

BannerWeb Training Session Notes (3/9/2023)

Log in using your Centenary email address and password at bannerweb.centenary.edu

Faculty Self Service

Two sections: Advising and Instructing

- Instructing is available to everyone with a faculty role (designated in Banner)
- Advising is available to those who have both a faculty and an advising role

Instructing

- **Teaching Assignments** (classes you teach/have taught)
- **Class List** (roster – note, there is a more detailed class roster available in Faculty Tools)
- **Grade Entry** (enter grades)
 - Be sure to select Midterm (defaults to final) before selecting the course under My Courses
 - Not Started means you haven't entered grades yet
 - Basically, red, yellow, green – not started, in progress, and completed
 - For larger classes (26+) may have a second page, so you think you entered your grades but missed the last few
 - When entering, Last Attend Date only required for deficiencies (NC, F, XF)
 - Hours attended not required
- **Track Attendance, Office Hours, Syllabus** – optional if you want to use them
- **Faculty Feedback** – not used
- **Faculty Detail Schedule** – select a term and course to see details like time, location, start and end dates

Advising: Advisee Profile & Registration

- Select a Term
 - Banner lists terms in descending order of term code by default (MBA terms are always the highest term code – 202370 is MBA Spring, but UG Spring is 202320, so it's lower on the list)
 - This is where most errors occur – advisors don't change the term, so when they go to register a student, they get a "registration not allowed" error – please check the term before you call us
- Type in the student's ID or last name or simply click on View My Advisee Listing
- On the Profile Page:
 - Center of page
 - Classification, majors, minors, advisors
 - Please review this information prior to registering your students for Fall – we often receive degree plans for students who are undeclared in Banner

- Right side
 - **Registration Notices** (see when registration window opens – Time Ticket)
 - **Holds** (most holds will prevent registration)
 - Click on the white down arrow to expand this and see detailed information on the office that issued the hold and what the hold is for – please review this and direct the student to the appropriate office to resolve the hold (most holds are Business Office or Financial Aid; Clery Holds are Frank W. in DPS; medical records are Erica Johnson in Health Information; Conduct Holds are Katherine Shamburger in Housing)
 - Holds must be addressed – the Registrar’s Office cannot remove or override a hold
 - Note that federal funding requires us to have a final official copy of a student’s HS transcript – if we do not have this on file by the census date, we will place a hold that will prevent a student from registering for the next term

- Left side
 - Selected term displays above photo – verify term is correct when registering students
 - **Curriculum and Courses** – default page
 - **Prior Education and Testing** – high school, other colleges attended, SAT/ACT scores
 - **Academic Transcript** – view student transcript (hold will prevent students from seeing their own transcript or ordering an official copy)
 - Select level and type (internal use)
 - Degrees Awarded/Sought
 - Degree (BA, BS, MAT, MBA)
 - Major(s), minor(s), concentration(s)
 - Official – if it’s not listed, the student needs to declare it or if it’s wrong, submit the change form
 - Transfer Credit (if a student should have credit entered but doesn’t, please use the transcript evaluation when registering students during SOAR – if no transcript evaluation is in your advising folder, it means we probably haven’t received a transcript, so ask the student to request it from their previous school)
 - Institutional Credit (would be next, but Skeeter doesn’t have any)
 - Transcript Totals (Institutional credit, transfer, and totals)
 - Courses in Progress (current and future courses)
 - To save a copy of the unofficial transcript, click on the 3 lines (Firefox) or dots (Chrome), select print, and change the destination to “save to PDF”)
 - We strongly recommend referencing a student’s degree plan AND transcript when registering them – when we do our degree audits, we use both
 - **Registration** – register students for classes
 - With hold, you’ll receive a message saying that you can’t add or drop classes
 - Without hold, can register (in Banner 8)
 - Note term in upper-right corner
 - Can see info regarding courses enrolled in for that term and add student to classes
 - Can’t drop students from last/only class (call Registrar, or add student to another class, and then drop the first one)
 - Sometimes multiple errors can occur at once and why you can’t register a student may not be immediately clear – take a screenshot and email it to registrar@centenary.edu

- Action button and Submit Changes to drop
 - Enter 4-digit CRN and Submit Changes to add
- **Registration and Planning** – view term schedule
 - Search Classes > Select Term
 - Basic Search (can just hit search button to see all courses for that term)
 - Advanced (select Part of Term > August Immersion)
 - Open Sections Only (will display only courses with available seats)
 - Attribute (if need HUM, for example)
 - Click on course title to see details
- **View Grades** – see student’s grades for a particular term
 - This is searchable, unlike the transcript – you can view all terms to easily see if a student has taken a particular course (students can also view their own grade histories)

Faculty and Advisor Tools

We refer to these as APEX reports. We've switched to this format to reduce errors and to allow faculty to have instant, up-to-date access to the data.

- Course Rosters
 - Select Term and a class from the dropdown menu and click Display Class Listing
 - Note that here, unlike in the class list in Faculty Self Service, you can see a student's advisor, which is necessary for things like assigning an incomplete or issuing a grade change
 - Financial Clearance is there so that instructors can discretely notify students (versus having Business Office staff pulling them out of class)

- Advising List

- Select Term > Display Class Listing
 - Note the Registration Group, Holds, Graduation Status Code

Grad Status Code	What it means
AD	Applied/Degree Plan on File (not evaluated)
AP	Applied/No Degree Plan on File (not evaluated)
DE	Degree Plan Evaluated, Pending Email (evaluation is done, but we haven't sent the evaluation email yet – we usually process them in batches)
DP	Degree Plan ONLY on file (not evaluated until application also submitted)
EV	Degree Plan Evaluated, Application Received, and Evaluation Emailed

- Again, please make sure your student's majors/minors are listed correctly and advise them to submit the major/minor declaration or change form if needed
- Advisor Grades
 - Select Term
 - To save this or any other report, use the Actions button > Download > choose file type
- List of Students (all currently enrolled students)
- Learning Commons (restricted to Learning Commons team members)