

Banner Student Module

Advisor & Instructor Self-Service Manual



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Introduction

The Self-Service Banner (SSB) system allows advisors and instructors to securely log onto the myIIT portal and administer classes and manage advising activities from any computer with Internet access.

New system features:

- Email Advisees as a group
- Email Students by class
- Use browser back button
- Office hours Scheduler
- Apple/Mac compatible
- 24 x 7 access
- Targeted course search (i.e. "H" or "S")

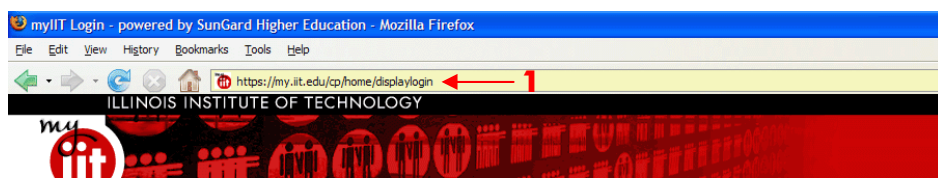
Timeframes and Deadlines

For information on important academic deadlines, please visit the **Registrar's portal website** by signing into my.iit.edu and clicking on the **Academics** tab.

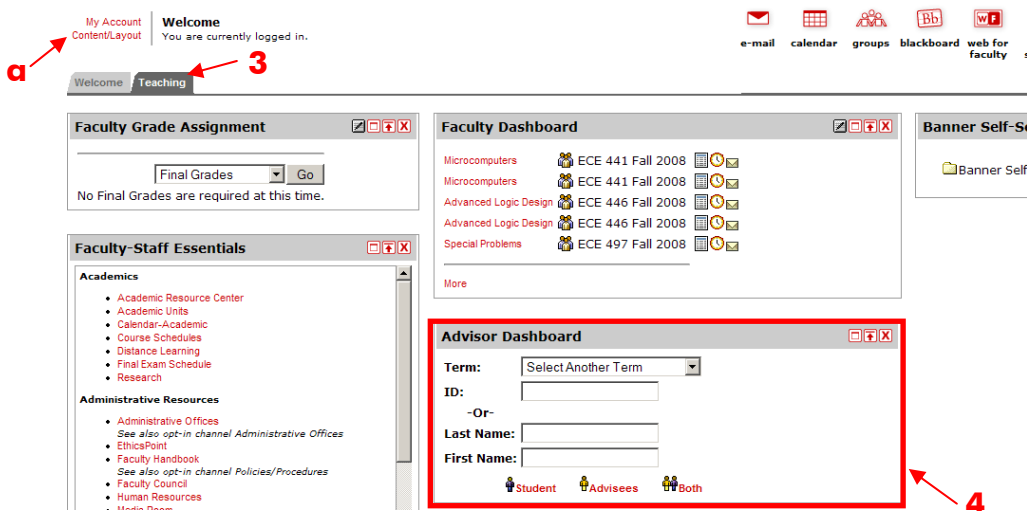
Signing Onto MyIIT and Banner Self-Service Tools

To use the Banner self service tools you will access the Teaching tab on the myIIT portal. Because of the sensitive nature of academic and personal information that is available through the portal, you should not share your portal password with anyone. It is also important to log off the system when you have finished.

1. Using the Internet, access the **myIIT portal** at: <http://my.iit.edu>
2. Enter your **portal username and password** – your iit.edu email username and password.



