Banner Web for Faculty and Advisors User Guide

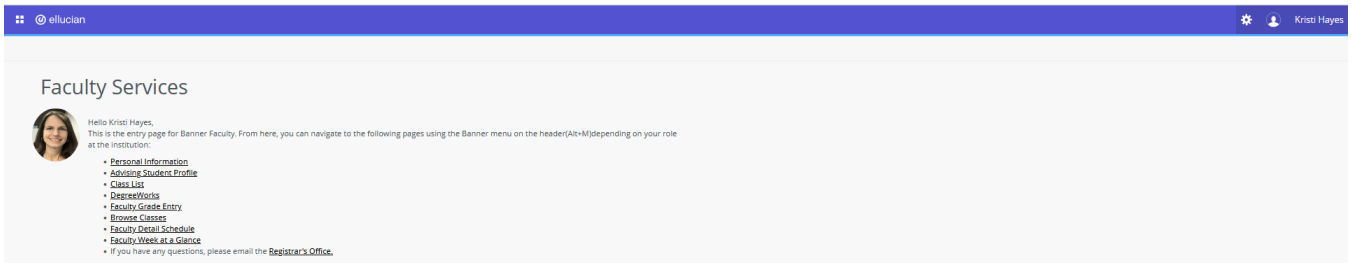
Questions or concerns regarding Banner Web for Students should be directed to helpstar@gordonstate.edu.

Getting Started

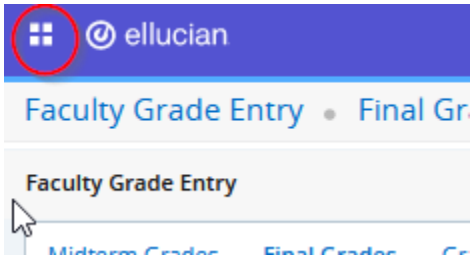
Go to www.gordonstate.edu and click on the following link at the bottom of the home page (in the blue footer section):

Banner Web - Faculty and Advisors

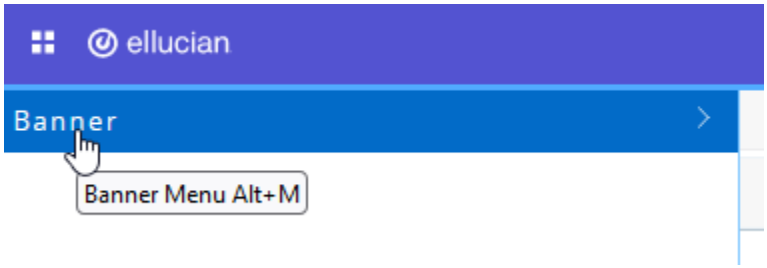
This will take you to Faculty Services Landing Page

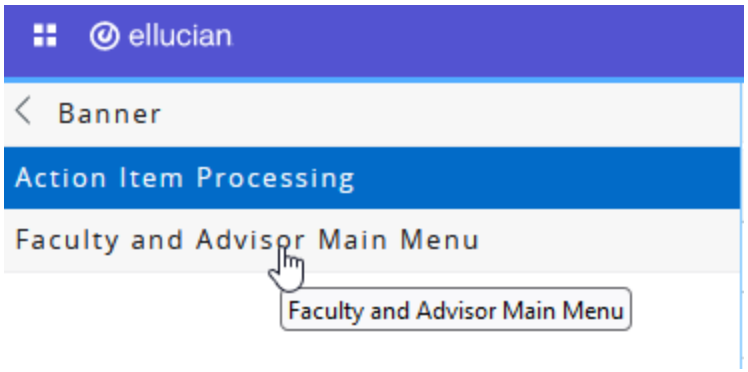


You may navigate back to the Faculty Services Landing Page at any time by clicking on the Four Square Menu in the top left corner of your screen.



Once you have clicked on the Four Square Menu, you will select **Banner** and then **Faculty and Advisor Main Menu.**

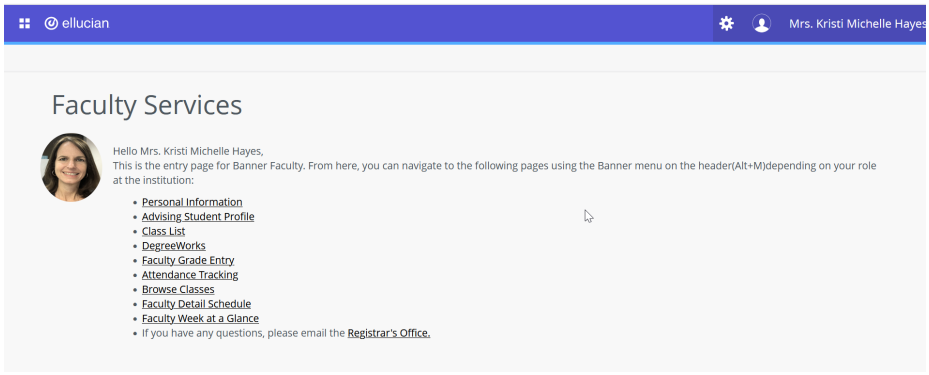




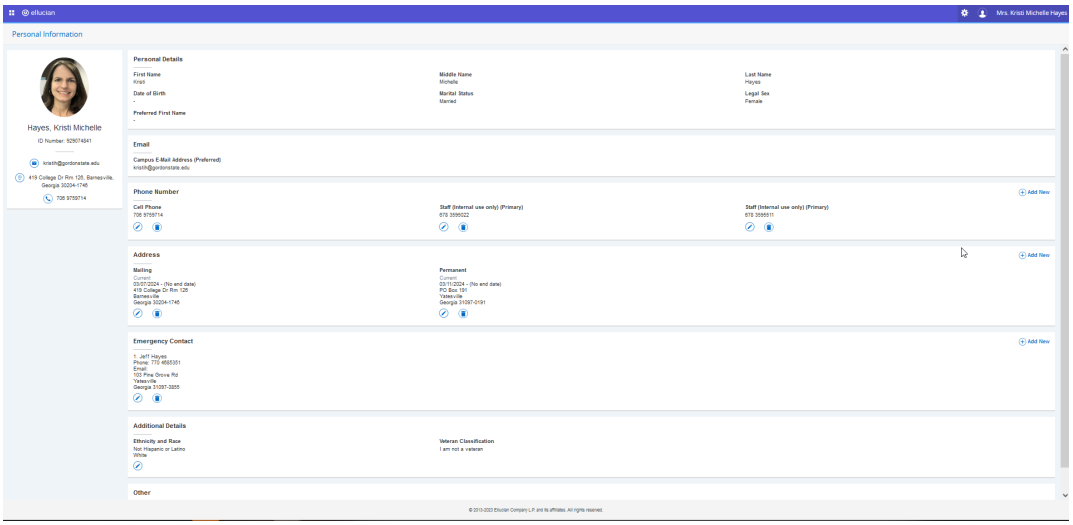
Viewing Personal Information

To access your Personal Information:

1. From the Faculty Services Landing Page, click on the Personal Information Link.



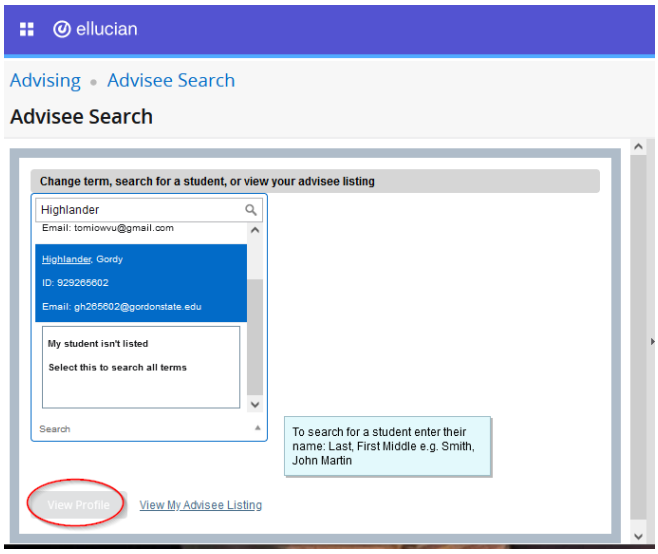
2. You can add or edit your phone numbers, addresses, and emergency contact information.



