SELF - SERVICE BANNER TRAINING

Fall 2007
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There are two ways to work in Banner – via INB - Internet Native Banner, or SSB - Self-Service Banner. **This booklet** will show you the basics of using **SSB**.

From any web-enabled computer, point your browser to the SUNY Orange Home Page. http://www.sunyorange.edu

Click on any **MySUNYOrange** link from the College home page …..

On the next screen you will see a table with three columns. The first column has a Log In link for Banner, and it is titled “My College Information (Self-Service Banner)”. Click the link that says “Log in here” in the first column:

The next screen you see will be the Banner login page. You will need your Banner ID (Axxxxxxx) and PIN.
Your Banner ID can be obtained from the Registrar’s Office. If this is the first time you logged into SSB, your PIN will be your birth date in the mmddyy format.

Enter your Banner ID and PIN, and click “Login”.

Your Banner ID begins with a capital “A”.

You will see a message stating your PIN has expired. You simply have to change your PIN.

Enter your Old PIN and then a New PIN. Choose a PIN you will remember – it MUST be six digits (numbers) long.

After entering your new PIN, Click “Change PIN”.

Next you will be asked to enter a Security Question. Choose a question that is easy to remember but unique to you, such as “What city were you born in?”, “What High School did you attend?”, etc.

Enter your security question and answer, and then click Submit.
Next you will see the **Main Menu** for Self-Service Banner with tabs labeled **Personal Information**, **Student and Financial Aid**, and **Faculty Services**. Not everyone will have the Student and Financial Aid tab.

Click on the tab labeled “**Faculty Services**”.

You will see the screen at right.

Not all components of Banner are currently “Live”, therefore you may not see all menu items displayed here. As options are turned on in the new system, new menu items will become available.

### Viewing Student Assessments

When you are working with a student or advisee, you will need to have their Banner ID. This number is printed on the student’s schedule. If the student does not know their Banner ID or PIN, they must go to the Registrar’s office and provide proper identification in order to be given their number. Faculty should not give out Banner ID’s.

Click on the Link for **Student Information** at the top of the Faculty and Advisors Menu.

Near the bottom of the menu list you will see a link for **View Test Scores**.

Click the link for **View Test Scores**.
You may be prompted to select a Term. Make your selection and click **Submit**.

Next you will see a screen to choose the student whose scores you wish to view.

You can enter the student’s Banner ID, or search for the student’s name and ID.

You can use a percent sign “%” as a wildcard for searching.

Choose the appropriate student name from the drop-down menu of results.

Click **Submit**.

You will see the student’s test scores displayed.

The Test Scores viewed here are different than what you are used to seeing in RISC. A conversion chart follows:
PLACEMENT ASSESSMENT CONVERSION CHART

<table>
<thead>
<tr>
<th>WAS</th>
<th>IS NOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>11070 E.S.L.</td>
<td>WRT 020</td>
</tr>
<tr>
<td>11030 BASIC WRITING SKILLS I</td>
<td>WRT 030</td>
</tr>
<tr>
<td>11040 BASIC WRITING SKILLS II</td>
<td>WRT 040</td>
</tr>
<tr>
<td>11091 SUPPORT MODULE</td>
<td>ENG 091</td>
</tr>
<tr>
<td>COLLEGE-LEVEL WRITING</td>
<td>WRT 100</td>
</tr>
<tr>
<td>999 ENG. ASSESS. WAIVED</td>
<td>WRT 099</td>
</tr>
<tr>
<td>11081 &amp; 11089 ESL READING MODULE</td>
<td>RDG 060</td>
</tr>
<tr>
<td>11050 READING &amp; STUDY I</td>
<td>RDG 070</td>
</tr>
<tr>
<td>11060 READING &amp; STUDY II</td>
<td>RDG 080</td>
</tr>
<tr>
<td>COLLEGE-LEVEL READING</td>
<td>RDG 100</td>
</tr>
<tr>
<td>38010 DEVEL. ARITH.</td>
<td>MAT 010</td>
</tr>
<tr>
<td>38020 DEVEL. ALGEBRA</td>
<td>MAT 020</td>
</tr>
<tr>
<td>38103 ELEM. ALGEBRA</td>
<td>MAT 101</td>
</tr>
<tr>
<td>38104 INTER. ALGEBRA</td>
<td>MAT 102</td>
</tr>
<tr>
<td>38112 INTRO. TO STATS.</td>
<td>MAT 125 *</td>
</tr>
<tr>
<td>38109 PRE-CALC.</td>
<td>MAT 131</td>
</tr>
<tr>
<td>38205 CALCULUS I</td>
<td>MAT 205</td>
</tr>
<tr>
<td>999 MATH ASSESS. WAIVED</td>
<td>MAT 099</td>
</tr>
</tbody>
</table>

*This includes courses MAT 111 through MAT 125.

