

Faculty Self-Service

The Faculty Self-Service application in Banner 9 allows Faculty to view their class lists and enter midterm and final grades. Advisors can also view their advisee’s program information in one location.

It contains the following pages:

Advising Student Profile

Class List

Faculty Grade Entry

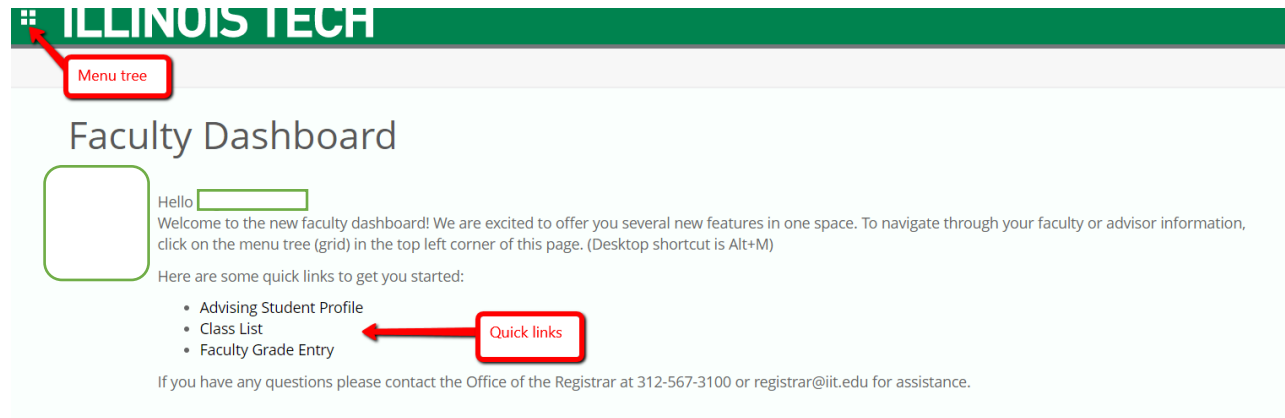
BANNER 9 SELF-SERVICE NAVIGATION

You can access the Faculty Dashboard through your myIIT portal on the Teaching tab.

The screenshot shows the MyIIT Portal interface. On the left is a navigation menu with categories: Teaching, Work, Welcome, Academics, Student Life, Finances, and Library. The main content area is divided into three columns. The first column has a red header 'Faculty Dashboard' and a button with a dashboard icon and the text 'Faculty Dashboard click here', which is highlighted with a red arrow. The second column has a red header 'Office of the Registrar - Faculty & ...' and contains a notice for Chicago-Kent College of Law Faculty and a 'QUICK LINKS' section with a list of links. The third column has a red header 'Un' and a 'FOR ACA' section.

FACULTY DASHBOARD

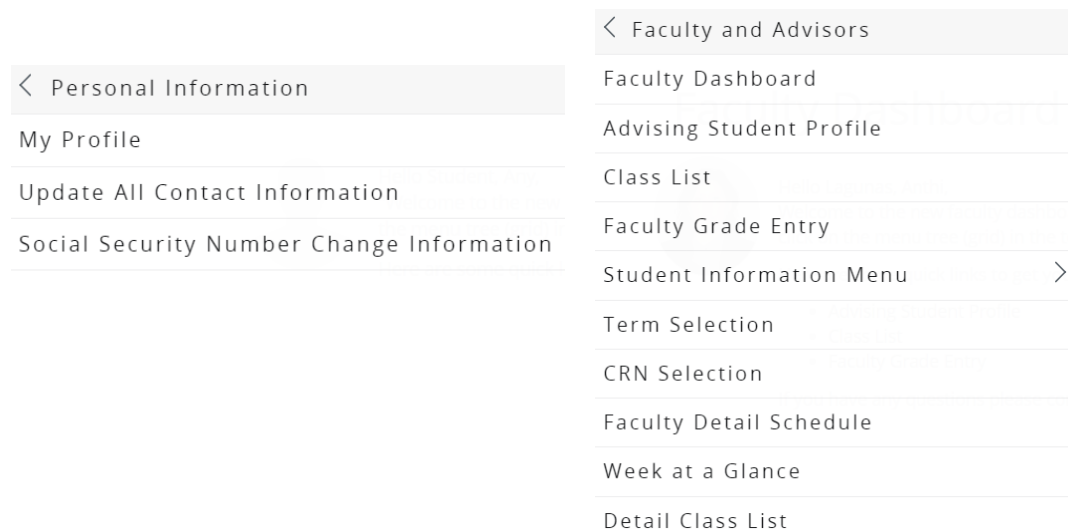
The Faculty Dashboard is where you will find a welcome message, menu navigation tips, and some quick links.