3. Click on the **Teaching** tab

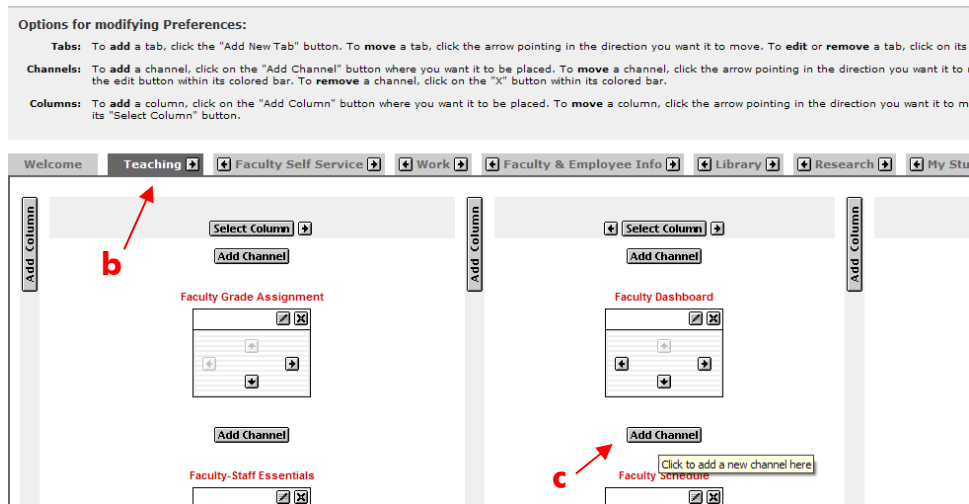


4. You will need to add the Advisor Dashboard channel:

- a. Click the **Content/Layout** link

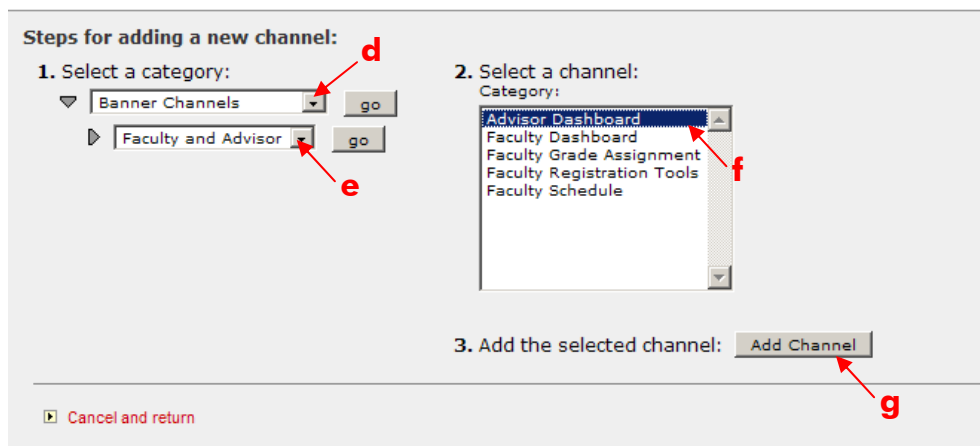
- b. Select the **Teaching Tab**
- c. Click **Add Channel**

Manage Content/Layout



- d. Select **Banner Channels** and click **go**
- e. Select **Faculty and Advisor** and click **go**
- f. Select **Advisor Dashboard**
- g. Click **Add Channel**

Manage Content/Layout



- h. Click **back to Teaching Tab** link on the upper left side of your screen



Viewing Advisee Information

As an advisor you have access to view certain student information including their transcripts, test scores and schedule. Use the Advisor Dashboard to look up information for your advisees and students enrolled in your classes.

Looking up an individual advisee

1. You must first select a term from the dropdown list

2. Then type the student's ID or name.

NOTE: The ID used in this search can be either a student's 8-digit SIS CWID (104XXXXX) or their 9-character alpha/numeric Banner ID.

3. Click the icon of the type of student you are searching for (Student, Advisee, or Both)

Advisor Dashboard

Term: ← 1

ID:

-Or-

Last Name:

First Name:

Student
 Advisees
 Both

2

3

Below is an example of results from a search for advisees with the last name of "Chen". The icon in the **Messages** column indicates that all students the search returned are advisees.

Advisor Dashboard

Fall 2008

Name	Messages	Class Standing / Major Tools	Tools
Hongnan Chen		Electrical Engineering	
Jianyu Chen		Electrical and Computer Engrg	
Yafang Cheng		Electrical Engineering	

New Search

Click on the Major link to view General Student Information

You can click the icons under the Tools column to view transcript and test score information. This is covered in more detail on page 7 of this manual.

General Student Information

Information for [Jianyu Chen](#)

Student Information effective from Fall 2008 to The End of Time

Registered for Term: No
First Term Attended: Fall 2004
Last Term Attended: Spring 2008
Status: Active
Residence: In state Resident
Citizenship: Citizen
Student Type: New First Time
Class: Graduate Dgree Seeking
Primary Advisor: Jafar Saniee

