



BANNER 9 SELF-SERVICE

Faculty User Guide

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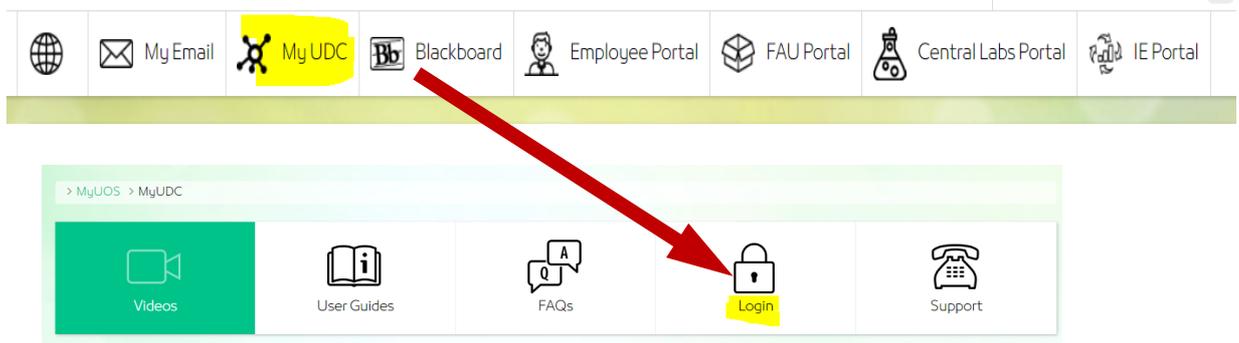
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Introduction

Self-Service for Faculty member, also referred to as Self-Service Banner (SSB) or MyUDC, is upgraded from version 8 to version 9. The following document has been created in order to assist you with navigating and using the features within the upgraded version of Self-Service. There are various features available in Self-Service depending on your role at the university.

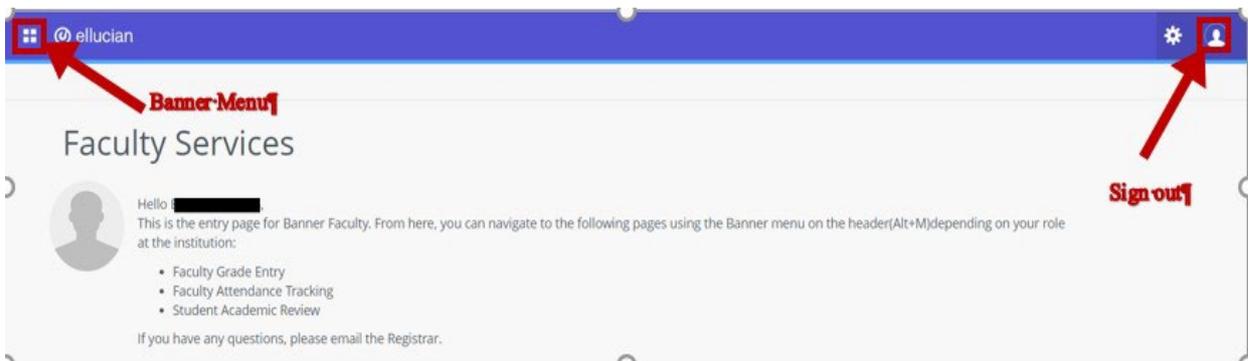
Logging In

Log in to MyUDC.



Navigation and Banner 9 SSB Menu (will be launched soon)

In Banner9 SSB, upon login, your landing page will look something like the below.



- Use the Banner Menu to access all features within SSB
- Use the gear icon to access settings such as language and keyboard shortcuts
- Use the person icon to sign out of SSB

Whenever possible, use the navigational features within Banner, rather than using your browser's buttons such as the back button. Some pages have breadcrumb links in the top left hand corner; these links allow you to go to previous pages without using your browser's back button.

