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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](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.

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.
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**
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
**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**
   - **Faculty and Advisors**
     - Student Information Menu
     - Term Selection
     - CRN Selection
     - Faculty Detail Schedule
     - Weak 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

**Dynamic Schedule**

*Search by Term:*
- None

OR

*Search by Date Range (MM/DD/YYYY):*
- From: [ ]
- To: [ ]

5. Click **Submit**

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

Registration Availability

<table>
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<tr>
<th>Seats</th>
<th>Capacity</th>
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Scheduled Meeting Times

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

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**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**

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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
3. **Registration Overrides**
   - Look Up Classes

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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**

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

- The changes you made were saved successfully.

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**Banner Self-Service**

1. **Banner Self-Service**
2. Faculty and Advisors
   - Personal Information
   - User Information Menu
   - Term Selection
   - CRN Selection
   - Faculty Detail Schedule
   - Week at a Glance
   - Detailed Class List
   - Summary Class List
   - Midterm Grades
   - Final Grades
   - Registration Overides
   - Look Up Classes
   - Active Assignments
   - Assignment History
   - Class Schedule
   - Course Catalog
   - Syllabus Information
   - Office Hours

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- Enter grades using the drop down menu
- Do not fill out these fields
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.