

Alabama A&M University

Faculty & Advisors Guide: Banner Self Service



Office of the Registrar

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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:



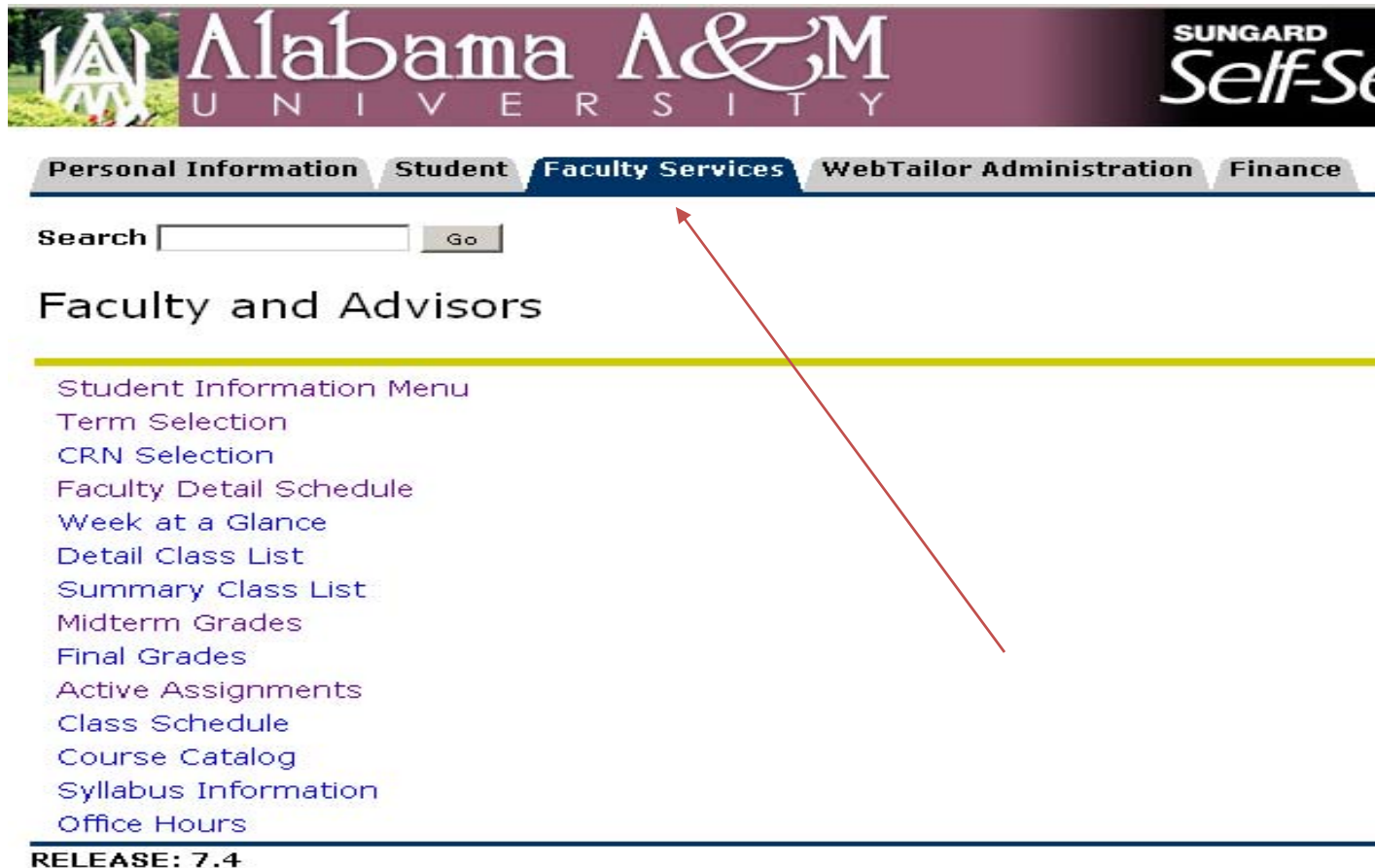
(The **Banner Faculty & Staff Log-In** Icon is located on the AAMU Homepage.)