Faculty & Advisors - [CRN Listing](#) - [Class List](#) ← Breadcrumb Links

Class List

Spring 2015 - 201510 ENGL 100 | 10104

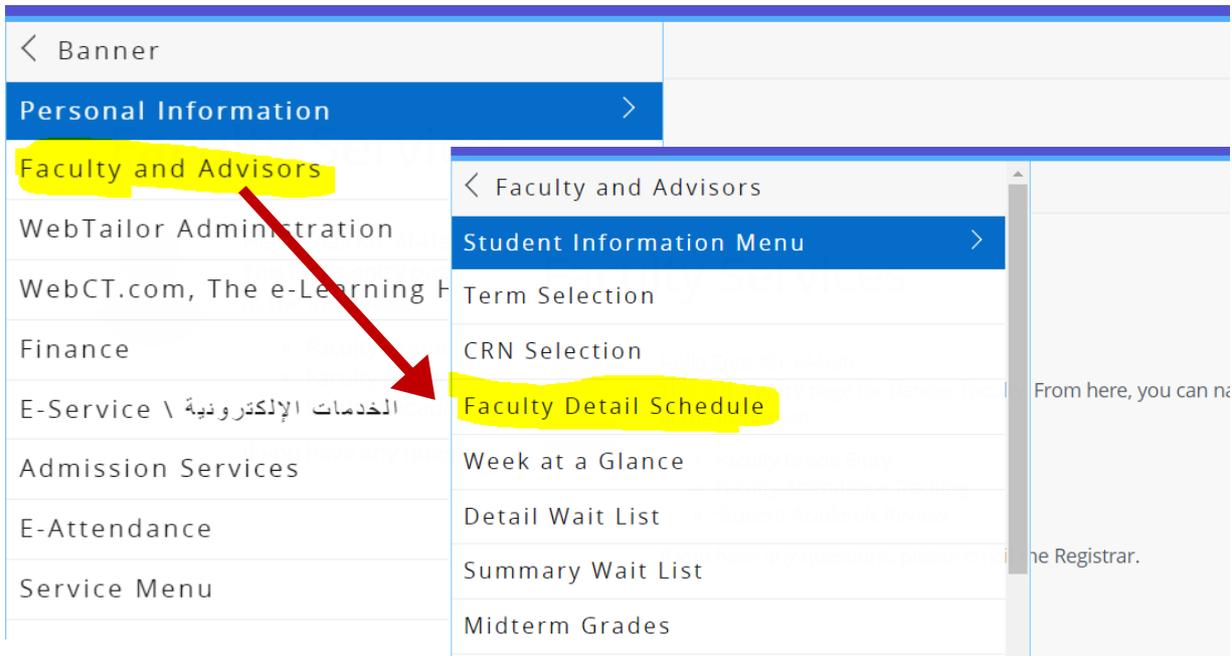
Course Information		Enrollment Counts			
Academic Writing Strategies - ENGL 100 01		Maximum	Actual	Remaining	
CRN: 10104		Enrollment	26	25	1
Duration: 01/05/2015 - 04/24/2015		Wait List	99	0	99
Status: Active		Cross List	0	0	0

Class List Wait List Summary View

Faculty Detail Schedule Class List

Viewing a Class List

1. From the SSB 9 Menu, click the **Faculty Services** tab
2. From the Faculty Services page, click the **Faculty Detail Schedule**.



Banner

Personal Information

Faculty and Advisors

WebTailor Administration

WebCT.com, The e-Learning Platform

Finance

E-Service \ الخدمات الإلكترونية

Admission Services

E-Attendance

Service Menu

Faculty and Advisors

Student Information Menu

Term Selection

CRN Selection

Faculty Detail Schedule

Week at a Glance

Detail Wait List

Summary Wait List

Midterm Grades

From here, you can navigate to the Registrar.

1. Select the term and the CRN number, click on 'Classlist', to get the class list.

Faculty Detail Schedule

Term: Fall 2021/2022 - 202110 CRN: 0507 351 72L Food Processing & Preparation 12840 (20)

[Use this page to view your detailed schedule.](#)

Course: 0507 351 72L Food Processing and Preparation 12840

Associated Term	CRN	Status	Available for registration
Fall 2021/2022	12840	Active	04/11/2021 - 12/21/2021
College	Department	Part of Term	Credits
Health Sciences	Clinical Nutrition	1	0
Campus	Override	Instructional Method	Roster
UOS Main Campus	No	Traditional	Classlist

2. From the Class List page, click on a row to open the associated class list. If required, use the drop down menu on the top left to search for and select a term to filter your list of courses.

Note: you **must** click on the blank space in the row (examples of where to click are starred in the screenshot) to view the class list. Clicking on any of the hyperlinks may bring you somewhere else. For example, if you click the course title, you will open the Course Details instead of the class list.

