

BANNER SELF SERVICE FOR FACULTY

Log on to the web: (If using a MAC, you must start **SAFARI** before proceeding to the next step)

Enter in the address bar: <https://csbsju.edu/forwards/bannerselfservice>

Enter Secure Area
Class Schedule
Course Catalog

Click on to “Enter Secure Area”

Enter your nine digit Banner ID number
Enter your PIN number – it is your birth date if you have NOT yet used Banner Web
The first time you log in, you will be asked to change and then confirm your pin number.
You will also be asked to submit a security question to answer if you forget your pin number.

Brings you to a Main Menu where you can choose:

Personal Information
Student & Financial Aid
Faculty & Advisors
(Choose Faculty & Advisors from here or Faculty Services on the top line)

Faculty Services:

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Detail Class List
Summary Class Roster
Midterm Grade Rosters
Final Grade Rosters
Summary Teaching Load
Detail Teaching Load

CSB/SJU Class Schedule
Course Catalog
View Course Enrollment Information

For your Advisees, you may access any of the following items from the Student Information Menu. See below for additional instructions on generating an on-track.

Student Information Menu:

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address
Student Schedule
Academic Transcript
On-Track
View Midterm and Final Grades
Advisee Listing
Advisee Test Scores
Advisee Holds

You may click on Advisee listing and select from the following choices by the advisee name:

- * holds -- displays registration holds
- * test scores -- displays SAT and ACT test scores
- * transcripts -- displays student unofficial transcript
- * ontrack -- displays student ontrack/core requirements

You can also look up a student's holds, test scores, transcript and ontrack by:

Selecting Student Information Menu
Select ID selection
Type in Student ID number

ON-TRACK PRODUCTION:

Click on Student Information Menu
Click on On-Track
Select a term & submit
Type in student ID or name
Verify student name & submit
Bottom of page – click on “generate new on-track”
Click program button & “generate On-Track”
Check detail requirements & submit
On-Track will display

HOW TO VIEW YOUR CLASS LIST

1. Log in to Banner Self Service for Faculty by entering your nine digit Banner ID & PIN number: <http://www.csbsju.edu/forwards/bannerselfservice>
2. From the Main Menu, select **Faculty Services**.
3. From the Faculty Services menu, select **Summary Class List**.
4. Select the desired term from the drop-down list and select **Submit**.
5. Select the **CRN** of the course you wish to view.
6. The roster will display in alphabetic order.
7. Use the scroll bar on the far right of the screen to view the complete list of students.
8. If you wish to view the class list of a different course, select **CRN Selection** at the bottom of the page and repeat from step 5.
9. If you wish to view other services, select **Return to Menu** in the upper right corner of the page.
10. When you are done using the Web Service Product, select **Exit**. You should also close Internet Explorer to ensure security.

Putting Class List into Excel:

1. Under the Faculty Services menu, click on Summary Class List
2. At the bottom of the Summary Class List, click and hold the left mouse button just to the left of where you wish to begin copying information.
3. Still holding the left mouse button, drag down until all the desired information is Highlighted.
4. To copy, you may either:
 - Right click the highlighted area and choose Copy; or
 - Press CTRL+C; or
 - Go to the menu bar under Edit and choose Copy
5. With an Excel session open, go to the desired beginning cell and either:
 - Right click and choose Paste; or
 - Press CTRL+V; or
 - Go to the menu bar under Edit and Choose Paste.
6. You will need to format the information, including the Student IDs, which copy over looking like they are in scientific notation. To get rid of this, simply expand the column the IDs are in.
 - The hyperlinks for the student names, grades, and e-mail addresses will be copied into the spreadsheet, if you don't want the links, they will have to be disabled on the spreadsheet.
 - The hyperlink for emailing an individual student will work, but emailing the whole class will not work from Excel

HOW TO SUBMIT MIDTERM GRADES

1. Log in to Banner Self Service for Faculty by entering your nine digit Banner ID & PIN number: <http://www.csbsju.edu/forwards/bannerselfservice>
2. From the Main Menu, select **Faculty Services**
3. From the Faculty Services menu, select **Midterm Grade Rosters**.
4. Select the desired term from the drop-down list and select **Submit**.
5. Select the **CRN** of the course you wish to view.
6. The roster will display in alphabetic order. Click in the "Grade" box to use the drop-down list of grades appropriate for each student and select a grade by clicking on it. You may tab to or click in the Grade field for the next student. Do not use the up or down arrow keys if a grade is highlighted as this will change the grade for that student.

NOTE: If your course does not appear in the list, it is because you are not listed as the instructor in the system. Please contact the Registrar's Office for further assistance.

7. Enter a grade for each student on the roster. If the student has officially withdrawn, a 'W' will already appear in the grade field. If a grade of 'W' does not appear and the student withdrew or if the student did not attend your course, please contact the Registrar's Office.
8. When finished entering grades, select **Submit Page**. Look for the message "**The changes you made were saved successfully**" – this means your grades have been received. If you see a STOP warning (like below), check the error message, make any necessary corrections and select the **Submit Grades** button again.
9. To grade additional courses, click on Faculty Services at the top of the page and repeat the same steps for a different course.
10. To view confirmed grades (both midterm and final), scroll to the bottom of the grading page and select **Summary Class List** from the links along the bottom.
11. When you are done using the Self Service Web, select **EXIT** in the upper right-hand corner of the page. You should also close Internet Explorer to ensure security.

HOW TO SUBMIT FINAL GRADES

1. Log in to Banner Self Service for Faculty by entering your nine digit Banner ID & PIN number: <http://www.csbsju.edu/forwards/bannerselfservice>
2. From the Main Menu, select **Faculty Services**.
3. From the Faculty Services menu, select **Final Grade Rosters**.
4. Select the desired term from the drop-down list and select **Submit**.
5. Select the **CRN** of the course you wish to view.
6. Your roster will display in alphabetic order. Click to position your cursor in the grade field for the first student on the roster. Click in the "Grade" box to use the drop-down list of grades appropriate for each student; select a grade by clicking on it. You may tab to or click in the Grade field for the next student. Do not use the up or down arrow keys, as this will change the grade selected.

NOTE: If your course does not appear in the list, it is because you are not listed as the instructor. Please contact the Registrar's Office for further assistance.

7. Enter a grade for each student on the roster. If the student has officially withdrawn, a 'W' will already appear in the grade field. If a grade of 'W' does not appear and the student withdrew or if the student did not attend your course, please advise the Registrar's Office.
8. When finished entering grades, select **Submit Grades**. Look for the message "**The changes you made were saved successfully**" – this means your grades have been received. If you see a STOP warning (like below), check the error message, make any necessary corrections and select the **Submit Grades** button again.
9. To grade additional courses, select **RETURN TO MENU** and select Faculty and Advisor Services menu, and repeat the same steps for a different course.
10. To view confirmed grades (both midterm and final), scroll to the bottom of the grading page and select **Summary Class List** from the links along the bottom.
11. When you are done using the Self Service Web, select **EXIT**. You should also close Internet Explorer to ensure security.