How to View Holds –

From the **Student Information** menu (under the **Faculty Services** tab), click on the **View Holds** link.

You may be prompted for the student identification information again.

If you have already chosen a student, then the Holds related to the student will be displayed.
**Registration Information:** Academic History is not yet available in Banner. RISC will still be available for looking up previous coursework for students. We are still using the registration cards. Students still need to go to the Registrar's office. When Web registration becomes available, faculty will be able to register a student in a class -- and some students will also have the ability to enroll in courses over the web themselves. To register a student in a course, you need to have the student’s Banner ID and PIN.

Under the Faculty Services Menu, start by Clicking the **Student Information** Link.

Under this menu, Choose “**Add or Drop Classes**”.

Next enter the Advisee information – the student’s Banner ID.

You can also enter search criteria here to look up a particular student. The next screen (not shown) will ask you to verify the student’s name. If it is correct, just click “Submit”.

Next you will need to enter the student’s PIN. (If a student does not know their Banner ID and PIN, **send them to the Registrar’s office** so that proper identification can be verified by the Registrar Staff.) Once you have entered the student’s PIN, Click “Submit”.

Next you will see the worksheet to **Add or Drop Classes**. From here you can click the button to do a class search.

The class search will take you through the same criteria menu that you have seen before.

Make the appropriate selections for the type of course you are searching for and click **Submit**.
The results will show as on the right. You can see days, times, location, and seats available.

Copy the CRN (Course Reference Number) to use when you return to the Add or Drop classes screen.

You can then enter the CRN in the boxes under the Add Classes Worksheet area. Once all CRNs are entered, click Submit Changes.
That’s all there is to it.

How to Print Rosters / Submit Grades Online

DFW Forms, Change of Grade Forms, and Incomplete Forms must be delivered to Middletown by the Same Day that Grades are due.

To submit grades for each class, go to the Faculty Services Menu.

Choose Final or Midterm Grades.

(You may be prompted to Select a Term. Do so and click Submit.)

Use the drop-down box to select a class that you are teaching. Click Submit.

Next you will see the roster for the class you chose.

Printing Your Roster: The Midterm Grades and Final Grades screens will display ALL students in a particular class on a single web page. You can choose “File” and then “Print” from your browser menu bar.

HINT: The Summary Class List page only shows 10 students per page, so the Midterm and Final grade screens are best for printing out your class roster.
(Thank you to Andy Delgado for this tip!)
Submitting Grades Online: To assign a grade, make a choice from the Drop-Down Menu next to each student name. Please be sure you have entered a grade for each student.

If you are giving a student a grade of “F” or “W”, the “Last Attend Date” field must be filled out.

If you are not assigning an “F” or a “W”, this field can be left blank.

Once you have entered a grade for a student, and Last Attend Date where applicable, please click Submit. As per the note at the bottom of the page, please Submit often. If you are idle for 20 minutes, you will be logged off the system.

How to Submit Attendance Online

Beginning in Fall 2007, attendance will be submitted online twice each semester. You will receive a reminder notice from the Records & Registration Office which will give you the deadline date for submitting your attendance records. Attendance must still be recorded manually in your grade books. We are not yet able to record daily attendance online. Timely submission of attendance information is critical since attendance information is used for insurance verifications, ensuring accurate financial aid amounts are posted to the students’ accounts to pay tuition and fees, and for expediting distribution of additional funds to students for books, supplies and living expenses.

Due Dates for Attendance Submission for Fall 2007 are:

<table>
<thead>
<tr>
<th>Full Semester Courses</th>
<th>First-Half Courses</th>
<th>Second-Half Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18</td>
<td>September 18</td>
<td>October 25</td>
</tr>
<tr>
<td>October 25</td>
<td>October 17</td>
<td>December 7</td>
</tr>
</tbody>
</table>

To submit attendance, sign on to Banner with your Banner ID (AxxxxxXxx) and PIN. Click on the Faculty Services tab. Choose Midterm Grades from the Menu. Use the drop-down box to select a class that you are teaching. Click Submit.

Select a Term if necessary and click Submit.
You will see the Mid-Term (or Final) Grade Screen, as on the right.

Both screens are set up the same way.

1. **On September 18,** Records & Registration needs attendance for every student registered in your classes. If a student drops the class in the first three weeks of the semester, their name will not be on the roster for the September 18 report. However, you are still responsible for keeping attendance records for students who initially were part of your class, but dropped during the refund period. The Records & Registration office may contact you for their last date of attendance. For those students still appearing on the roster, proceed according to the following instructions.

If you consider the student **to be in attendance,** enter 09/18/2007 in the Last Attend Date column to the right of their name. **regardless of when the last class was actually held.**

If the student **stopped attending,** enter their precise last date of attendance in the Last Attend Date column to the right of their name. This should be the **EXACT** last date they attended the class. The College’s official definition of “stopped attending” is two consecutive weeks of absences (or more).