When viewing a class list, you can quickly access other class lists within the selected term by

Faculty & Advisors - CRN Listing

CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PHIL 101, 01	Ethics	10100	35	Active	01/04/2021 - 04/22/2021	Spring 2021 (202110)
BIOL 111, 01	General Biology II	10179	33	Active	01/04/2021 - 04/22/2021	Spring 2021 (202110)
ENGL 100, 01	Academic Writing Strategies	10104	25	Active	01/05/2015 - 04/24/2015	Spring 2015 (201510)

Faculty & Advisors - CRN Listing - Class List

Class List

Spring 2021 - 202110

PHIL 101 | 10100

PHIL 101 | 10100

BIOL 111 | 10179

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	35	35	0
Wait List	99	16	83
Cross List	0	0	0

Class List | Wait List

Summary Class List

Student Name | ID | Registration Status | Level | Credit Hours | Midterm | Final | Class

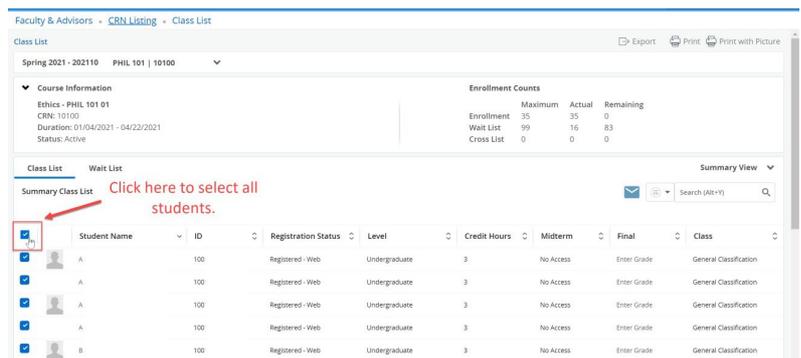
- using the drop down menu on the top left. If you would like to view a class list in another term, you can use the CRN Listing breadcrumb link to bring you back to the term selection page.

Emailing Students via Class List

You can now send emails to a single student, select group of students, or all of the students in your class through SSB 9. Previously in SSB 8, a single class email address was available when emailing the entire class. The class email address is no longer available in SSB 9. Follow the instructions below for emailing students in your class.

Note: after step 3, you may be asked to log in to your email account or set up a default email client. If you need help with setting this up, please email IT Service Desk servicedesk@sharjah.ac.ae for assistance.

- To email a student or students in your class, first access the class list.
- If you want to email the whole class, select all students by clicking the **check box** at the top of the class list. If you want to email a single student or a select group of students, leave the check box at the top of the list unchecked. Then, click the **check box** next to the student(s) you want to email.
- Once you have made your selection, click the **email icon**.



Class List

Spring 2021 - 202110 PHIL 101 | 10100

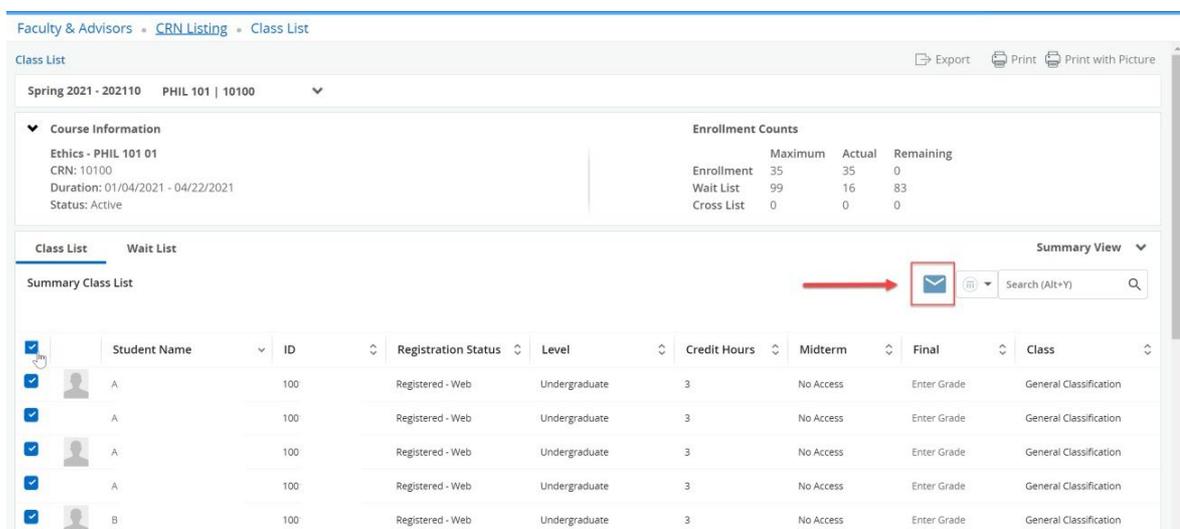
Course Information: Ethics - PHIL 101 01, CRN: 10100, Duration: 01/04/2021 - 04/22/2021, Status: Active