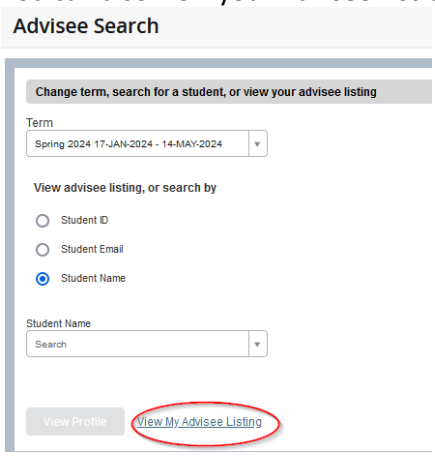
Viewing a Student's Profile

To access a Student's Profile:

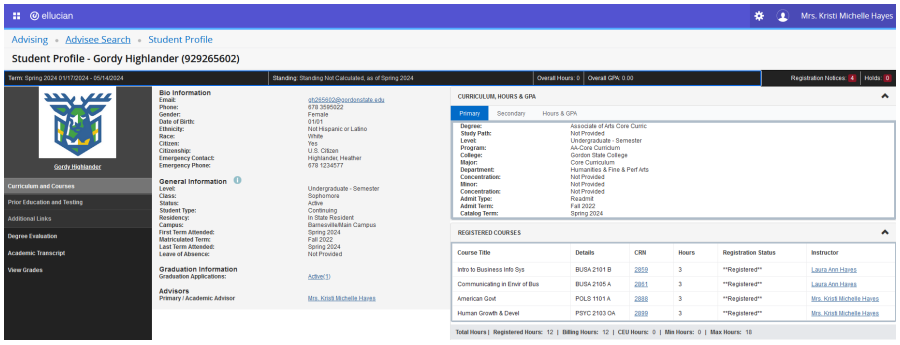
1. From the Faculty Services Landing Page, click on Advising Student Profile
2. From the Advisee Search Screen, select the term you want to search, select the search criteria you wish to use and enter the search information (GCID, email or name) and click "View Profile"



You can also view your Advisee List by clicking on the View My Advisee Listing Link.



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. **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 or view notes regarding the student. Notes added in this section are viewable to anyone with faculty/advisor access to the student's record. At this time, students are unable to view notes. Notes are subject to Open Records requests.

5. **Registration Notices** - Displays term selected Academic Standing, Student Status, Enrollment Status and Time Ticket information.

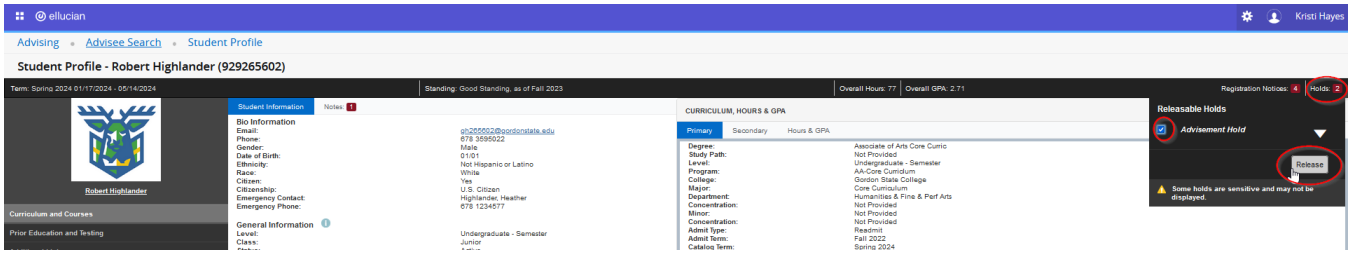
6. **Holds** - Displays any holds associated with the student for the selected term. Selected holds such as the Advisement Hold (AH) can be released by the Advisor. The FERPA Identifier Code is reflected as a sensitive hold. To verify a FERPA Identifier Code, please contact the Registrar's Office.

7. **Additional Links** - Allows an Advisor to View Grades, View and Print an Unofficial Transcript, and access DegreeWorks

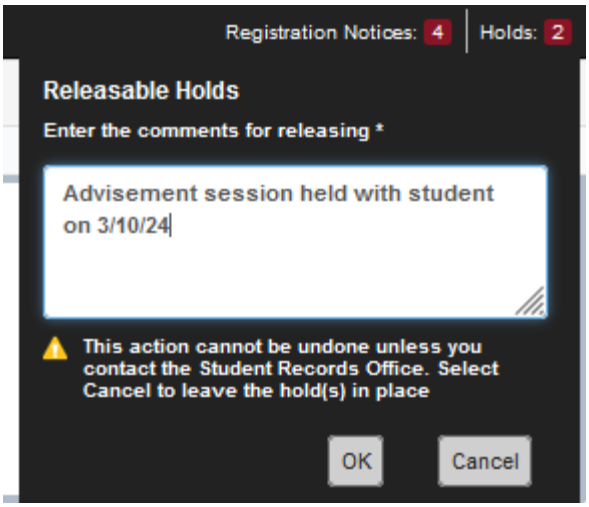
Releasing an Advisement Hold from the Student Profile page.

Each semester every student will have an Advisement Hold placed on their record prior to the beginning of the registration period. This will replace locking/unlocking student registrations as we have in previous semesters. When you meet with your advisee during the advisement period, you will release the Advisement Hold from the student's record in order to allow the student to register for classes when the student's registration time ticket opens. To release an Advisement Hold from a student's record, take the following steps:

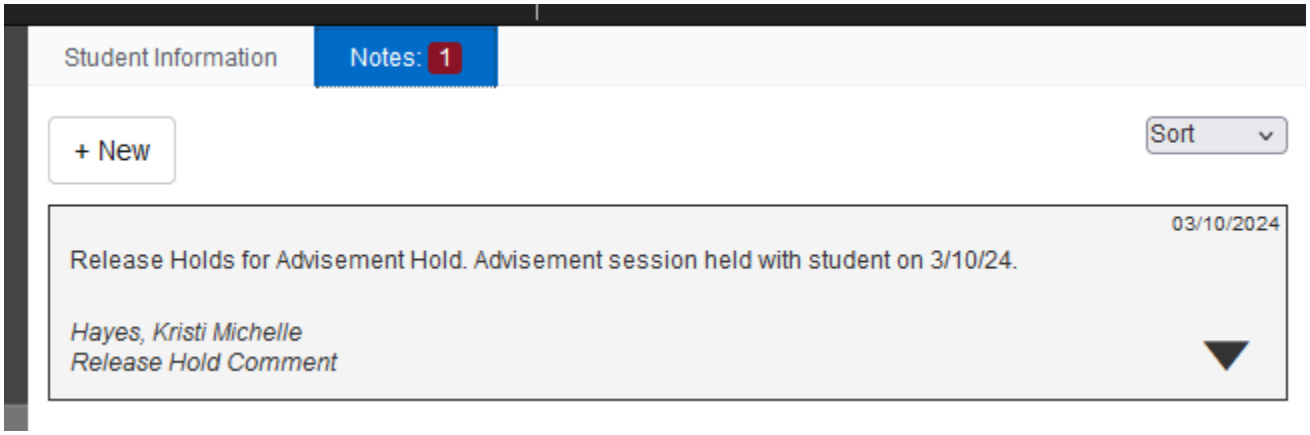
1. From the Advising Student Profile, click the "Holds" indicator in the top right corner of the profile page. You will see an "Advisement Hold". Click the checkbox next to the "Advisement Hold".



2. Once you click Release, a comment box will appear. In the comment box, enter a brief note regarding the reason for the hold release (i.e. Advisement session held with student on 3/10/2024). Click OK. Please note that once hold is released, you are not authorized to reinstate hold. If a hold is released in error, please contact the Registrar's Office to have the hold reinstated to the student's record.

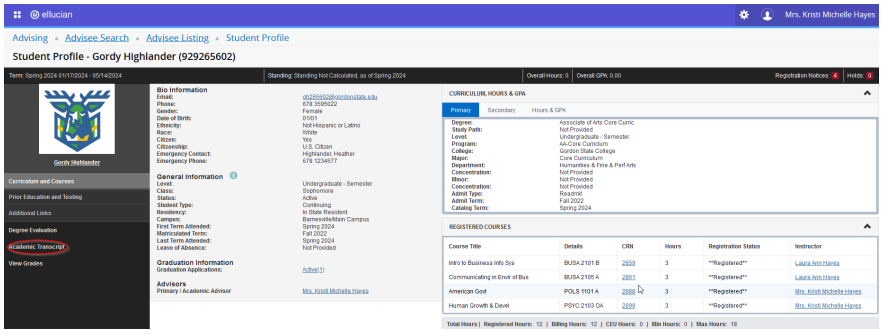


Once hold is released, you will receive a "Successfully released the holds" message in the right top of your screen. In addition, a note will be added to the Note section of the student profile reflecting your release comment.