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:

A screenshot of the Banner Self-Service Banner page. The page has a purple header with the Alabama A&M University logo and the text "SUNGARD Self-Service Banner". Below the header is a navigation bar with tabs for "Personal Information", "Student", "Faculty Services", "WebTailor Administration", and "Finance". There is a search box with a "Go" button and links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Main Menu" and contains a welcome message: "Welcome, [redacted] to the WWW Information System! Last web access on Jul 16, 2009 at 12:46 pm". Below the welcome message are links and descriptions for "Personal Information", "Student", "Faculty and Advisors", "WebTailor Administration", "WebCT.com, The e-Learning Hub", and "Finance". The footer contains "RELEASE: 7.4" and "AAMU Banner powered by SUNGARD".

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:



The screenshot displays the top navigation bar of the Alabama A&M University website. The header includes the university logo and the text "Alabama A&M UNIVERSITY" and "SUNGARD Self-Service". Below the header is a navigation menu with tabs for "Personal Information", "Student", "Faculty Services", "WebTailor Administration", and "Finance". The "Faculty Services" tab is highlighted. Below the navigation menu is a search bar with a "Go" button. The main content area is titled "Faculty and Advisors" and contains a list of links: "Student Information Menu", "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Week at a Glance", "Detail Class List", "Summary Class List", "Midterm Grades", "Final Grades", "Active Assignments", "Class Schedule", "Course Catalog", "Syllabus Information", and "Office Hours". A red arrow points from the "Faculty Services" tab to the "Faculty and Advisors" section. At the bottom of the page, the text "RELEASE: 7.4" is visible.

Alabama A&M UNIVERSITY

SUNGARD Self-Service

Personal Information Student **Faculty Services** WebTailor Administration Finance

Search Go

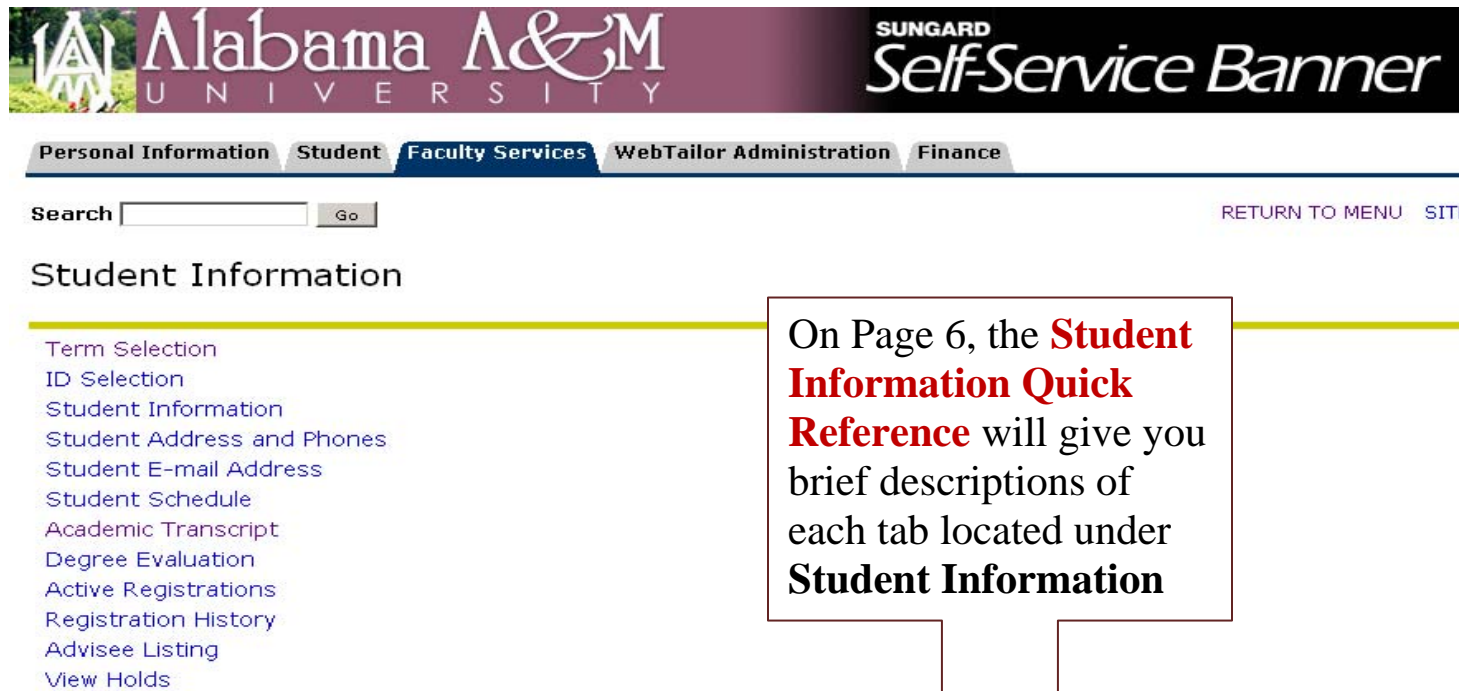
Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Active Assignments
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours

RELEASE: 7.4

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.