Enrollment Counts		Maximum	Actual	Remaining
Enrollment	35	35	0	
Wait List	99	16	83	
Cross List	0	0	0	

Summary Class List

Click here to select all students.

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
B	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification



Class List

Spring 2021 - 202110 PHIL 101 | 10100

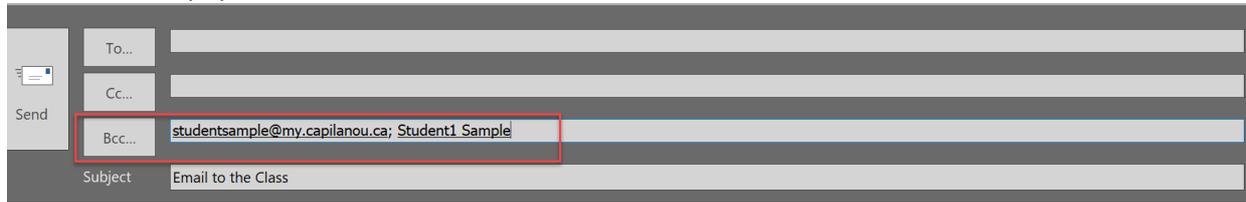
Course Information: Ethics - PHIL 101 01, CRN: 10100, Duration: 01/04/2021 - 04/22/2021, Status: Active

Enrollment Counts		Maximum	Actual	Remaining
Enrollment	35	35	0	
Wait List	99	16	83	
Cross List	0	0	0	

Summary Class List

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
B	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification

- The icon will open a new email in your default email application, with the student's emails populated in the **BCC** field.

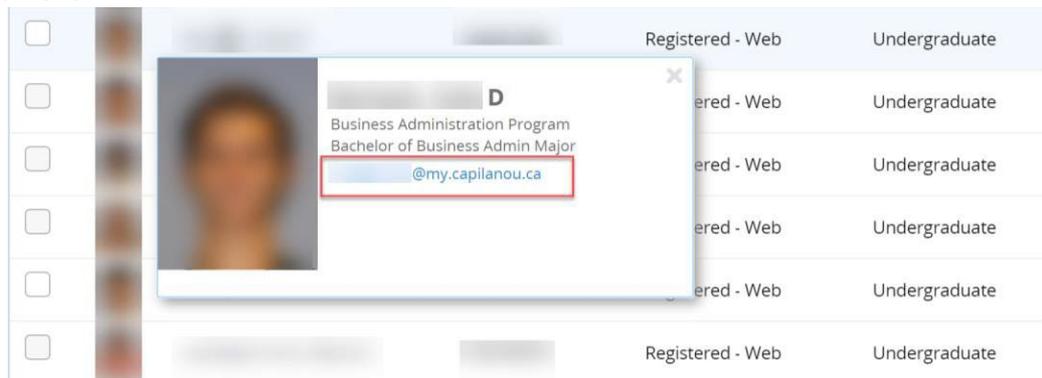


- Enter your email address into the **To** field. Note: the **To** field must be populated in order to send the email.
- Compose your email and click **Send**.

Viewing a Student's Email Address / Emailing a Single Student

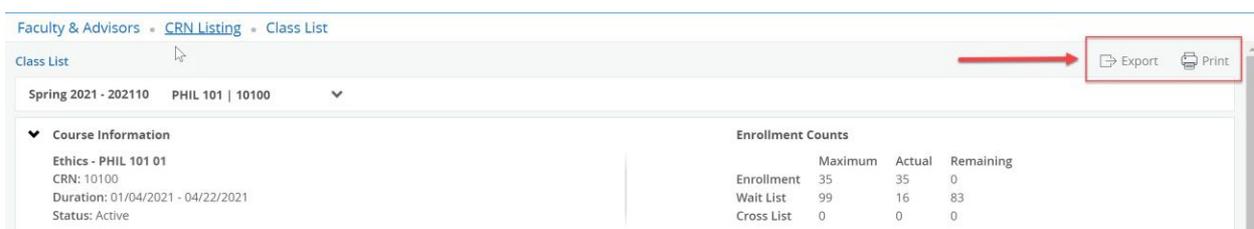
There may be times when you simply want to find out what a student's email address is. To do this, access the class list and hover your mouse over the student's name. This will bring up some information about the student, including their email address.