The menu tree provides navigation through the module.



As a faculty member you can view your personal information or faculty and advisor information and links.



CLASS LIST

The class list will auto populate all terms.
 You can then select a specific term to view in the top left.

Faculty & Advisors • CRN Listing

CRN Listing

All Terms Select term

Select Course Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ARCH 497, 04	The Shape of Stress	50406	4	Active	01/13/2020 - 05/09/2020	Spring 2020 (202020)
ECE 597, 154	Special Problems	10236	1	Active	08/19/2019 - 12/07/2019	Fall 2019 (202010)

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Select a course from your list and the course information, enrollment information, and class list details will populate.

Faculty & Advisors • CRN Listing • Class List

Class List Export to Excel Export Print

Spring 2020 - 202020 ARCH 497 | 50406

Course Information

The Shape of Stress - ARCH 497 04
 CRN: 50406
 Duration: 01/13/2020 - 05/09/2020
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	15	4	11
Wait List	99	0	99
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List Search (Alt+Y)

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			Student Registered	Undergraduate	3	Enter Grade	Enter Grade	Fifth Year Undergraduate
<input type="checkbox"/>			Registered Late	Graduate	3	Enter Grade	Enter Grade	Graduate Doctoral
<input type="checkbox"/>			Student Registered	Undergraduate	3	Enter Grade	Enter Grade	Fifth Year Undergraduate

You can print your class list summary or export it into a spreadsheet. *Please note that the export will not include photos.*

Class List - Summary

Course Information				Enrollment Counts																			
The Shape of Stress - ARCH 497 04 Term: Spring 2020 - 202020 CRN: 50406 Duration: 01/13/2020 - 05/09/2020 Status: Active				<table border="1"> <thead> <tr> <th></th> <th>Maximum</th> <th>Actual</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>Enrollment</td> <td>15</td> <td>4</td> <td>11</td> </tr> <tr> <td>Wait List</td> <td>99</td> <td>1</td> <td>98</td> </tr> <tr> <td>Cross List</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>					Maximum	Actual	Remaining	Enrollment	15	4	11	Wait List	99	1	98	Cross List	0	0	0
	Maximum	Actual	Remaining																				
Enrollment	15	4	11																				
Wait List	99	1	98																				
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Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class																
Printed view																							
Student Registered		Undergraduate	3	Enter Grade	E		Fifth Year Undergraduate																
Registered Late		Graduate	3	Enter Grade	A		Graduate Doctoral																
Student Registered		Undergraduate	3	Enter Grade	B		Fifth Year Undergraduate																
Student Registered		Undergraduate	3	Enter Grade	A		Fifth Year Undergraduate																

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Waitlists can be viewed from the class list.

Spring 2020 - 202020 ARCH 497 | 50406

Course Information

The Shape of Stress - ARCH 497 04
 CRN: 50406
 Duration: 01/13/2020 - 05/09/2020
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	15	4	11
Wait List	99	1	98
Cross List	0	0	0

Class List Wait List Summary View

Summary Wait List

Change position Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Waitlist Position	Notification Expires	Class
<input type="checkbox"/>			Waitlisted	Graduate	0	1	-	Graduate Non Doctoral

FACULTY GRADE ENTRY

On the faculty grade entry page you can enter midterm and final grades. You can also import and export your grade data. *Please note that the gradebook feature is not currently available.*

Only courses that are open for grading will be displayed.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ARCH - Architecture	497	04	The Shape of Stress	202020 - Spring 2020	50406

Records Found: 1

My Courses

Grading Status

Not Started

My Courses

Grading Status

Completed

The grading status will show as not started in red and when completed it will display in green.

If you have multiple courses select the grading status to display the roster.

You can enter grades manually on this page. Please remember to enter a last date of attendance for any E grades.

