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

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

MyIIT Portal

Banner 9 Self-Service Navigation

Office of the Registrar - Faculty & ...
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.
The class list will auto populate all terms.
You can then select a specific term to view in the top left.

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

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Enrollment Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Shape of Stress - ARCH 497 04</td>
<td>Maximum</td>
</tr>
<tr>
<td>Term: Spring 2020 - 202020</td>
<td>Enrollment</td>
</tr>
<tr>
<td>CRN: 50406</td>
<td>15</td>
</tr>
<tr>
<td>Duration: 01/13/2020 - 05/09/2020</td>
<td>4</td>
</tr>
<tr>
<td>Status: Active</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Level</th>
<th>Credit Hours</th>
<th>Midterm</th>
<th>Final</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Registered</td>
<td>Undergraduate</td>
<td>3</td>
<td>Enter Grade</td>
<td>E</td>
<td></td>
<td></td>
<td>Fifth Year Undergraduate</td>
</tr>
<tr>
<td>Registered Late</td>
<td>Graduate</td>
<td>3</td>
<td>Enter Grade</td>
<td>A</td>
<td></td>
<td></td>
<td>Graduate Doctoral</td>
</tr>
<tr>
<td>Student Registered</td>
<td>Undergraduate</td>
<td>3</td>
<td>Enter Grade</td>
<td>B</td>
<td></td>
<td></td>
<td>Fifth Year Undergraduate</td>
</tr>
<tr>
<td>Student Registered</td>
<td>Undergraduate</td>
<td>3</td>
<td>Enter Grade</td>
<td>A</td>
<td></td>
<td></td>
<td>Fifth Year Undergraduate</td>
</tr>
</tbody>
</table>

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Waitlists can be viewed from the class list.
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.

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

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.
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.
5. Preview the file and select 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.
8. Validate your data – confirm that all student entries will be imported.

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

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.