Clicking on the email address will open a blank email to the student. You may wish to use this as a shortcut for emailing a single student, rather than using the method described in the above section in this document.



Exporting and Printing Class Lists

Once you have accessed a class list, you can export your class list to Excel via the Export button or print a PDF of your class list, including student photos, using the Print button.

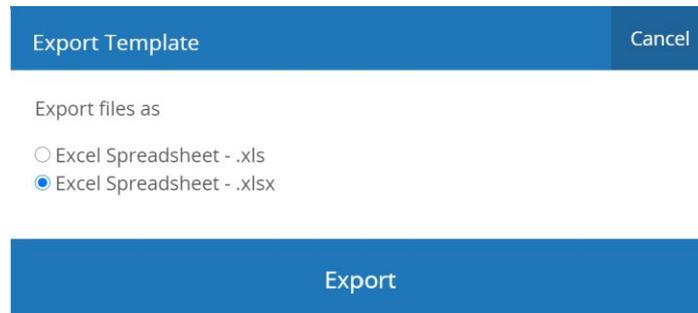


SSB 9 upgrade introduces the ability to export the class list to an excel spreadsheet out of the box.

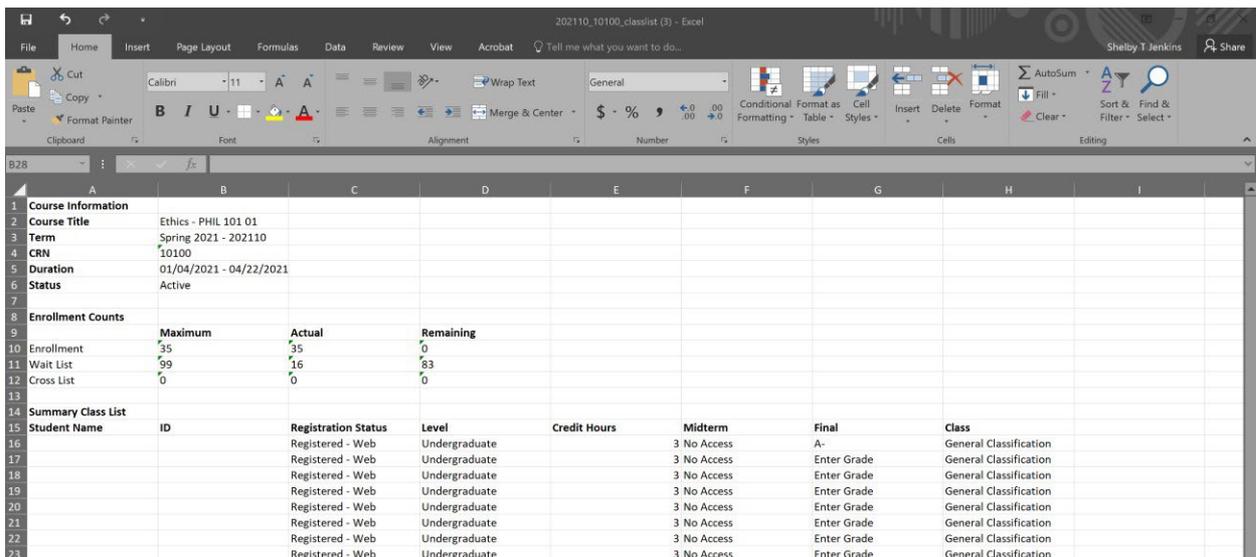
Exporting to excel gives you more functionality overall (for example, those tracking attendance may want to add formulas so that attendance totals are auto-calculated) and at the same time, simplifies the system maintenance.

How to Export a Class List

1. Access the class list and click the Export button in the top right corner of the page.
2. You will be asked to export as an .xls or .xlsx file. If you are using a version of excel older than 2007, choose .xls, if you are using a newer version of excel, choose .xlsx and click Export.



