

Banner Student Module

Instructor Self-Service Manual



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Introduction

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

New system features:

- 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")

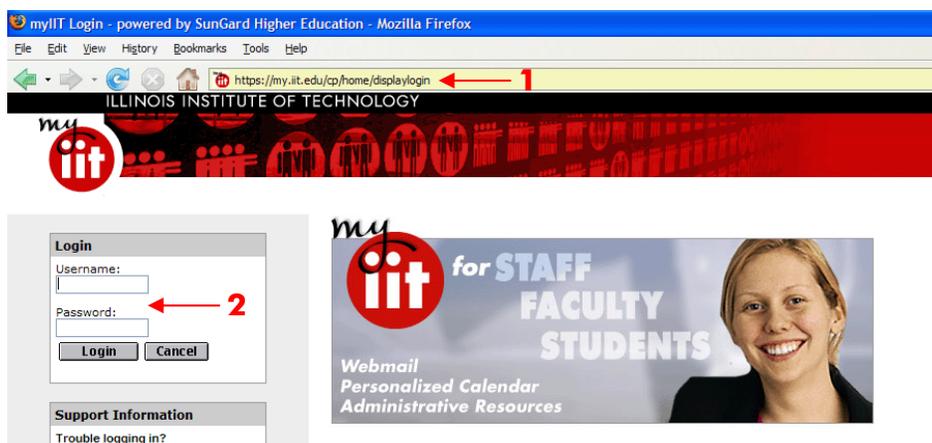
Timeframes and Deadlines

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.

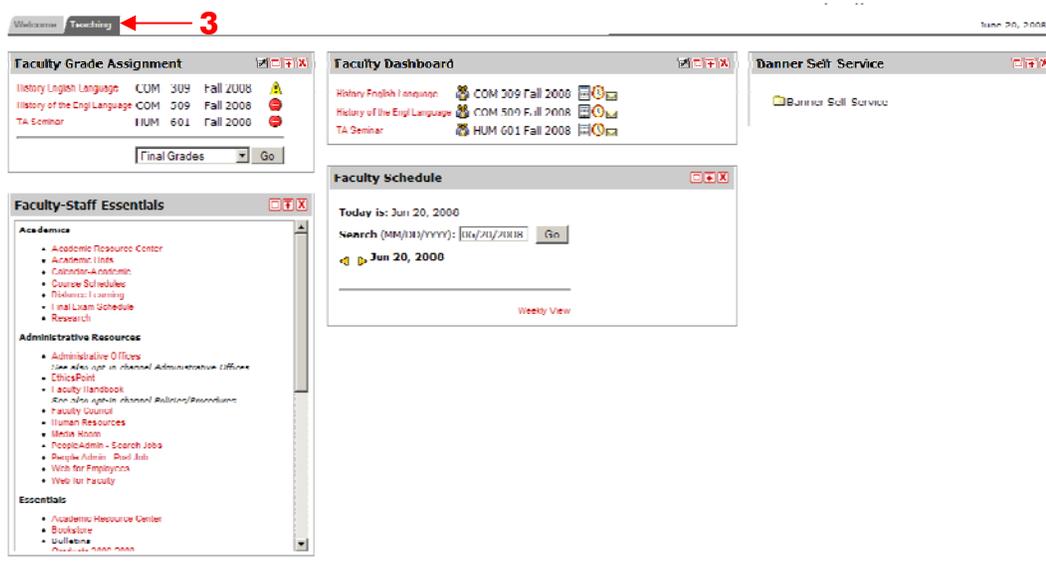
Signing Onto MyIIT and Banner Self-Service Tools