The screenshot shows the top navigation bar of the Alabama A&M University Self-Service Banner. The navigation tabs include Personal Information, Student, Faculty Services, WebTailor Administration, and Finance. The Student tab is currently selected. Below the navigation bar is a search field with a 'Go' button and a 'RETURN TO MENU SITE' link. The main content area is titled 'Student Information' and contains a list of menu items: Term Selection, ID Selection, Student Information, Student Address and Phones, Student E-mail Address, Student Schedule, Academic Transcript, Degree Evaluation, Active Registrations, Registration History, Advisee Listing, and View Holds. A yellow horizontal line is drawn across the page, passing behind the 'Student Information' menu items. A callout box with a downward-pointing arrow points to the 'Student Information' menu item.

Alabama A&M UNIVERSITY

SUNGARD
Self-Service Banner

Personal Information Student **Faculty Services** WebTailor Administration Finance

Search Go RETURN TO MENU SITE

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Academic Transcript
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Holds

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.

The screenshot shows the 'Student and Advisee ID Selection' form. It features a title bar, an information icon with the text 'You may enter:', and a numbered list of instructions. Below the instructions is a text input field labeled 'Student or Advisee ID:'. An annotation bubble points to this field with the text 'Enter the student's Banner ID'. Below the ID field is the word 'OR'. Underneath is the 'Student and Advisee Query' section, which includes 'Last Name:' and 'First Name:' input fields, a 'Search Type:' section with radio buttons for 'Students', 'Advisees', 'Both', and 'All' (which is selected), and 'Submit' and 'Reset' buttons. An annotation bubble points to the 'Last Name' and 'First Name' fields with the text 'When the Banner ID is not known, enter the students last and first name and submit.' To the right of the main form, there is a separate instruction: 'Select the Student or Advisee that you wish to process and then choose Submit Name.' Below this is a dropdown menu showing a list of names: 'Jones, Alicia D. A000', 'Jones, Alicia D. A000', 'Jones, Alicia J. A000', and 'Jones, Alicia M. A000'. A 'Submit' button is located below the dropdown.

Student and Advisee ID Selection

Enter the student's Banner ID

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. 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

When the Banner ID is not known, enter the students last and first name and submit.

Select the Student or Advisee that you wish to process and then choose Submit Name.

Select a Student or Advisee:

- Jones, Alicia D. A000
- Jones, Alicia D. A000
- Jones, Alicia J. A000
- Jones, Alicia M. A000

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.