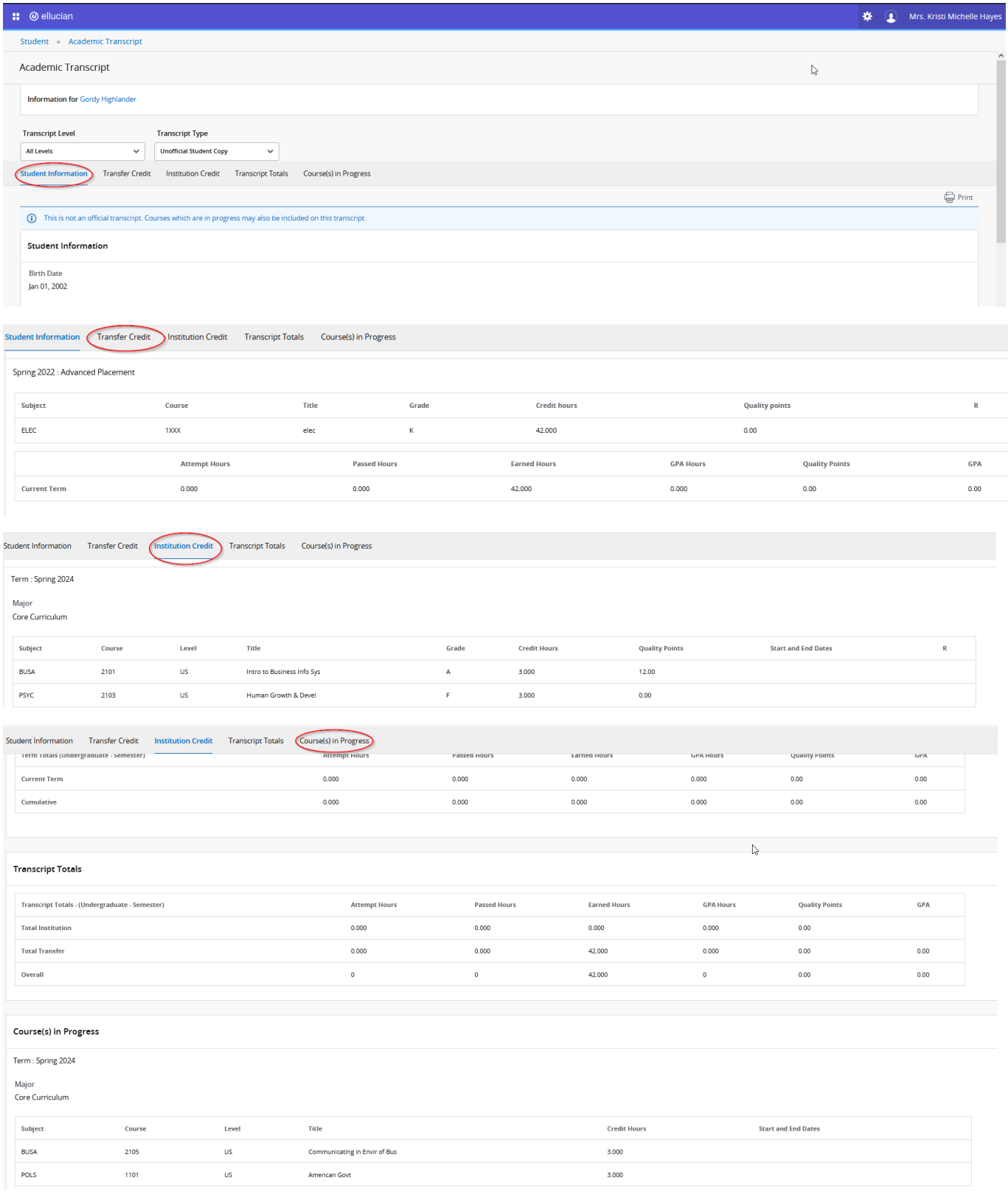


Viewing a Student's Academic Transcript from the Student Profile

1. From the Advising Student Profile, clicking the Additional Links "Academic Transcripts" allows you to view a student's Academic Transcript. Please note this transcript is considered unofficial.



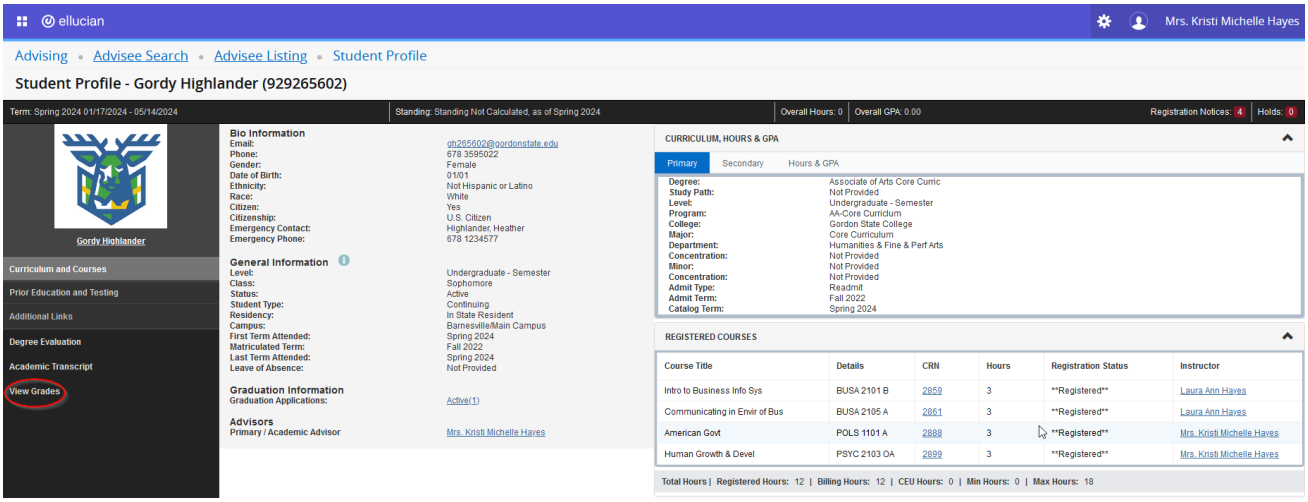
2. Enter "All Levels" for Transcript Level and "Unofficial Student Copy" for Transcript Type. Clicking on Section Headings such as "Degree Awarded" or "Transcript Totals" will take you directly to that section of the transcript.



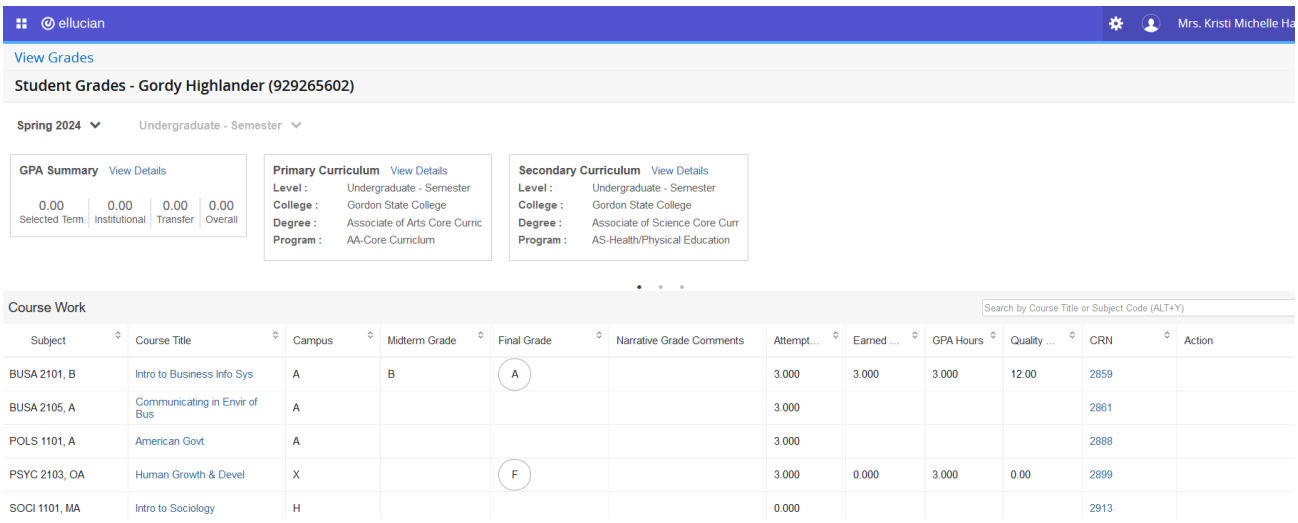
3. To print the transcript, click the Printer icon in the right-hand corner above the Student Information block. You may then choose to print a hard copy to a printer or save as a PDF.