Curriculum Information

Current Program

Professional Master

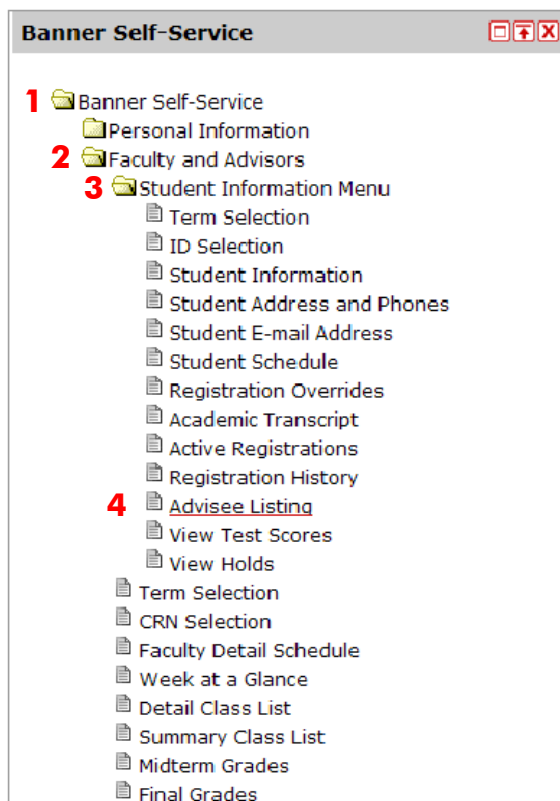
Level: Graduate
Program: Professional Master
Admit Term: Fall 2008
Catalog Term: Fall 2008
College: Armour College of Engineering
Major and Department: Electrical and Computer Engrg, Electrical & Computer Engrg

[[Student Schedule](#) | [Student Addresses and Phones](#)]

Viewing all Advisees

To view a list of your advisees use the Banner Self Service Channel:

1. Select Banner Self Service
2. Faculty and Advisors
3. Student Information Menu
4. Advisee Listing



On the next screen:

1. Select the term from the drop down list
2. Click the **Submit** button.

Select Term

Select a Term: 2009 Professional Learning
2009 Professional Learning
Fall 2008


2 → Submit ← **1**


RELEASE: 6.1

On the Advisee Listing page you can click to view student information, holds, test scores, etc. The email icon next to the advisee's ID indicates that they have an email account in the system; send an email to that student by clicking the icon. To send an email to all your advisees click the **Email your advisees** link at the bottom of the page.

Advisee Listing

Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript
Abdel-Salam, Thair Y.	A20152000		367509	View	View	View	View
Abu-Amara, Hashem M.	A20132000		807353	View	View	View	View
Chen, Hongnan	A20182000		921024	View	View	View	View
Chen, Jianyu	A20072000		779119	View	View	View	View
Zou, Shaohan	A20132000		550285	View	View	View	View

[Email your advisees](#) 

Advisor Tools

The advisor tools available in Self Service Banner are slightly different from the Web for Faculty. One primary change is that advising holds are no longer placed on student accounts and do not need to be removed by advisors. Instead, students will use their alternate PIN to register for classes.

Alternate PIN for Registration

When students attempt to register for classes they will be prompted to enter an alternate PIN. Students who are required to meet with their advisor before registration will be given this PIN at their advising session with their primary advisor. The Registrar's Office will provide the PIN to students who are not required to meet with their advisor before registering. The alternate PIN is active for one semester and a new PIN is generated for registration in the next term. The PIN for each advisee can be found on the **Advisee Listing** page in the **Alternate PIN** column (see highlighted column above).

Reviewing Transcripts and Test Scores

An advisee's test scores and transcript may be viewed from the Advisee Listing page:

Advisee Listing	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript
Abdel-Salam, Thair Y.	A20152000		367509	View	View	View	View

or directly from the Advisor Dashboard Channel:

Advisor Dashboard

Fall 2008

Name	Messages	Class Standing / Major	Tools
Jianyu Chen		Graduate Dgree Seeking Electrical and Computer Engrg	

Click for transcript

Click for test scores

Both methods of accessing a transcript or test score will prompt you to enter the student's alternate PIN before you can view their information. Remember: the PIN for each of your advisees can be found on the **Advisee Listing** page in the **Alternate PIN** column (see page 6 for detailed instructions).

1. Enter the Student's Alternate PIN
2. Click Submit

Student Name: Jianyu Chen

Student PIN: ← 1

← 2

On the next screen define the transcript you wish to view:

3. Select the transcript level from the dropdown menu:
All Levels, Graduate, Undergraduate
4. Transcript Type will default to **Internal**
5. Click **Display Transcript**

Transcript Level: All Levels ← 3





Transcript Type: Internal ← 4

← 5

Viewing a Student's Schedule

Advisor Dashboard

Fall 2008













Name	Messages	Class Standing / Major	Tools
Jianyu Chen		Graduate Dgree Seeking Electrical and Computer Engrg	  

Click for current schedule New Search

To view a student's schedule from past terms use the Banner Self Service channel:

1. Select Banner Self Service
2. Faculty and Advisors
3. Student Information Menu
4. Student Schedule
5. When prompted select the term you wish to view

Banner Self-Service

- 1  Banner Self-Service
 -  Personal Information
- 2  Faculty and Advisors
- 3  Student Information Menu
 -  Term Selection
 -  ID Selection
 -  Student Information
 -  Student Address and Phones
 -  Student E-mail Address
- 4  Student Schedule
 -  Registration Overrides
 -  Academic Transcript