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

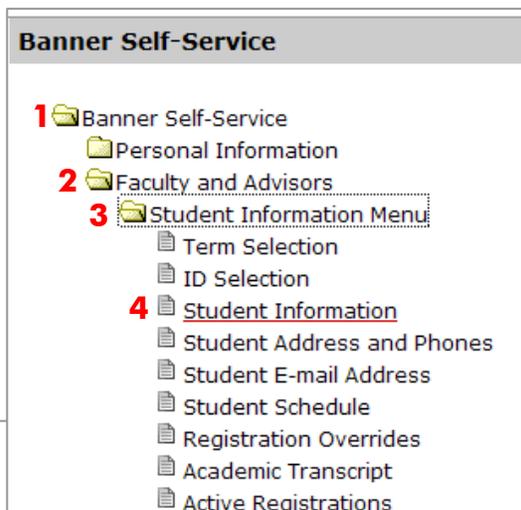


Searching Student Information

Viewing General Student Information

View basic information for a student including their major, year, and primary advisor through the Banner Self Service channel.

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



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 Sanile

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](#)]

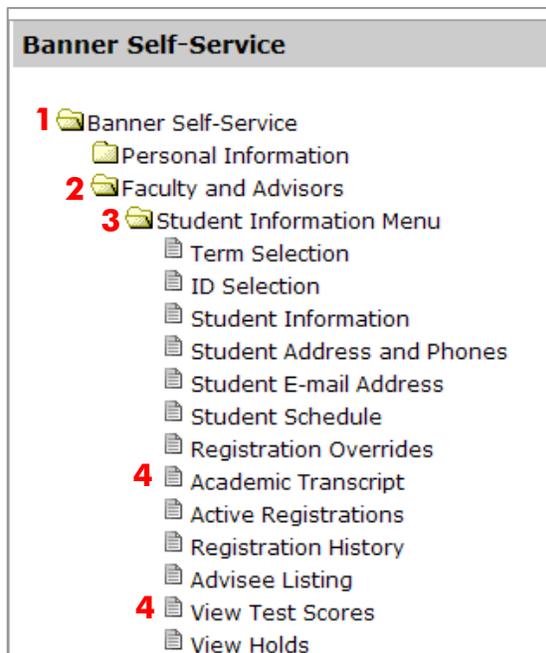
Alternate PIN for Registration

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.

Reviewing Transcripts and Test Scores

To view a student's transcript, test scores and other academic information they must provide you their Alternate PIN. You will be prompted to enter the student's Alternate PIN before you can view their information.

1. Select Banner Self Service
2. Faculty and Advisors
3. Student Information Menu
4. Academic Transcript
(or View Test Scores)
5. When prompted select the term you wish to view and the student's ID number.



Student Name: Jianyu Chen

Student PIN: ← 6

← 7

6. Enter the Student's Alternate PIN
7. Click Submit

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

8. Select the transcript level from the dropdown menu:
All Levels, Graduate, Undergraduate
9. Transcript Type will default to **Internal**
10. Click **Display Transcript**