3. The file will be saved to the Downloads folder on your computer. Once you have accessed the file, you can save it in a location that is convenient for you. The exported spreadsheet has default rows and columns, but you can create, edit, and delete rows and columns to best fit your needs. Note: student names and IDs will be populated when you export a class list, but have been removed from the screenshot below to protect student's privacy.



Course Information							
Course Title	Ethics - PHIL 101 01						
Term	Spring 2021 - 202110						
CRN	10100						
Duration	01/04/2021 - 04/22/2021						
Status	Active						
Enrollment Counts							
	Maximum	Actual	Remaining				
Enrollment	35	35	0				
Wait List	99	16	83				
Cross List	0	0	0				
Summary Class List							
Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
		Registered - Web	Undergraduate		3 No Access	A-	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification

How to Print a Class List

The print features allows you to save a class as a PDF and/or print it for your records.

1. Access the class list and click the Print button in the top right corner of the page.
2. A printer dialogue box will open. Choose whether you would like to save as PDF or print to your printer. By default, the PDF or print out will look like the below.

3/5/2021

Class List - Summary

Class List - Summary

Course Information		Enrollment Counts		
Ethics - PHIL 101 01		Maximum	Actual	Remaining
Term: Spring 2021 - 202110		Enrollment	35	35
CRN: 10100		Wait List	99	16
Duration: 01/04/2021 - 04/22/2021		Cross List	0	0
Status: Active				

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
		Registered - Web	Undergraduate	3	No Access	A-	General Classification
		Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification

3. It is possible to customize the information visible in the class list. If you change the columns in your class list, this change will be also be reflected when you save or print the class list. To do this, click the filter drop down menu in the class list and use the check boxes to show or hide information in the class list.

Faculty & Advisors • CRN Listing • Class List

Class List

Spring 2021 - 202110 PHIL 101 | 10100

Course Information: Ethics - PHIL 101 01, CRN: 10100, Duration: 01/04/2021 - 04/22/2021, Status: Active

Enrollment Counts: Enrollment 35, Wait List 99, Cross List 0

Class List | Wait List | Summary View

Summary Class List

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Class
<input checked="" type="checkbox"/>			Registered - Web	Undergraduate	3	No Access	General Classification
<input type="checkbox"/>			Registered - Web	Undergraduate	3	No Access	General Classification
<input type="checkbox"/>			Registered - Web	Undergraduate	3	No Access	General Classification
<input type="checkbox"/>			Registered - Web	Undergraduate	3	No Access	General Classification
<input type="checkbox"/>			Registered - Web	Undergraduate	3	No Access	General Classification

Filter dropdown menu options: Select All, Student Picture, Student Name, ID, Registration Status

Week At a Glance

A faculty member can see his time table schedule in a very nice comprehensive view.

Faculty and Advisor • Faculty Week at a Glance

14:00	0507 351 - 72L 12840 Class 🕒 14:00-16:45 📍 W12-NU146		
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Advisee Listing (or Advising Student Profile)

Advising Student Profile now consolidates a student's profile, education and career path on a single page. It is newly accessible to advisors and students, allowing for truly personalized advice that helps students make better academic decisions. The advising student profile provides all the information in a single, comprehensive view so the advisor will have everything he/she needs to help students succeed. You can get all the information with the minimum number of mouse clicks.

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Year 2021/2022

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID

[View Profile](#) [View My Advisee Listing](#)

Once an advisor presses on "View My Advisee Listing", he/she will get a list of students whom he is advising. As in the below snapshot:

Year 2021/2022					
Name and ID	Program	Primary Major	Academic Standing	Student Status	
 Abdalla Raboy Al-Ali, Hess... U21100011 View Profile	Electrical & Electronics Engr.	Electrical/Electronic Engr.	Initial Status	Active	
 Ali Khamis, Mariam Saeed U21102122 View Profile	GIS & Remote Sensing	GIS & Remote Sensing	Initial Status	Active	

By clicking on the name of any student, a full student profile will be launched as in the below snapshot.