Viewing Student Holds

To view holds on your advisee's account use the Banner Self Service channel:

1. Select Banner Self Service
2. Faculty and Advisors
3. Student Information Menu
4. View Holds

When prompted:

















5. Enter the student's Alternate PIN
6. Click **Submit**

Student Name: Jianyu Chen

Student PIN: ← 5

← 6

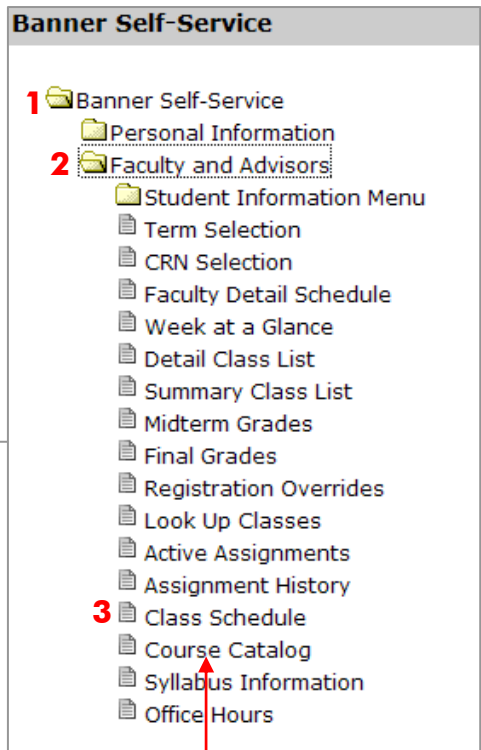
Banner Self-Service

- 1  Banner Self-Service
 -  Personal Information
- 2  Faculty and Advisors
- 3  Student Information Menu
 -  Term Selection
 -  ID Selection
 -  Student Information
 -  Student Address and Phones
 -  Student E-mail Address
 -  Student Schedule
 -  Registration Overrides
 -  Academic Transcript
 -  Active Registrations
 -  Registration History
 -  Advisee Listing
- 4  View Holds

Class Schedule Search

Use the Banner Self-Service Channel to search the Class Schedule.

1. Click Banner Self-Service
2. Faculty and Advisors
3. Class Schedule
4. When prompted select the term or enter the date range you wish to search
5. Click **Submit**



Dynamic Schedule

Search by Term:
None

OR

Search by Date Range (MM/DD/YYYY):
From: To:

Submit Reset

NOTE: Click on the Course Catalog link to search the entire catalog.

Class Schedule Search

Subject: Anthropology
Architecture
Art and Architectural History You must select at least one subject

Course Number:

Title:

Schedule Type: All
Accelerated Course
Clinical

Credit Range: hours to hours

Campus: All
Corporate Site
Downtown Campus

Course Level: All
Continuing Education
Graduate

Part of Term: All
1st Eight Weeks (Semester)
2nd Eight Weeks (Semester)
Non-date based classes only

Instructor: All
Aamot, Kari Lynn
Abarji, Snejana

Attribute Type: All
CAEE Design Course
CSCI Technical Elective Allows you to look for classes to meet requirements

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search Reset

Click title to view Detailed Class Information

Class Schedule Listing

Sections Found

[Introduction to Architecture - 11399 - ARCH 100 - 1](#)

Associated Term: Fall 2008
Registration Dates: May 21, 2008 to Jun 06, 2008
Levels: Undergraduate
Attributes: Communications Requirement
Instructors: Kathleen Nagle (P)

Main Campus Campus
 Lecture Schedule Type
 Traditional Instructional Method
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	12:50 pm - 1:40 pm	WF	Wishnick Hall 113 Aug 21, 2008 - Dec 13, 2008	Lecture	Kathleen Nagle (P)

Detailed Class Information

Detailed Class Information
Introduction to Architecture - 11399 - ARCH 100 - 1

Associated Term: Fall 2008
Levels: Undergraduate

Main Campus Campus
 Lecture Schedule Type
 Traditional Instructional Method
 3.000 Credits
[View Catalog Entry](#)

Registration Availability

Seats	Capacity
	150

Instructor Tools

Faculty Dashboard

The Faculty Dashboard allows instructors to view enrollment, post syllabi, set office hours and email an entire class at once.

View Faculty Detail Schedule **View or Add office hours**

Send Email to class

View Class List **View or Add course syllabus**

Registration Overrides

Instructors may permit a student to enter a class even if they do not meet the pre-requirement or co-requirement for the class. This is called an **Instructor Permit**. Use the **Banner Self-Service** channel to permit a student into your class.