Viewing Student Grades from the Student Profile

1. From the Advising Student Profile, clicking the Additional Links “View Grades” allows you to view a student’s grades by a single term or for all terms.

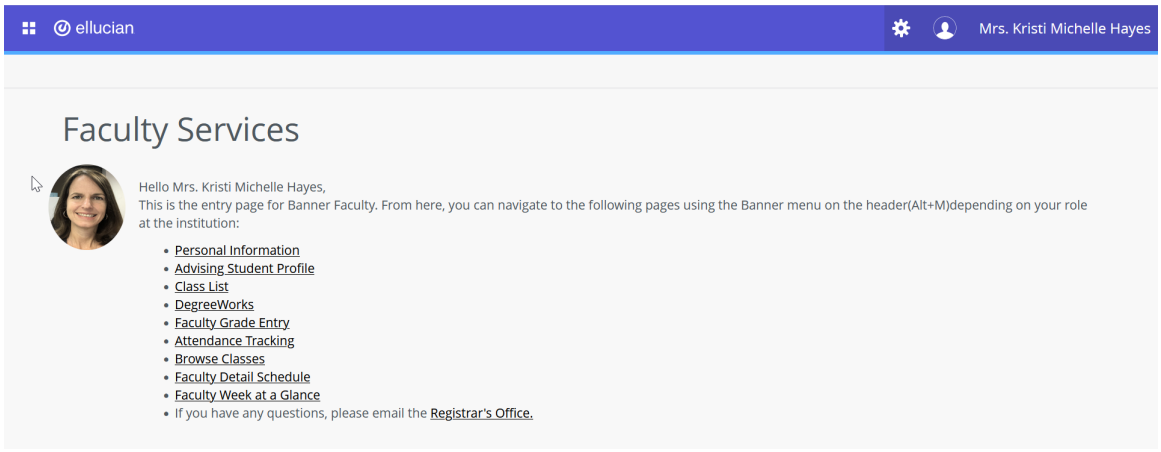


2. Grades with a **circle** around them have been rolled to Academic History and will appear on a transcript. Grades without a circle around them will appear on a transcript as “In Progress”.

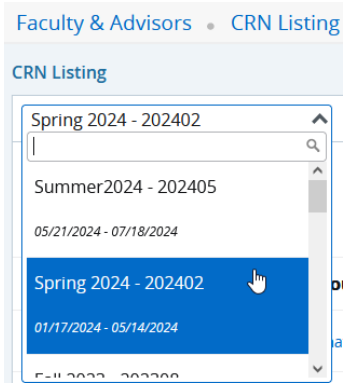


Viewing the Class List

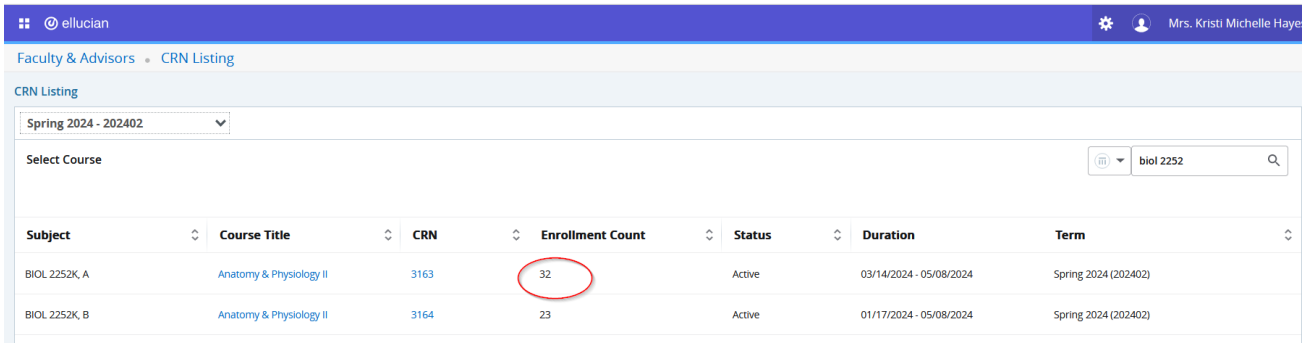
1. From the Faculty Services Landing Page click Class List. The Class List provides Faculty with course information, enrollment and a roster of students in the class with pertinent information about each student.