Transcript Level: ← 8

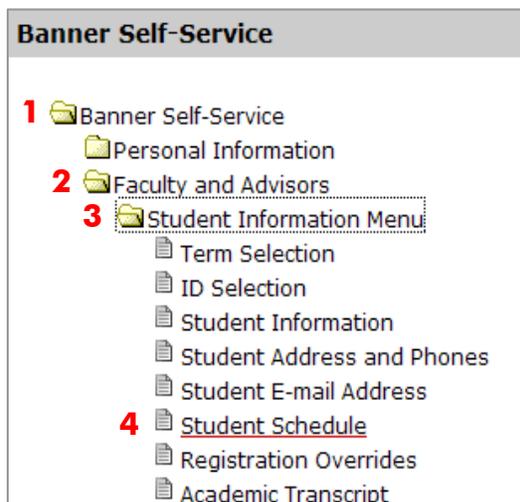
Transcript Type: ← 9

← 10

Viewing a Student's Schedule

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

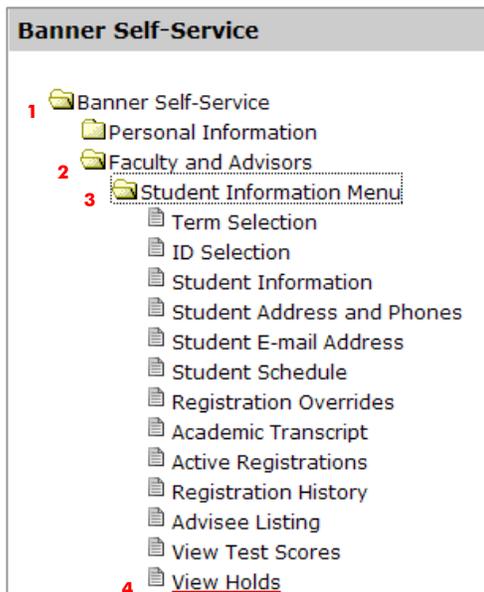
1. Select Banner Self Service
2. Faculty and Advisors
3. Student Information Menu
4. Student Schedule
5. When prompted select the term you wish to view



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
5. When prompted select the term you wish to view and the student's ID number.



When prompted:

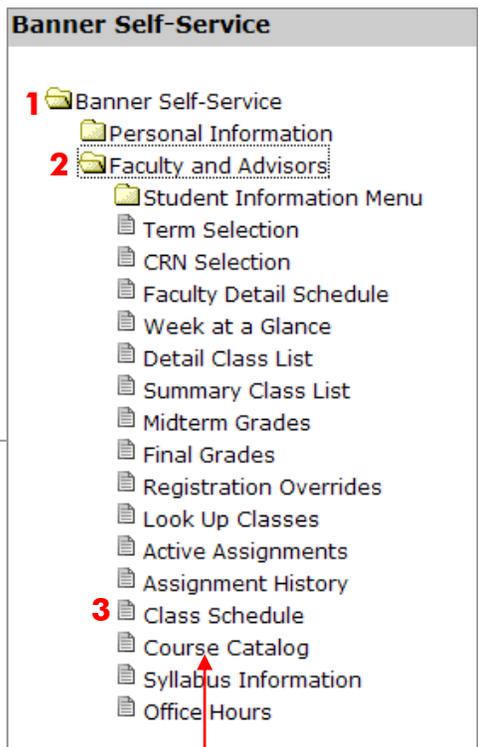
6. Enter the student's Alternate PIN
7. Click **Submit**

The screenshot shows the Student Information Menu interface. The student's name is displayed as "Student Name: Jianyu Chen". Below the name is a "Student PIN:" label followed by an input field. A red arrow labeled "6" points to the input field. Below the input field is a "Submit" button. A red arrow labeled "7" points to the "Submit" button.

Class Schedule Search

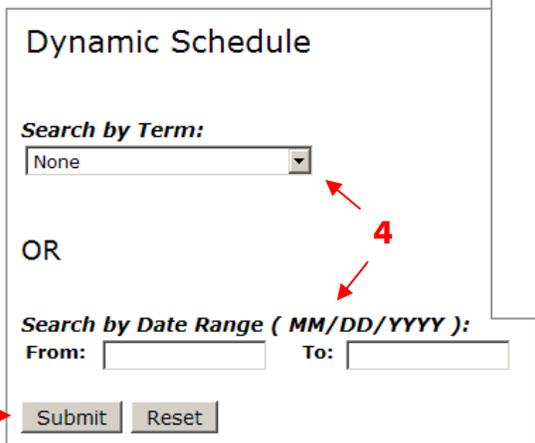
Use the Banner Self-Service Channel to search the Class Schedule.

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**



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
 - Registration Overrides
 - Look Up Classes
 - Active Assignments
 - Assignment History
 - 3 Class Schedule
 - Course Catalog
 - Syllabus Information
 - Office Hours



Dynamic Schedule

Search by Term:
None

OR

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

5 →

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

Class Schedule Search

Subject: Anthropology
Architecture
 Art and Architectural History

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
 Non-date based classes only
 1st Eight Weeks (Semester)
 2nd Eight Weeks (Semester)

