepage. If problems occur, please use the following hyperlink:

4. **What information do I need to login to Banner Faculty Self Service?**
You will need your Banner user ID (capital A number) and PIN. The first time that you login you will be prompted to reset it. Do not give your PIN to anyone else. Policy prohibits access to the system by anyone other than the authorized user.

5. **I've forgotten my PIN or my account has become disabled. What do I do?**
If you have forgotten your PIN, you can answer your PIN question to reset your PIN. If you are still having a problem, contact the Registrar’s office IN PERSON to have it reset.

6. **Is there a time limit on Banner Faculty Self Service?**
Yes. For your protection, if your Banner Self Service session has more than 15 minutes of inactivity, your session will be terminated.

7. **What if I get lost or stuck in Banner Faculty Self Service?**
If you are having trouble or need to exit Banner Faculty Self Service, always click on the EXIT button on the top right of the page. Any data that you entered on the page will be lost.

8. **Who do I call for help?**
If you are having problems specific to Banner Faculty Self Service or need assistance, contact the **Office of the Registrar at 256-372-5254.**
9. **How do I print class rosters?**
Faculty can print their own up-to-the-minute class rosters using Banner Faculty Self Service.

1. Login to Faculty Self Service
2. Open the Summary Class List
3. Print the class list by clicking the Printer icon or choosing the File menu and Print.
   If you are not the Primary Instructor:

   1. Login to Faculty Self Service
   2. Open the CRN
   3. Enter the CRN directly
   4. Open the Summary Class List and Print the Roster

10. **How SAFE is my Banner ID and PIN?**

    The only way anybody can get access to your data through Banner Self Service is by entering your Banner ID number as well as the PIN known only to you. This is why you should change your PIN number to something that is known only to you. Please treat your PIN as you would your PIN number for your ATM card, for instance.