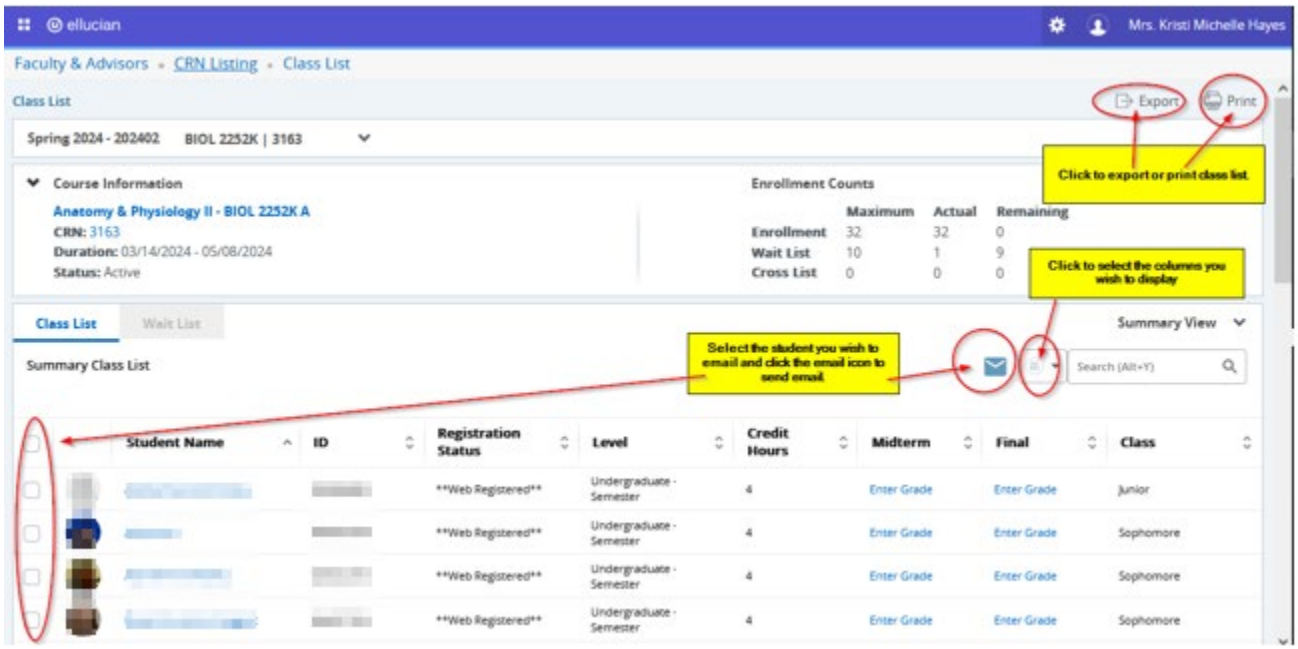
2. Select a Term



3. Click on the Enrollment Count Number to see your class roster.



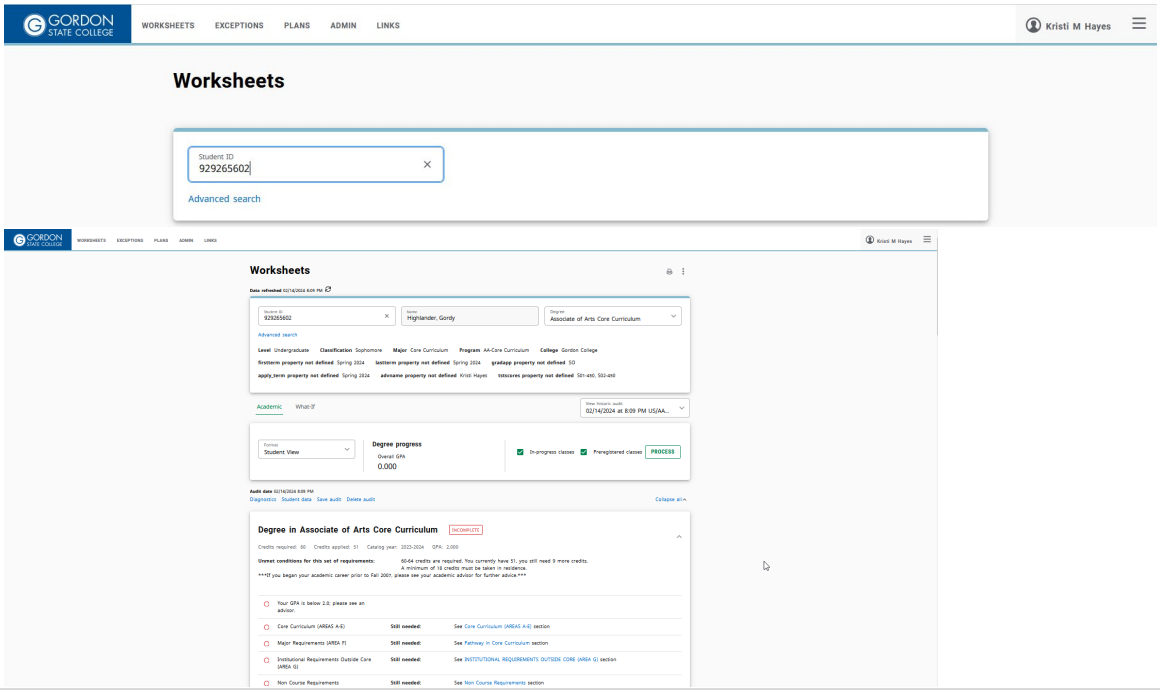
4. From the Class List you can email students with an active email address. You can search for individuals in the section, and you can control which columns are displayed and/or exported.



Viewing DegreeWorks

1. From the Faculty Services Landing Page, click on DegreeWorks.

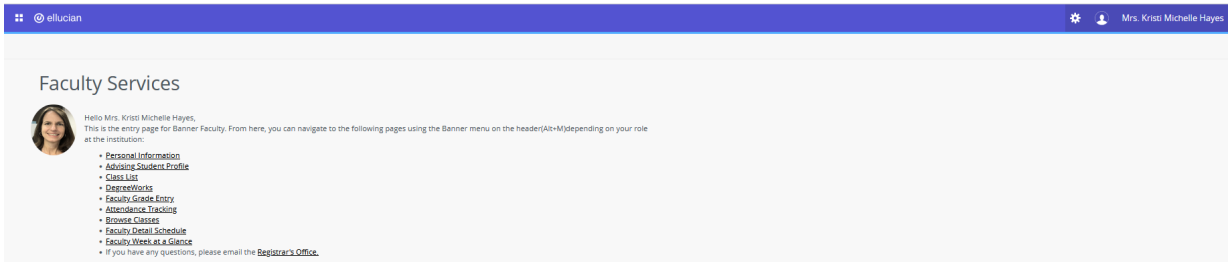
2. Enter the student's GCID or go to Advanced Search to search by name or additional criteria. Hit enter and the student's audit will return as expected.



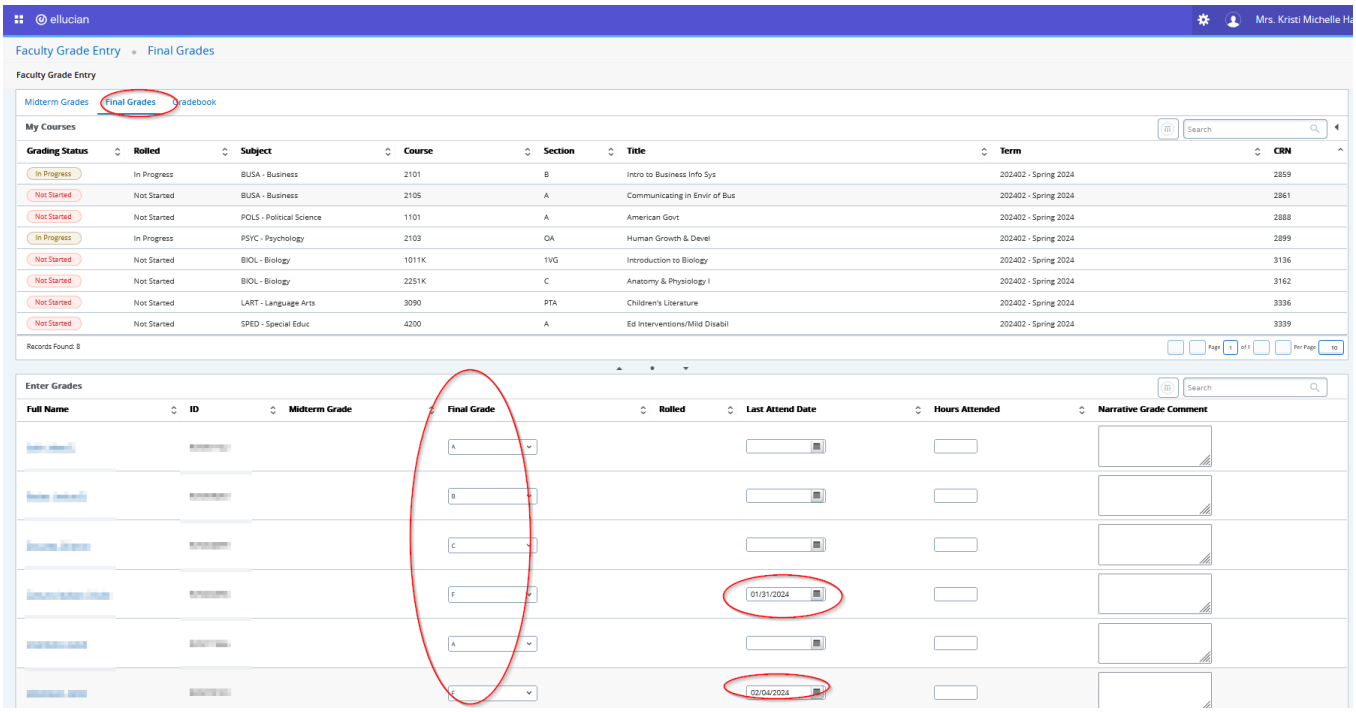
3. To return to your Faculty Self Service Landing Page, click on the Links Tab at the top of the worksheet and select Return to Banner Web.

Viewing Faculty Grade Entry

1. From the Faculty Services Landing Page, click Faculty 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.



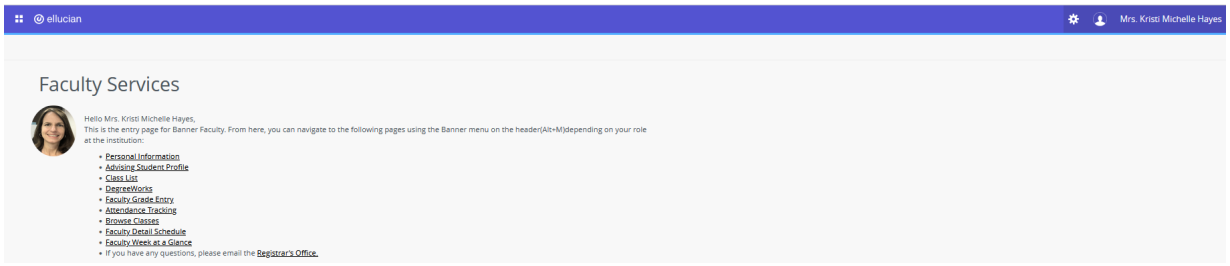
2. The Faculty Grade Entry page provides an overview of the progress made in grade entry for each of your assigned course sections. Select the Midterm or Final grade tab and then click on the course that you wish to view and the grade roll will appear below to allow grade entry for the selected course.
   *****If you are issuing an "F" or "WF", you will be prompted to enter that student's last day of attendance*****
   Click **Save** after you have carefully reviewed the grades for accuracy.