Student Profile - [Redacted]

Term: Spring 2021/2022

Registration Notices: 4 | Holds: 0

Bio Information

Email: [Redacted]
Phone: [Redacted]
Gender: Male
Date of Birth: 04/27
Ethnicity: Not Provided
Race: Not Provided
Citizen: No
Non Citizen: Not Provided
Emergency Contact: Not Provided
Emergency Phone: Not Provided

General Information

Level: [Redacted]
Class: [Redacted]
Status: Active
Student Type: New Student (Cov. Cert.)
Campus: Medical Men's Campus
First Term Attended: Fall 2021/2022
Matriculated Term: Not Provided
Last Term Attended: Summer 2021/2022
Leave of Absence: Not Provided

Graduation Information

Graduation Applications: None

Advisors

Primary / Main Advisor: [Redacted]

CURRICULUM, HOURS & GPA

Primary | Secondary | Hours & GPA

Degree: Undeclared
Level: Foundation Year
Program: Dentistry Foundation Year
College: Dental Medicine
Major: Dental Surgery
Department: Not Provided
Concentration: Not Provided
Minor: Not Provided
Admit Type: Standard Admission
Admit Term: Fall 2021/2022
Catalog Term: Fall 2021/2022

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
Physics for Medical Sciences	1430 113 71	20272	3	**مستعمل على الترميز**	Hafsa Khurshid
Physics for Medical Sciences Lab	1430 114 72	20511	1	**مستعمل على الترميز**	Saja Abdulhadi
Human Biology (1)	0900 101 01	20853	0	**مستعمل على الترميز**	Shaista Manzoor
English For Medical Sciences 1	0202 121 72	21011	3	**مستعمل على الترميز**	Insaam Hamadi
Medical Education	0900 103 1	22728	2	**مستعمل على الترميز**	Abdul Shakil Humam...
General Chemistry 1 For Medic.	1427 107 76	23284	3	**مستعمل على الترميز**	Mohamed EL-Naagar
Human Biology (1)	0900 101 6	23402	3	**مستعمل على الترميز**	Khuloud Babouj

Faculty Grade Entry

This page is used to enter or update final grades and now allows you to do so via the Banner interface or via an excel spreadsheet. You may notice tabs that say Midterm Grades, Final Grades, and Gradebook. At this time, UOS is only implementing the ability to enter Final Grades. You can disregard the other tabs if you see them. Please note that only primary instructors are authorized to enter and post grades. Use the Search function to search for the course you want to enter grades for. Use the arrows in the column headers to sort the list you are viewing.

Entering Final Grades

There are two ways to enter final grades: directly through the SSB interface or by importing an excel spreadsheet. Both options are covered below.

Option 1: Entering Grades into SSB

1. In Faculty Grade Entry, click the Final Grades tab.
2. Then click on the course you want to enter grades for. A list of enrolled students will appear below. If you have clicked on the course and do not immediately see an option for entering grades, try scrolling down on your page.

3. Choose a grade from the dropdown menu. You may enter a Last Attend Date and Hours Attended, although these fields are not required. Click Save at the bottom of the screen to save your changes. It is a good idea to save often.
4. To enter Incomplete Final Grades, select "I" from the grade drop down list. A new Incomplete Grades tab will open. Select an Incomplete Final Grade from the drop down list. The Extension Date field will be populated with a default date; you may change the Extension Date within the listed constraints. The Incomplete Final Grade will automatically be assigned if no other grade is entered before the Extension Date. Click Save to save your changes.

