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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

Options for modifying Preferences:

- **Tabs:** To add a tab, click the “Add New Tab” button. To move a tab, drag and drop the tab in the direction you wish to move it. To delete or remove a tab, click on the “Delete” button at the upper right of the selected tab.

- **Channels:** To add a channel, click on the “Add Channel” button where you want it to be placed. To move a channel, drag and drop the channel in the direction you wish to move it to the Add Channel button within its colored bar. To remove a channel, click on the “X” button within its colored bar.

- **Columns:** To add a column, click on the “Add Column” button where you want it to be placed. To move a column, drag and drop the column in the direction you wish to move it to the “Select Column” button.

Manage Content/Layout

Steps for adding a new channel:

1. Select a category:
   - Banner Channels
   - Faculty and Advisor

2. Select a channel:
   - Faculty Dashboard
   - Faculty Grade Assignment
   - Faculty Registration Tools
   - Faculty Schedule

3. Add the selected channel:
   - Add Channel

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)

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.

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.
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

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

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:

or directly from the Advisor Dashboard Channel:

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

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
**Viewing a Student’s Schedule**

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

**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. Enter the student’s Alternate PIN
6. Click **Submit**
**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:**

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<th>Search by Date Range (MM/DD/YYYY)</th>
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**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
   - Class Schedule
   - Course Catalog
   - Syllabus Information
   - Office Hours

**NOTE:** Click on the Course Catalog link to search the entire catalog.
Class Schedule Search

You must select at least one subject

Instructor Tools

You must select at least one subject

Click title to view Detailed Class Information

You must select at least one subject

Detailed Class Information

You must select at least one subject
Instructor Tools

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-requisite or co-requisite 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.

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.

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

The Instructor Permit will now appear on the Registration Overrides screen for the Student.
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](image)

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.

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.