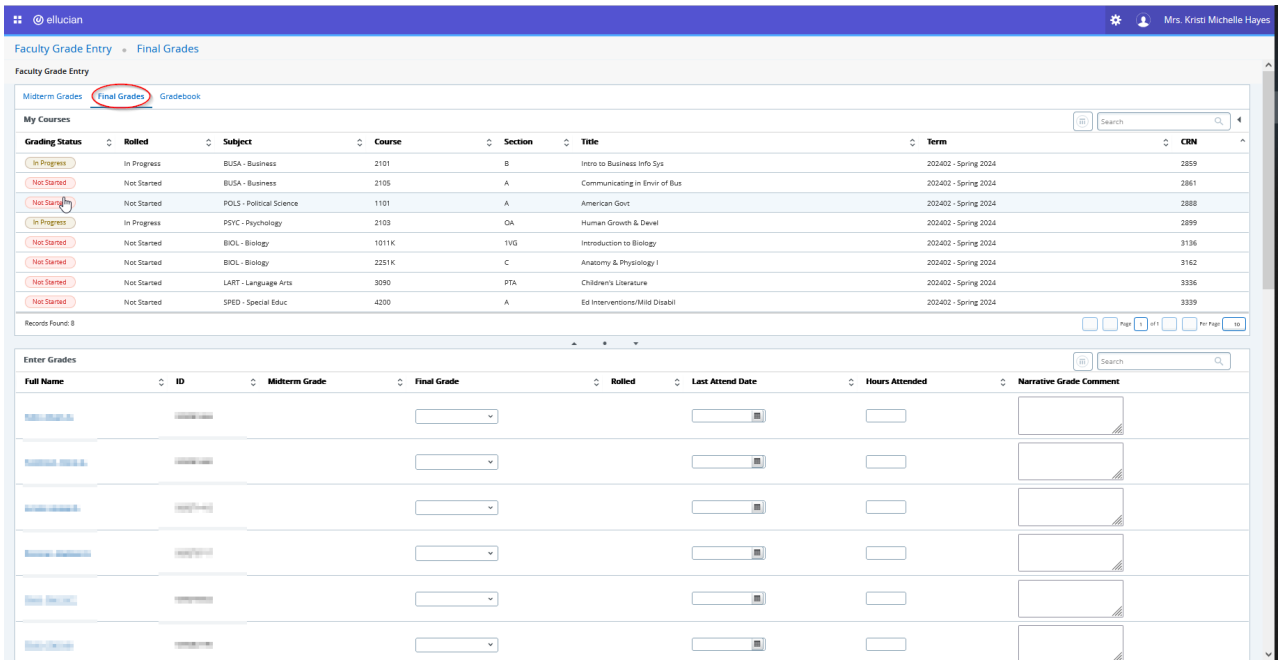
Please note that GradeBook functionality is not available at this time

Verification of Attendance

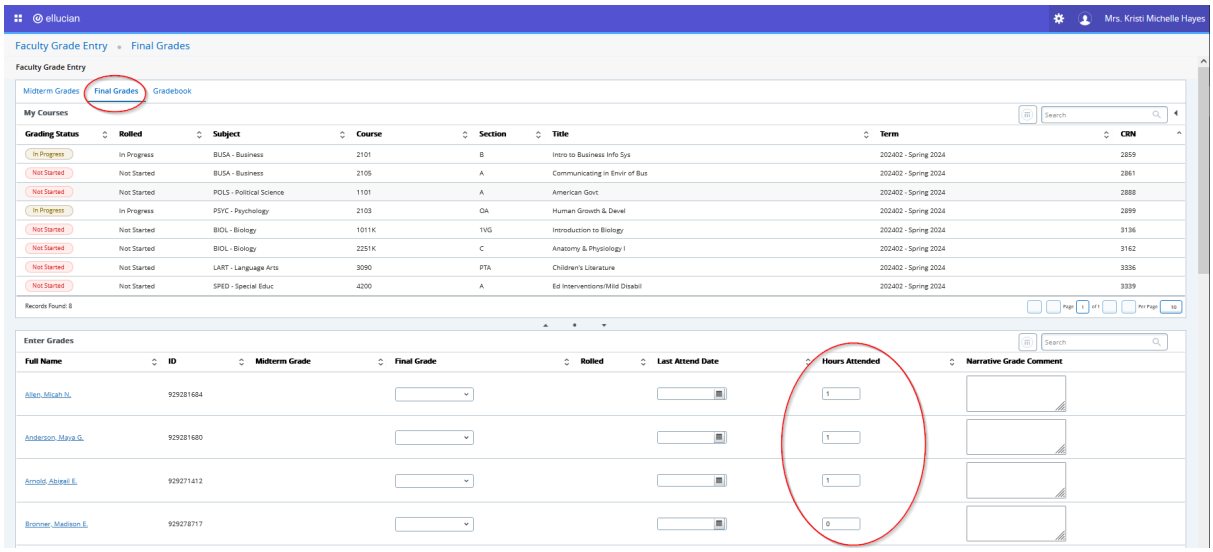
1. From the Faculty Services Landing Page, click Faculty Grade Entry.



2. On the Faculty Grade Entry, select the Final Grades tab and click on the course you wish to verify. The class roll will appear below.

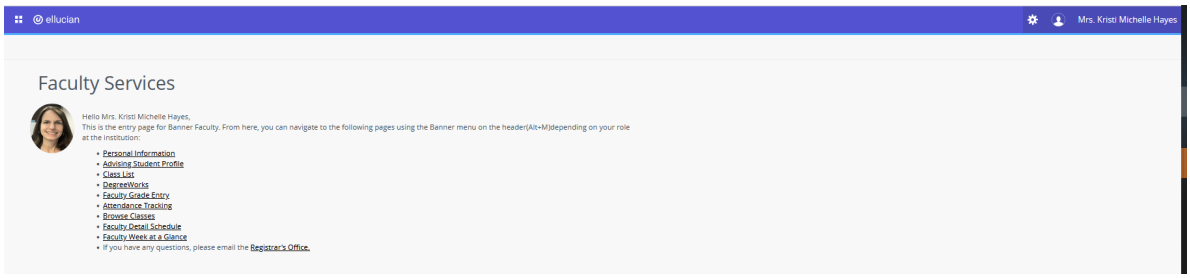


3. On the class roll, enter a '1' for every student who has attended or participated in at least one class session or academically related event. Enter a '0' for every student who has never attended or participated in a class session or academically related event. Save your changes.