If the student **never attended,** enter a 0 (Zero) in the Attended Hours column. **DO NOT** enter anything in the Last Attend Date column.

2. Eight weeks into the semester, when mid term grades are submitted, you will be asked to submit attendance for every student on your class rosters, just as you did the first time.

Unlike the September 18 report, students who have withdrawn from your class between September 18 and October 25 will appear on your midterm roster.

If the student is **in attendance,** enter 10/25/2007 in the Last Attend Date column to the right of their name. **regardless of when the last class was actually held.**

If the student **stopped attending** enter the EXACT last date they attended the class on this report. The College’s official definition of “stopped attending” is two consecutive weeks of absences (or more).
If the student never attended, enter 0 (Zero) in the Attended Hours column. DO NOT enter anything in the Last Attend Date column.

3. After the October 25 attendance report, should a student drop with a grade of “W”, the Records & Registration office may contact you for their last date of attendance. Records & Registration may also contact you at other points in the semester about individual students’ attendance.

4. For half-semester courses, the second reporting cycle is when you submit your final grades and the dates to enter will be October 17 for first-half courses and December 7 for second-half courses. Attendance information is required for all students on the rosters when submitting Final Grades.

5. For full-semester courses, attendance information is only required when submitting Final Grades if you assign a grade of “F” to a student. The reason for this is to determine if the student failed to grasp the material, or if they stopped attending from the October 25 date through the end of the semester. Again, this is ONLY for students with “F” grades for full-semester courses.

How to Enter Your Syllabus Information Online

Putting your syllabus information online is NOT required.

However, it may be helpful to post textbook or supply requirements for students to read when considering your course.

To add your syllabus information into Banner so that it will be displayed on the web, log on to Banner.

Click on the Faculty Services tab.

Next click on “Syllabus Information”.

From the drop-down menu, select a class that you want to enter syllabus information for. You can also enter the CRN number directly.

Click Submit.
On the next screen you will be able to enter syllabus information for your course. If you have a companion site URL, you can enter that as well.

Once you are done entering this information click Submit.

You will receive a message that the syllabus information has been updated successfully.

Students doing a course search will now see a link stating that the syllabus is available on the web.

When the link is clicked, the syllabus information that you have entered will display.

Please check with your department chair about what information should be included in your syllabus. Remember that anything you type into the syllabus information fields is immediately viewable on the web by the general public.
Viewing a Student’s Schedule

After logging into Banner, click on the “Faculty Services” menu, and then click on the “Student Information Menu”.

Select the appropriate term and Submit.

Next you will enter the student’s information so you can search for their schedule. Enter the students Banner ID, if you have their A number. You can also enter their name. A percent sign “%” is used as a wildcard in Banner to represent multiple characters. When you have entered your search criteria, click Submit.

Now that you have chosen the student, you will be returned to the Student Information Menu. From this list, you can now choose “Student Schedule”. You will see the schedule as on the right.

Click on the SUBMIT button next to Printer-friendly version.

You will see the student schedule in an easy-to-read format, as below.

View Student Schedule

<table>
<thead>
<tr>
<th>Information for</th>
<th>Current Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credit Hours: 12.500</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Number</th>
<th>Title</th>
<th>Reg. Status</th>
<th>Credits</th>
<th>Grade Mode</th>
<th>Date Range</th>
<th>Time</th>
<th>Location</th>
<th>Assigned Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>10764</td>
<td>ENG 102 D2</td>
<td>Freshman English 2</td>
<td>Standard Letter</td>
<td>Aug 27, 2007 - Dec 13, 2007</td>
<td>11:00 am - 11:50 am</td>
<td>MID - HU 206 (HU)</td>
<td>Christopher Sichta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10202</td>
<td>HIS 130 H</td>
<td>The Greek &amp; Roman World</td>
<td>Standard Letter</td>
<td>Aug 27, 2007 - Dec 13, 2007</td>
<td>2:00 pm - 2:50 pm</td>
<td>MID - HU 205 (HU)</td>
<td>Demosthenes Kontos</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**TIP:** Last, but not least, here’s a navigation tip: If you forget where a particular link was located, or what categories are listed under what heading, click the “SITE MAP” link on the right-hand side of the page.

The menu items, pages and titles will be displayed in an expanded hierarchical structure. This view may make it easier to find what you are looking for.

**We hope this session has been beneficial.**

As we continue to expand our Banner Training program, more information will be posted on the Banner Information webpage and sent out through OCCC Community emails.

Please share your feedback – let us know what works and what doesn’t, and what you want to see in training.

Thank you for your time, and have a wonderful Semester!

**If you have any questions about Banner or need help, please send an email.**

Linda Gramm  
Maureen Larsen  
Neil Foley

Your Banner Training Team : )