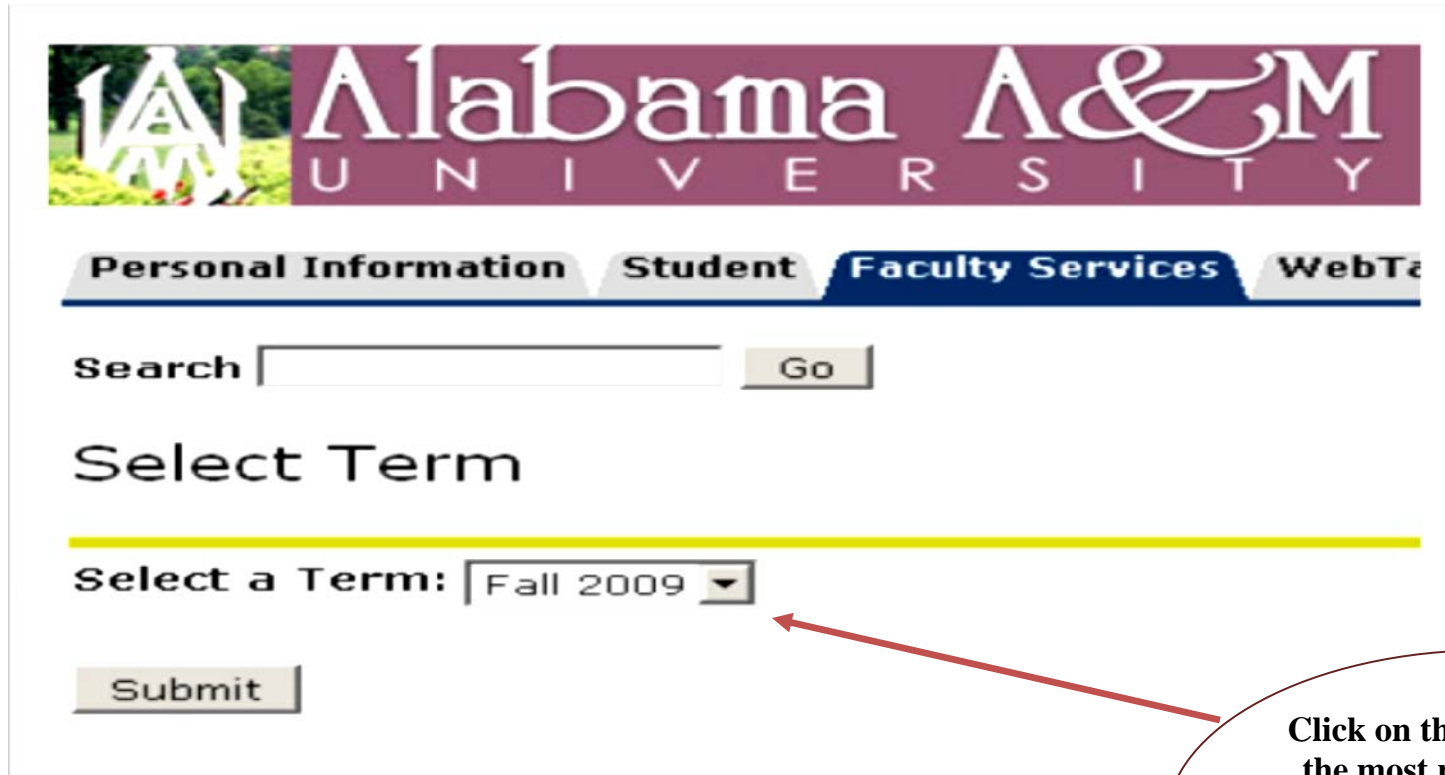
Registration History – Allows you to see students registered courses and/or in progress registration.

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.



The screenshot shows the Alabama A&M University main menu. At the top is the university logo and name. Below it are navigation tabs for 'Personal Information', 'Student', 'Faculty Services', and 'WebTa'. A search bar with a 'Go' button is present. The 'Select Term' section features a dropdown menu currently set to 'Fall 2009' and a 'Submit' button. A red arrow points from a callout box to the dropdown arrow.

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.

Select a CRN

CRN:

[\[Enter CRN Directly \]](#)

RELEASE: 7.0

For this function you must select *Summary Class List* link

Faculty and Advisors

- [Student Information Menu](#)
 - [Term Selection](#)
 - [CRN Selection](#)
 - [Faculty Detail Schedule](#)
 - [Week at a Glance](#)
 - [Detail Class List](#)
 - [Summary Class List](#)
 - [Midterm Grades](#)
 - [Final Grades](#)
 - [Active Assignments](#)
 - [Class Schedule](#)
 - [Course Catalog](#)
 - [Syllabus Information](#)
 - [Office Hours](#)
-

Faculty Detail Schedule - Displays detailed information specific to each course you are teaching: such as number of credits, enrollment, days and time.

[Personal Information](#)
[Student](#)
[Faculty Services](#)
[WebTailor Administration](#)

Search

Faculty Detail Schedule

Introduction to Accounting I - 70007 - ACC 203 - 0

Status:	Active
Available for Registration:	Apr 13, 2009 - Dec 16, 2009
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


	Maximum	Actual	Remaining
Enrollment:	25	20	5
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 9:50 am	MWF	New School of Business 210	Aug 17, 2009 - Dec 11, 2009	Lecture	<input type="text"/> (P)

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.

Week at a Glance

 The following is your 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. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY)

[Previous Week](#)

Week of Aug 17, 2009 (1 of 17)

[Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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 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.