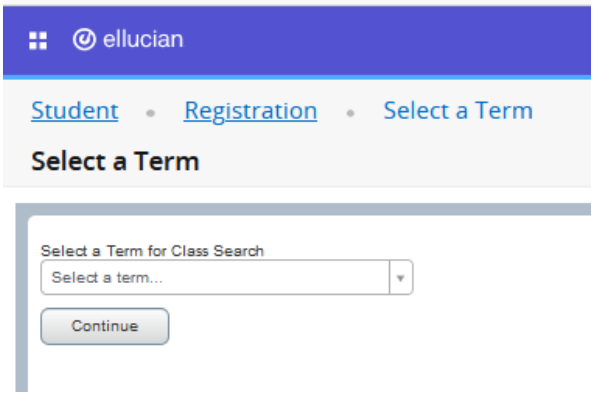


Browse Classes

1. From the Faculty Services Landing Page, click Browse Classes.

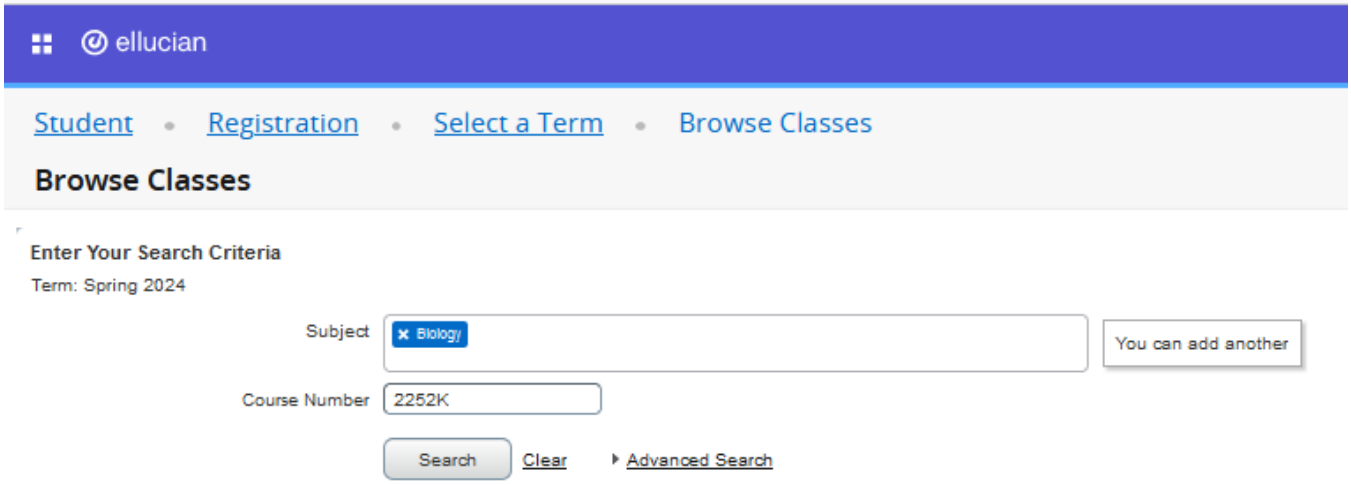


2. Select the term for the course schedule you wish to view.

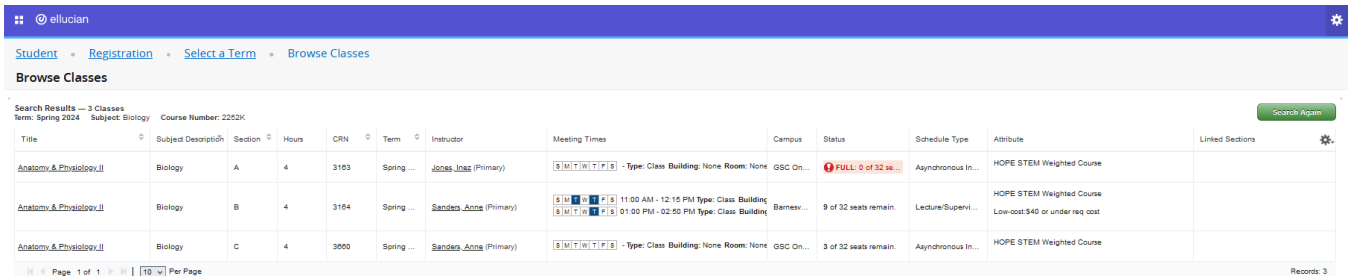


3. Enter your search criteria. If you wish to view the entire schedule, leave the subject and course empty. Click Search. (You may also click on Advanced Search to further filter search by keywords, attributes,

campus, buildings, departments, instructional methods, schedule types, durations, part of terms, titles meeting days, start and end times and open only classes).



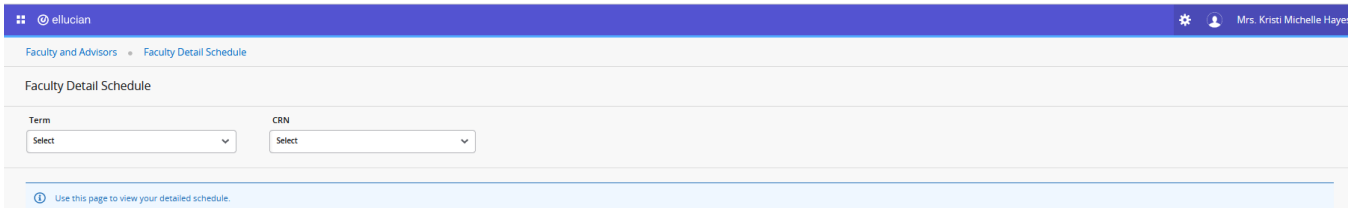
4. Your search will the course schedule for the defined term. Please note this is view only. You may not register students from this schedule.



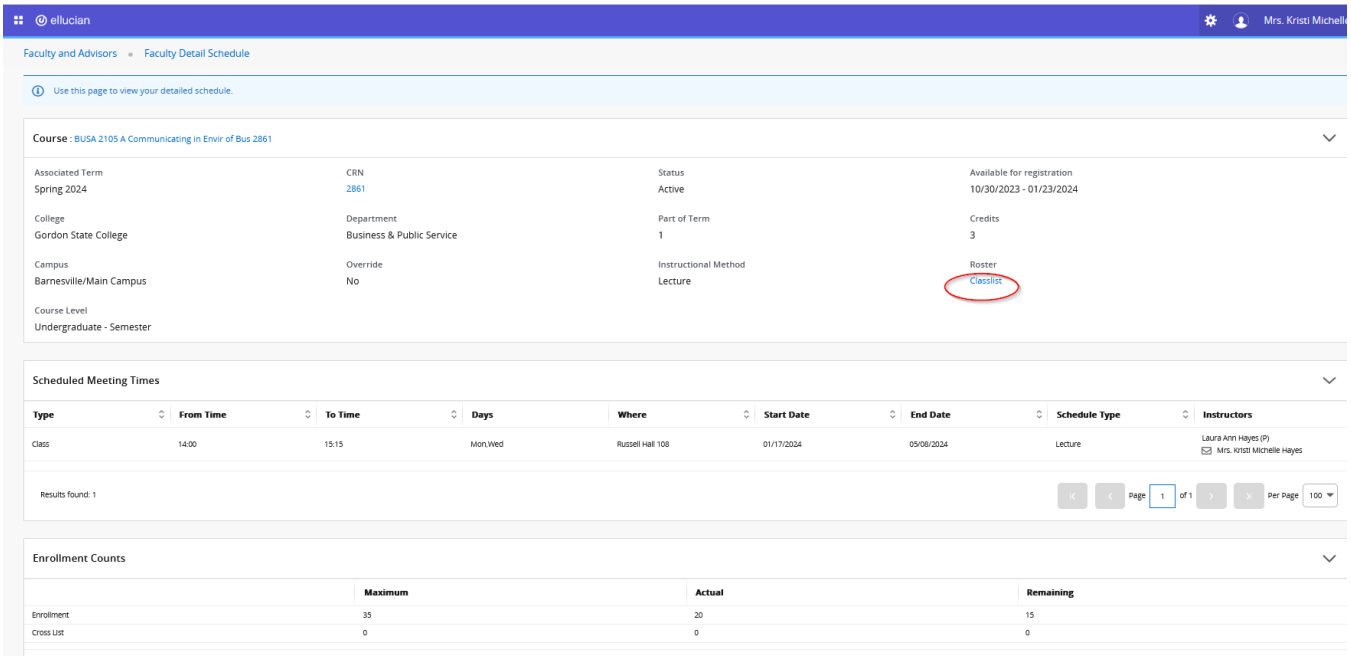
Faculty Detail Schedule

1. From the Faculty Services 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.

   Select the term and CRN you wish to view.

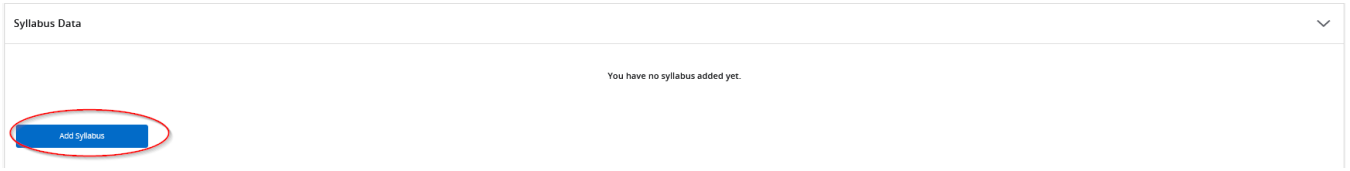


2. Once you select your search criteria, you will be able to view the details of the selected course. You may also access your class roster by clicking on the “Class List” link.