Instructor: All
 Aamot, Kari Lynn
 Abarji, Snejana

Attribute Type: All
 CAEE Design Course
 CSCI Technical Elective

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

You must select at least one subject

Allows you to look for classes to meet requirements

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

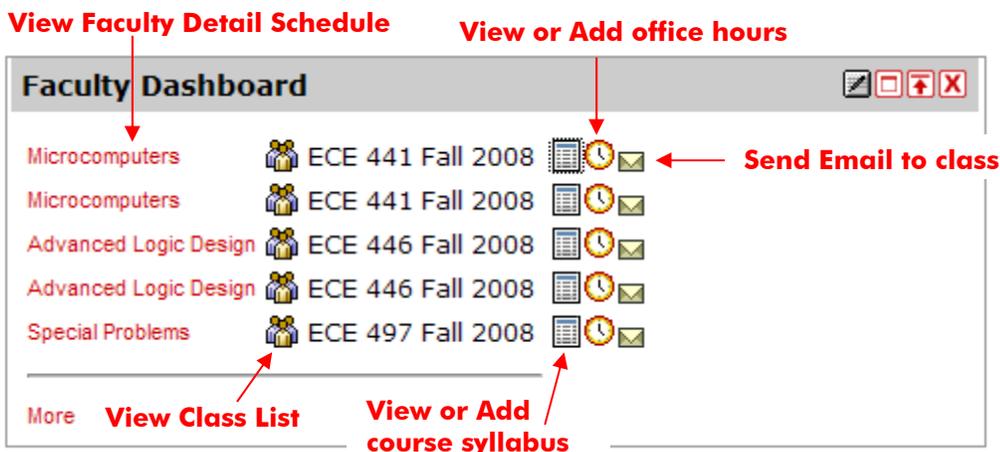
Main Campus Campus
 Lecture Schedule Type
 Traditional Instructional Method
 3,000 Credits
[View Catalog Entry](#)

Registration Availability

Seats	Capacity
150	150

Faculty Dashboard

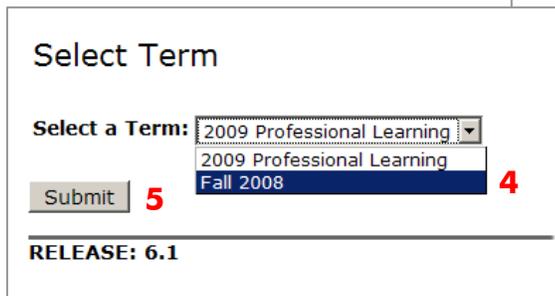
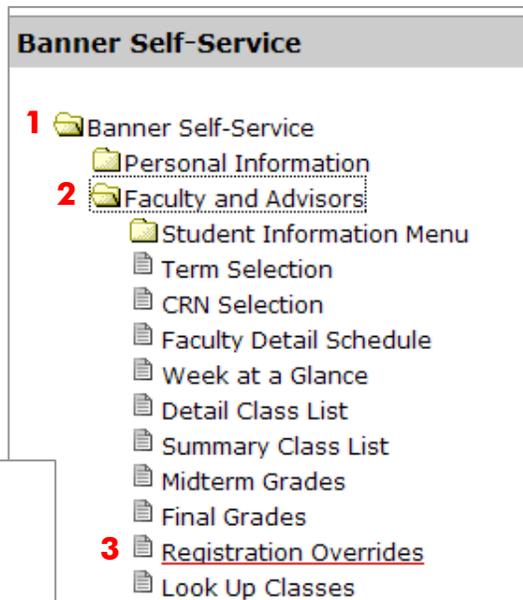
The Faculty Dashboard allows instructors to view enrollment, post syllabi, set office hours and email an entire class at once.



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**



6. 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

7. 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

8. 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**

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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"/> None B C D E	N	<input type="text"/>	<input type="text" value="0-999.99"/>	10

Do not fill out these fields

Enter grades using the drop down menu

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

Course	Code	CRN	Term	Status
FT Co-Op Education Sem I-UG	COOP	010	Fall 2008	Green Triangle
History English Language	COM	309	Fall 2008	Yellow Triangle
History of the Engl Language	COM	509	Fall 2008	Red Minus
TA Seminar	HUM	601	Fall 2008	Red Minus

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.