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Detail Class List AC [-----] Fall 2009
Jul 20, 2009 12:10 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word 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
Duration: Aug 17, 2009 - Dec 11, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	20	5
Cross List:	0	0	0


Record Number	Student Name	ID	Registration Status	Registration Number
20	[-----] Aisha	AC [-----]	**Registered In-Office**	15

Current Program
 Bachelor of Science
Level: Undergraduate
Program: BS in Accounting
Admit Term: Fall 2005
Admit Type: Standard
Catalog Term: Fall 2008
College: School of Business
Campus: Main AAMU Campus
Major and Department: ACCOUNTING, Accounting
Minor: BIOLOGY

Class: Freshman
Credits: 3.000

[Email class](#)

[Return to Previous](#)

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

	Maximum	Actual	Remaining
Enrollment:	25	20	5
Cross List:	0	0	0




Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	 ANGELA	CONFIDENTIAL	**Registered In-Office**	Undergraduate	3.000	Enter	Enter	Available
2	BAKER,  CONFIDENTIAL	CONFIDENTIAL	**Registered In-Office**	Undergraduate	3.000	Enter	Enter	Available
3	CONFIDENTIAL PHILICIA	CONFIDENTIAL	**Web Registered**	Undergraduate	3.000	A	A	Available

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.

Mid Term Grades

 Jul 22, 2009 09:03 am

 Enter mid-term 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 09:03 am on Jul 22, 2009 for this page.

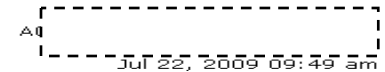
Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Angela	A000	3.000	**Registered In-Office** Jul 16, 2009	None			22
2	Baker,	A000	3.000	**Registered In-Office** Jul 14, 2009	None			18
3	Philicia	A000	3.000	**Web Registered** Apr 16, 2009	A			5

*** **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.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Aaron, 	A000 	3.000	**Registered In-Office** Jul 16, 2009	I 	N	<input type="text"/>	<input type="text"/>	22
2	Baker, 	A000 	3.000	**Registered In-Office** Jul 14 2009	D 	N	<input type="text"/>	<input type="text"/>	18

*** **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.

Active Assignments

[Introduction to Accounting I - ACC 203 0](#)

Associated Term:	Fall 2009	Credits:	3.000
CRN:	70007	Grade Mode:	Standard Letter Grade , Audit
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Maintain
Instructional Method:	Traditional	Office Hours:	Add
Campus:	Main AAMU Campus	Roster:	Classlist
Available for Registration: Apr 13, 2009 to Dec 16, 2009		Detail Schedule:	Display

[Introduction to Accounting II - ACC 204 6](#)

Associated Term:	Fall 2009	Credits:	3.000
CRN:	70047	Grade Mode:	Standard Letter Grade , Audit
Status:	Active	Course Level:	Undergraduate
Schedule Type:	On-line	Syllabus:	Add
Instructional Method:	On-line	Office Hours:	Add
Campus:	Main AAMU Campus	Roster:	Classlist
Available for Registration: Apr 13, 2009 to Dec 16, 2009		Detail Schedule:	Display

Class Schedule – Using selection items, you may search for the schedule of courses

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Class Schedule Search

Fall 2009
Jul 22, 2009 11:32 am

Subject:

Course Number:

Title:

Schedule Type:

Credit Range: hours to hours

Course Level:

Part of Term:
Non-date based classes only

Instructor:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Course Catalog- Using selection items, you may search for active courses in the catalog

Search

Course Catalog Search

Subject:
Accounting
Agribusiness Education
Apparel Merchandising Design

Course Number Range: from to

Title:

Level:
All
Graduate
Undergraduate

Schedule Type:

Credit Range: hours to hours

Syllabus Information – Maintain course syllabus information, learning objectives, required materials and technical requirements.

Course Information Introduction to Accounting I - 70007 - ACC 203 - 0	
Levels: Undergraduate Status: Active	
70007 CRN Main AAMU Campus Campus Lecture Schedule Type Traditional Instructional Method	
This information will be viewable for students in the Class Schedule.	
Syllabus Data	
Long Section Title	Introduction to Accounting I
Course URL:	
Learning Objectives	Spreadsheet formulation
Required Materials	Accounting Textbook
Technical Requirements	
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

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. ○

Course Information

Introduction to Accounting I - 70007 - ACC 203 - 0

CRN: 70007

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 9:50 am	MWF	New School of Business 210	Aug 17, 2009 - Dec 11, 2009	Lecture	

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text"/>	<input type="text"/>	M T W Th F S U <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To: ○

Frequently Asked Questions

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:

http://prod-as.aamu.edu:9010/pls/PROD/twbkwbis.P_GenMenu?name=homepage

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.