

# Banner Faculty Training

The Banner System allows faculty members to access both their class records and student information. This web site contains information regarding final grades, student transcripts and program of study advisement. All faculty (and advisors) are strongly encouraged to familiarize themselves with the system. If you have questions or problems with the system, please contact the Office of the Registrar and/or the Office of Information and Instructional Technology.

## Access Banner

- Access the Site** From the NGCSU Home page (<http://www.ngcsu.edu>), click on the Banner word in the footer.
- Enter Login information**
- In the Logon section, go to the pull-down menu. Select the User Login option. If you are not automatically taken to the User Login page, click the Select Item button.
  - Use your mouse to click in the User ID field. Type your ngcsulD#. To look up your ngcsulD#, use this link:  
[https://eagle1.ngcsu.edu:2001/pls/prod/COM\\_F03\\_PKG.NGCSU\\_ID\\_FORM](https://eagle1.ngcsu.edu:2001/pls/prod/COM_F03_PKG.NGCSU_ID_FORM)
  - Tab to or use the mouse to click in the PIN box and type in your Banner Web PIN. Your Banner Web PIN will be your birth date in DDMMYY format. See the following example.  
Birth date = April 25, 1983; PIN = 250483
  - Click the Login button.
    - Re-enter your PIN and click the Login button
- Modify PIN** Faculty, staff and students are required to change their PIN number each 100 days. PIN numbers must be 6 characters (numeric or alpha-numeric) in length. You must re-enter your old PIN number and enter the new PIN number (twice).
- Enter Security Question** You may be prompted to enter a Security question. This feature has been added to provide more security and to aid you to remember your PIN number. The question entered should be answerable only by you. Questions or problems with PIN numbers should be addressed to the Office of Information Technology. They can be reached by email at [helpdesk@ngcsu.edu](mailto:helpdesk@ngcsu.edu) or by phone at 706-864-1922.
- View Main Menu** When you successfully login, the Main Menu appears with the entries Personal Information and Faculty & Advisors Menu visible.

## Personal Information

The Personal Information menu allows users to maintain current data in the system. Faculty members primarily need to note the Change Security Question and Change Your PIN entries.

## Faculty Information

Information regarding your current (and past) term's courses is available on-line. Your personal class schedule is available as well as detailed information regarding each of the students in your courses.

## Class Rosters & Lists

Class rosters contain information regarding the current status of students enrolled in your course. You can 'drill down' within the class roster to view more information (class schedule, contact information, transcript, etc.) about the student(s) in the course.

Class lists for each course can be downloaded and made available to other applications for your convenience. Email lists can also be generated to create your own address book for quick messages to students.

## Roll Verification

Instructors must ensure that the rosters for their courses are correct. Extra or missing students who have not attended after the drop/add period must be reported each term (no later than the announced deadline from

Academic Affairs). Online roll verification is completed in two parts—those students who never attended and those ‘extra’ students who should appear on your roster. Once roll verification is complete, a copy of the roll verification should be submitted to your departmental secretary. The Registrar’s Office will generate a list of changes and update your rosters based on the data submitted. Students who later fail to attend class (according to the NGCSU Attendance policy) may be withdrawn from the course at the instructor’s request by completing the bottom portion of the class withdrawal form.

## Mid Term Grade Submission

The submission of mid term grades is required for all classroom based, laboratory-based, and online undergraduate courses except internships, student teaching, practica, senior projects, and similar non-classroom based courses. Mid term grades are not official grades and will not print on an academic transcript.

Mid term grade rosters will open 8 days prior to the Class Withdrawal deadline and will close 3 days later to make the grades available to the students. The exact date ranges will be set by Academic Affairs each term.

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|----------------------------------|---|
| <b>Access Banner</b>             | Login to the Banner system.   |
| <b>Select Course</b>             | <ul style="list-style-type: none"><li>• Click on Faculty Services Menu and select Mid Term Grades.</li><li>• Select and Submit the current term.</li><li>• Select and Submit the course section (or CRN) with which you want to work.</li></ul>   |
| <b>Enter &amp; Submit Grades</b> | <ul style="list-style-type: none"><li>• To enter mid term grades, click on the Grade pull-down menu and choose the appropriate grade for each student on the list. After the correct grades have been chosen, you must click on Submit Changes.</li><li>• NOTE: Grades are only required for students who are ‘Registered’ or ‘Web Registered’ for the term. No grade entry is required for students who have already withdrawn (with a W or WF grade).</li><li>• Submit Changes often. Once a roster of mid term grades has been entered, click Return to Menu and choose additional CRNs until all mid term grades for all courses have been entered.</li></ul> |

## Final Grade Submission

The submission of final grade sheets is no longer required at the end of the term. The primary instructor of the course must submit final grades via the Banner system prior to the announced deadline. Access to the final grade entry form is granted to all instructors on the first day of final exams for the term.