1. Click Banner Self-Service
2. Faculty and Advisors
3. Registration Overrides
4. When prompted select the term or enter the date range you wish to search
5. Click **Submit**

Banner Self-Service

1. Banner Self-Service
 - Personal Information
 - 2. 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
 - 3. Registration Overrides
 - Look Up Classes

Select Term

Select a Term: **4**

5

RELEASE: 6.1

- When prompted, enter the student's ID. This can be either their 8-digit SIS CWID (104XXXXX) or their 9-character alpha/numeric Banner ID.

Student or Advisee ID: ← 6

- Select **Instructor Permit** from the Override dropdown menu and the **Course** you are permitting the student into. Click the **Submit** button when you done.

Registration Overrides

Information for Jianyu Chen

Registration Overrides

Override	Course
Instructor Permit	None
None	None
None	10628 - ECE 441 1
	10629 - ECE 441 2
	10640 - ECE 446 1
	10641 - ECE 446 2
	10646 - ECE 497 0
	10721 - ECE 591 0
	10739 - ECE 597 0
	10768 - ECE 691 0
	10789 - ECE 742 1
	11441 - PSYC 221 1

Submit ← 7

There are no current overrides for the selected student and term.

Current Student Schedule

Total Credit Hours: 7.000

- The permit will be active when you select **Submit** on the following screen.

Registration Overrides

These are the override requests you entered. Please confirm them by selecting Submit.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Instructor Permit	10640	ECE 446	1	Jianyu Chen	May 30, 2008

Submit ← 8

The Instructor Permit will now appear on the Registration Overrides screen for the Student.

Current Student Overrides

Override	Course	Activity Date	Entered by
Instructor Permit	10640 - ECE 446 1	May 30, 2008	WWW2_USER

Grading

Use the Banner Self-Service Channel to search Final Grades.

1. Click Banner Self-Service
2. Faculty and Advisors
3. Final Grades
4. When prompted select the term.
5. Click **Submit**
6. When prompted select the CRN.
7. Click **Submit**

Banner Self-Service

- 1 Banner Self-Service
- 2 Personal Information
 - 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
 - 3 **Final Grades**
 - Registration Overrides
 - Look Up Classes
 - Active Assignments
 - Assignment History
 - Class Schedule
 - Course Catalog
 - Syllabus Information
 - Office Hours

Personal Information **Faculty Services**

Search

Select Term

Select a Term: ← 4

← 5

Personal Information **Faculty Services**

Search

Select a CRN

CRN: ← 6

← 7

Personal Information **Faculty Services**

Search RETURN TO MENU SITE MAP HELP

Final Grades A20000000 Instructor Name
Fall 2008
Oct 24, 2008 01:25 pm

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
History of the English Language - COM 309 1
CRN: 10803
Students Registered: 23

Please submit the grades often. There is a 30 minute time limit starting at 01:25 pm on Oct 24, 2008 for this page.

Final Grades	Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled Last	Attend Date	Attend Hours	Registration Number
	1	Student, Any	A21012000	3.000	Admin Registered	Jul 21, 2008	<input type="text" value="A"/> ← Enter grades using the drop down menu	N	<input type="text"/>	0-999.99	10

Do not fill out these fields

A notice that changes were successfully will appear on your screen:

The changes you made were saved successfully.

Use the myIIT Teaching Tab to enter Final Grades.

1. Select Final Grades
2. Click **Go**
3. When prompted select the term.
4. Click **Submit**
5. When prompted select the CRN.
6. Click **Submit**
7. Enter grades using the drop down menu.

View Faculty Detail Schedule

Faculty Grade Assignment				
FT Co-Op Education Sem I-UG	COOP	010	Fall 2008	
History English Language	COM	309	Fall 2008	
History of the Engl Language	COM	509	Fall 2008	
TA Seminar	HUM	601	Fall 2008	

More Final Grades [dropdown] Go

Hover mouse over icons to find out what they indicate

1 (points to 'Final Grades' dropdown)

2 (points to 'Go' button)

Personal Information Faculty Services

Search [input] Go

Select Term

Select a Term: [Fall 2008] [dropdown]

Submit

3 (points to dropdown)

4 (points to Submit)

Personal Information Faculty Services

Search [input] Go

Select a CRN

CRN: [History English Language - 10803] [dropdown]

Submit

5 (points to dropdown)

6 (points to Submit)

Logging Off the System

It is important that you log off of your portal session, especially if using a public machine. Clicking the **Logout** link at the top right hand corner will log you out of both Banner Self-Service and the myIIT portal.