Midterm Grades Final Grades Gradebook

My Courses


Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ARCH - Architecture	497	04	The Shape of Stress	202020 - Spring 2020	50406

Records Found: 1

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
			A		
			E		02/25/2020

Records Found: 4




Language Setting

About

Keyboard shortcuts

Export Template

Import 

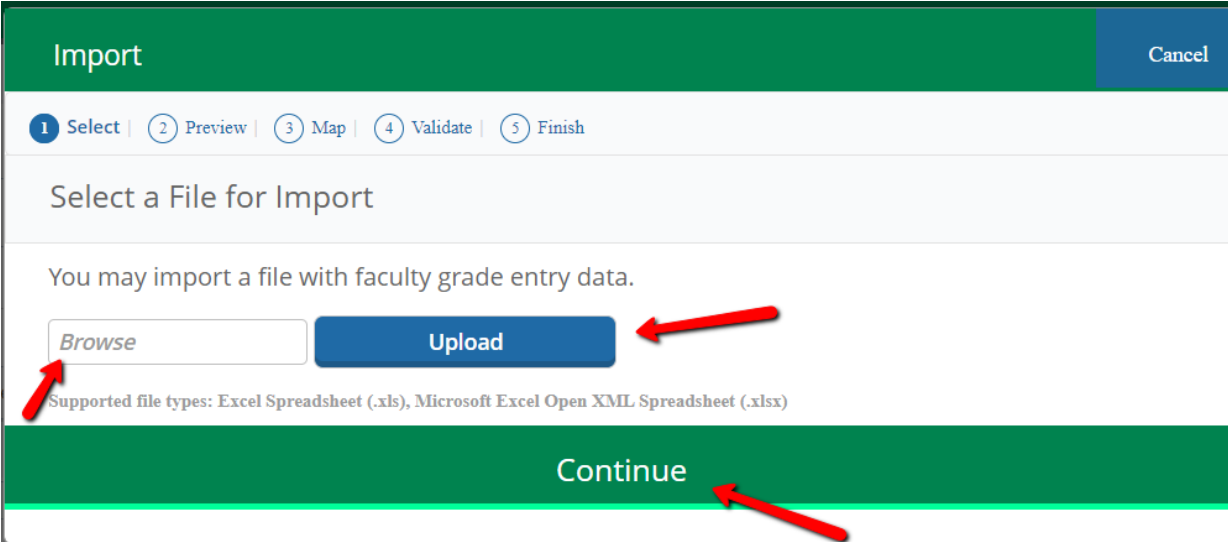
You also have the option to import your grade sheet from an excel file. The import function is located by selecting the gear icon in the top right.

Required parameters:

- Term Code
- CRN
- Student ID
- Final Grade
- Last Attended Date

How to import grades

1. Select the import function.
2. Click on the Browse box and select your excel file.
3. Select upload to prepare your file.
4. Select the continue button.




Import Cancel


1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.




Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)




5. Preview the file and select continue.

Import Cancel

1 Select | 2 **Preview** | 3 Map | 4 Validate | 5 Finish

Preview File 

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers. 

Row	Full Name	Student ID	Final Grade	Last Attended Date
1			E	02/25/2020
2			A	
3			C	
4			B	

Go Back Continue

- 6. You can map your fields in this step if your headers were not exact.
- 7. You will also be able to view any missing information.

Import Cancel

1 Select | 2 Preview | 3 **Map** | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code*	CRN*	<input checked="" type="checkbox"/> Student ID*	<input checked="" type="checkbox"/> Final Grade
<input checked="" type="checkbox"/> Last Attended Date	Incomplete Final Grade	Extension Date	

Map Other Student ID* Final Grade Last Attended I

Row	Final Grade	Last Attended Date
1	E	02/25/2020
2	A	
3	C	
4	B	

- Validate your data – confirm that all student entries will be imported.

Import
Cancel

Validate

① Select | ② Preview | ③ Map | ④ **Validate** | ⑤ Finish

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 4 records will be imported:
 0 records containing errors will not be imported.
 0 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Student ID	Final Grade	Last Attended Date
1	202020	50406		E	02/25/2020
2	202020	50406		A	
3	202020	50406		B	
4	202020	50406		A	

- Import will be complete.
- If there are any errors, you can import again.

Import
Cancel

Import Complete

① Select | ② Preview | ③ Map | ④ Validate | ⑤ **Finish**

The import wizard is complete.

4 Records without error have been imported and saved to the database.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

Grading status will now display as completed.

When grades are rolled to the student record by the Registrar's office it will display as completed as well.

Faculty Grade Entry » Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses Status after import

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Not Started	ARCH - Architecture	497	04	The Shape of Stress	202020 - Spring 2020	50406

Records Found: 1 Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
			E		02/25/2020
			A		
			B		
			A		

Records Found: 4 Page 1 of 1 Per Page 25