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| <b>Access Banner</b>             | Login to the Banner system.  |
| <b>Select Course</b>             | <ul style="list-style-type: none"><li>• Click on Faculty Services Menu.</li><li>• Select and Submit the current term.</li><li>• Select and Submit the course section (or CRN) with which you want to work.</li><li>• Click on View Class List.</li></ul>   |
| <b>Enter &amp; Submit Grades</b> | <ul style="list-style-type: none"><li>• To enter final grades, click on the Grade pull-down menu and choose the appropriate grade for each student on the list. After the correct grades have been chosen, you must click on Submit Changes. Click Return to Menu and choose additional CRNs until all grades for all courses have been entered.</li></ul> |
| <b>Additional Hint</b>           | Keep a hard copy of the grades submitted by generating a class list from the Faculty Services menu. This report will verify that all grades have been entered and accepted into the system.  |

## ***BOR Technology Survey***

The Board of Regents (BOR) changed our reporting requirements regarding our curriculum information especially in the area of instructional technology (beginning Summer 2006). These changes require the assistance of faculty members and department heads to ensure that our local information regarding instructional technology is properly recorded.

Each (primary) instructor should complete this technology survey prior to the middle of the term for each of his/her classes (as appropriate) regarding the use of technology in those classes.

- Access Banner** Login to the Banner system.
- Select Term**
- Click on Faculty Services Menu.
  - Select and Submit the BOR Technology Survey.
  - Select and Submit the current (or any future) term.
- Technology Use?**
- This entry describes how much instructional technology is used in a particular course section. Options available are:
    - F – Fully at a distance
    - P – Partially at a distance
    - H – Hybrid
    - T – Technology enhanced
    - No technology (default)
- Primary Technology?**
- If any selection is made in the Technology Use field, you must select a primary technology from the list.

## ***Student/Advisor Information***

A student's academic information is available to both instructors and to advisors.

### **On-Line Transcript**

Advisors can view an unofficial copy of their students' transcripts on-line from Banner.

- Access Banner** Login to the Banner system.
- Select Student**
- Click on Faculty Services Menu.
  - Select the Advisor Menu.
  - Select Academic Transcript.
  - Select the current term and student with whom you want to work.
- Select Transcript**
- Choose an appropriate student level(s).
  - Select a transcript type and Submit.

Transfer credit accepted by NGCSU, institutional credit, transcript totals and current in-progress courses appear on this transcript.

### **CAPP Compliance/Degree Evaluation**

Degree evaluations within Banner enable advisors and students to generate electronic compliance reports similar to the Plan of Study. These **unofficial** reports apply a student's credit against the requirements for a selected degree program. Advisors can choose to run a compliance for the student's chosen major or another selected degree/major. A 'What-if Analysis' allows a student to apply his or her coursework to a different major to show a progress towards that different degree or major.

- Access Banner** Login to the Banner system.
- Select Student**
- Click on Faculty Services Menu.
  - Select the Advisor Menu.
  - Select Degree Evaluation.

- Select the current term and Submit.
  - Select the student by submitting his or her student id number or by submitting his or her name.
- Generate Evaluation**
- The student's current major/minor information will display.
  - From the links at the bottom of the screen, select the type of evaluation.
  - Follow the on-line directions and submit the request.
- View General Requirements**      General Requirements display a concise view of the evaluation. Core Curriculum areas are considered 'met' or 'not met' based on requirements defined in the Undergraduate Bulletin.
- View Detail Requirements**      Detail Requirements display each of the rules that define the Core areas. Each requirement or rule is considered 'met' or 'not met' as well as the Core area.
- View Additional Requirements**      Additional Requirements highlight non-course requirements (Departmental exams, Regent's Test, Legislative Requirements, etc.), courses not used in the evaluation and any restricted grades.

The Registrar's Office does not consider this on-line evaluation to take the place of the Plan of Study. This Degree Evaluation tool is a resource to aide the advisement process. Please submit errors or questions to the Registrar's Office.

## **Alternate PINs**

Students who have earned less than 45 hours are required to see their advisors prior to registering for the upcoming term(s). These students require a second or 'alternate' PIN number to access the Registration area in Banner. Each term has a unique alternate PIN for each student. To generate a list of alternate PINs for your advisees, follow these steps:

**Access Banner**      Login to the Banner system.

- Generate List**
- Click on Faculty Services Menu.
  - Select 'List of Eligible to Register Advisees with Alternate PIN'
  - Select the appropriate term and Submit.

## **Remote Access to Banner**

Many faculty and students access Banner from off site locations. However, certain requirements exist to access the system from these locations. Minimum Internet browser requirements have been established to ensure your success. Please see the following document for more information:

<http://www.ngcsu.edu/adminsrv/infotech/browsers.htm>

Questions regarding off-site access should be sent to the Office of Information Technology.