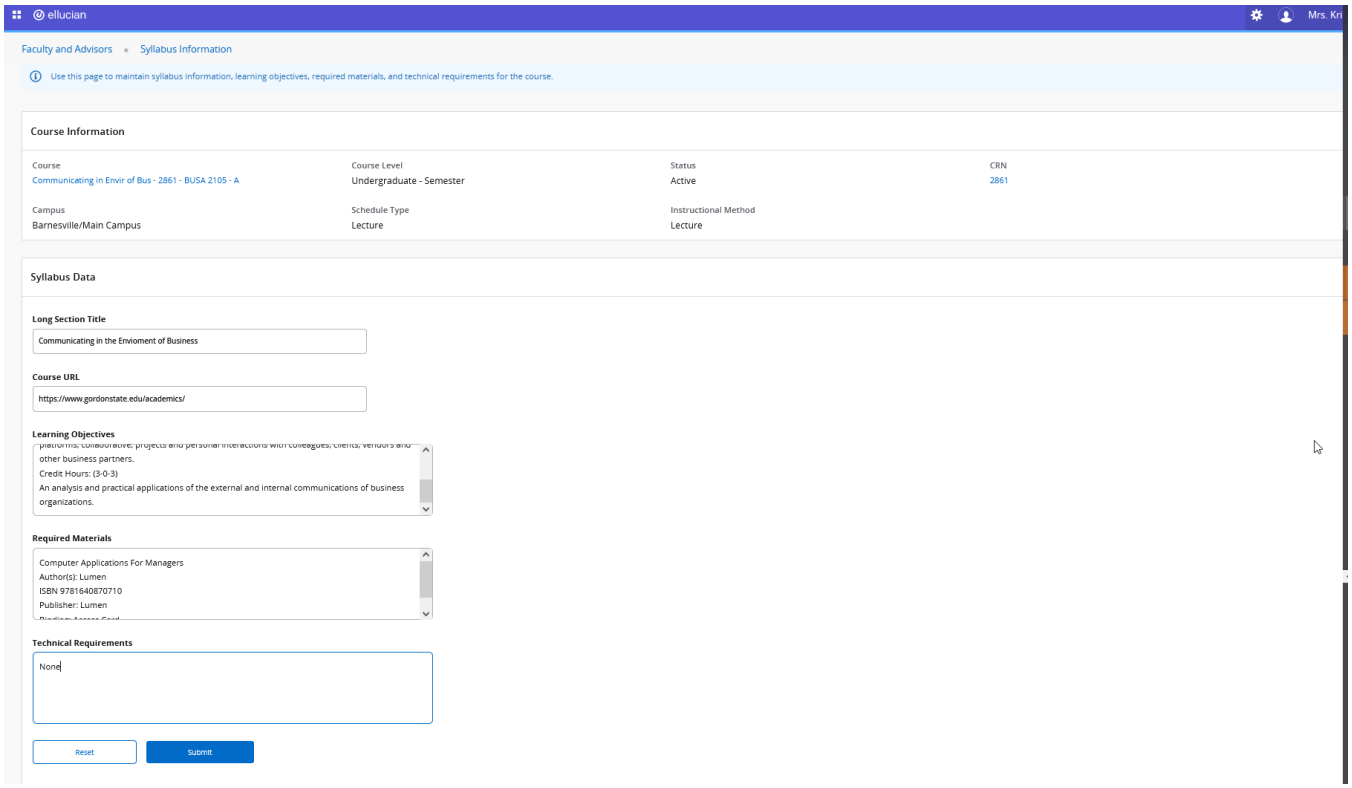


Entering Syllabus Information

1. To enter your syllabus information, go the Faculty Detail Schedule for the term and CRN and enter your Syllabus information by clicking on “Add Syllabus” in the Syllabus Data block.



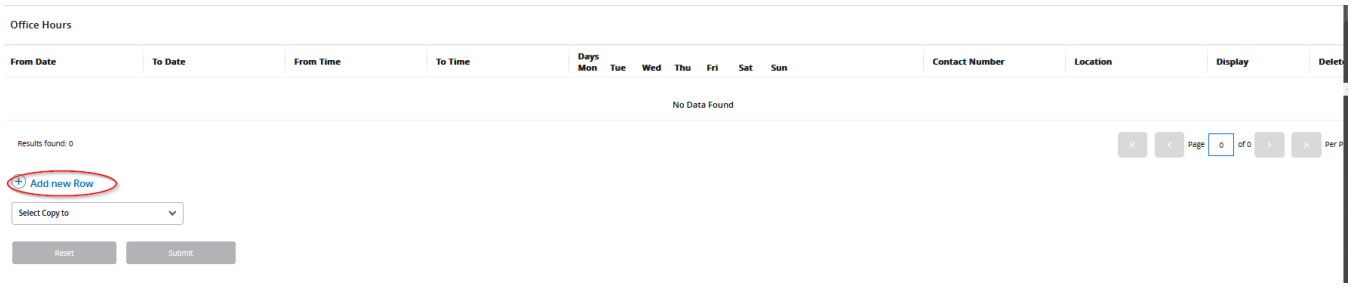
2. Enter your syllabus information as it should appear and hit Save.



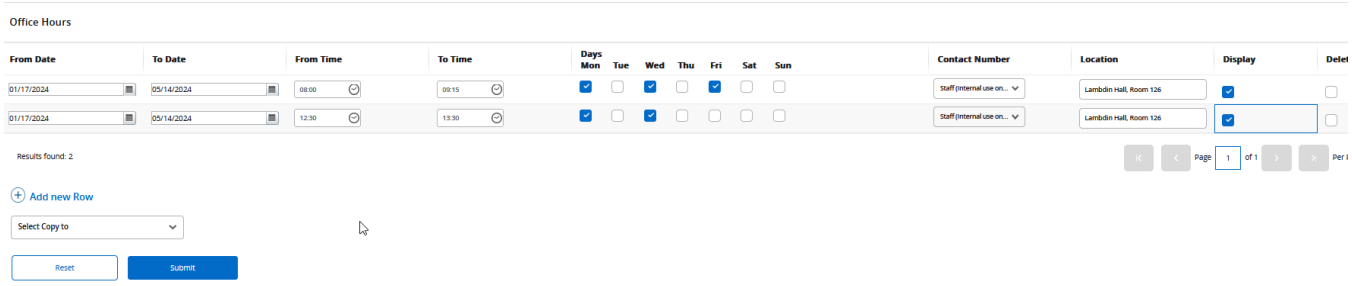
Syllabus Information will be viewable on the Class Details pop-up.

Entering Office Hours

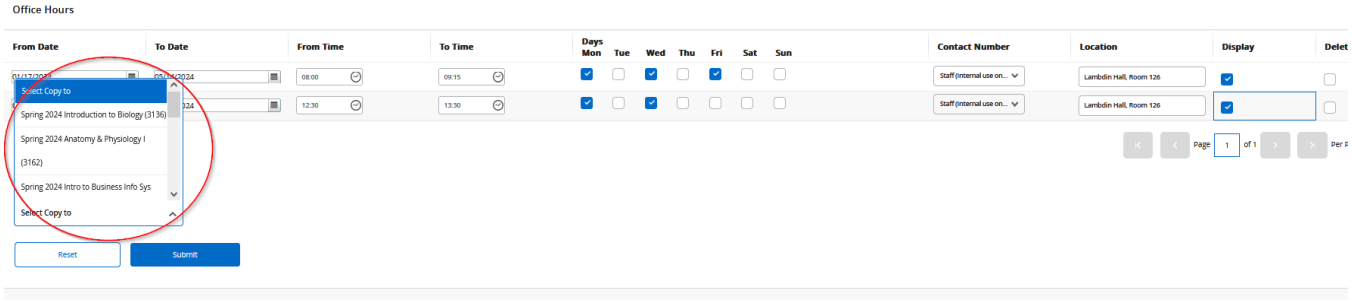
1. To enter your office hours, go the Faculty Detail Schedule for the term and CRN and click on “Add new Row” in the Office Hours block.



2. You will enter the dates, times, contact number and location for your availability. To add an additional row, click on “Add new Row”. Save your changes once complete.



3. You may copy your Office Hours over to each of your course sections if your hours are the same for every section. To do so, click on the "Select Copy to" field and select the course section to which you wish to copy the office hours. After making your selection, click Save.



Questions or concerns regarding Banner Web for Students should be directed to helpstar@gordonstate.edu.