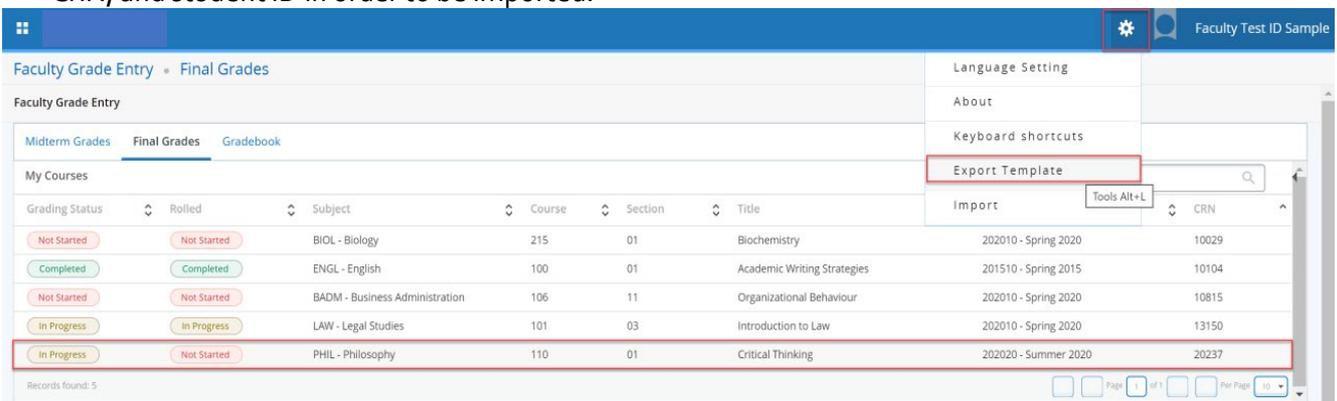
Option 2: Importing Grades into SSB

The easiest way to import grades and the way which will be discussed, is to use a template for recording grades in excel.

To download a template:

1. Go to Faculty Grade Entry within SSB
2. Click the Final Grades tab
3. Select the course that you are exporting a template for
4. Click the gear icon in the top menu bar
5. Click Export Template

Note: if you do not use a template, the spreadsheet you create must contain columns for Term Code, CRN, and student ID in order to be imported.



The screenshot shows the 'Faculty Grade Entry' interface with the 'Final Grades' tab selected. A table of courses is displayed with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The 'Export Template' button is highlighted in the top menu bar. The table contains the following data:

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	BIOL - Biology	215	01	Biochemistry	202010 - Spring 2020	10029
Completed	Completed	ENGL - English	100	01	Academic Writing Strategies	201510 - Spring 2015	10104
Not Started	Not Started	BADM - Business Administration	106	11	Organizational Behaviour	202010 - Spring 2020	10815
In Progress	In Progress	LAW - Legal Studies	101	03	Introduction to Law	202010 - Spring 2020	13150
In Progress	Not Started	PHIL - Philosophy	110	01	Critical Thinking	202020 - Summer 2020	20237

6. You will be asked to export as an .xls or .xlsx file. If you are using a version of excel older than 2007, choose .xls, if you are using a newer version of excel, choose .xlsx and click Export.



The screenshot shows the 'Export Template' dialog box. Under 'Export files as', there are two radio button options: 'Excel spreadsheet(.xls)' and 'Excel spreadsheet(.xlsx)'. The 'Excel spreadsheet(.xlsx)' option is selected. The 'Export' button is highlighted at the bottom.

7. The template will be downloaded to your computer and you can save it in a convenient spot for you.

Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade
202020	20237	...	100	No	No	Philosophy	B+
202020	20237	...	100	No	No	Philosophy	A
202020	20237	...	100	No	No	Philosophy	A
202020	20237	...	100	No	No	Philosophy	A+
202020	20237	...	100	No	No	Philosophy	I
202020	20237	...	100	No	No	Philosophy	
202020	20237	Asi	100	No	No	Philosophy	
202020	20237	Av	100	No	No	Philosophy	
202020	20237	Br	100	No	No	Philosophy	

You may edit columns H up to and including column L. When you are finished grade entry, save the document.

To import grades from a template:

1. Go to Faculty Grade Entry within SSB
2. Click the Final Grades tab
3. Select the course that you are importing grades for
4. Click the gear icon  in the top menu bar and click Import.

Grading Status	Rolled	Subject	Course	Section	Title	CRN
Not Started	Not Started	BIOL - Biology	215	01	Biochemistry	10029
Completed	Completed	ENGL - English	100	01	Academic Writing Strategies	10104
Not Started	Not Started	BADM - Business Administration	106	11	Organizational Behaviour	10815
In Progress	In Progress	LAW - Legal Studies	101	03	Introduction to Law	13150
In Progress	Not Started	PHIL - Philosophy	110	01	Critical Thinking	20237

A wizard will open to take you through the necessary steps.

Step 1: Click into the *Browse* field to browse your files. Choose the file you want to upload, then click Upload. Click Continue to move to Step 2.

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)

Continue

Step 2: Preview your file. Click the box that says My spreadsheet has headers. If the file is correct, click Continue. If the file is incorrect, click Go Back and you will be taken to Step 1.

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	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attendee Date
1	202020	20237		100	No	No	Philosophy	B+	
2	202020	20237		100	No	No	Philosophy	A	

Step 3: Map your fields. If you have used a template, this step will likely be automatically complete. The green check mark lets you know that field has been mapped.

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*
✓ Student ID*
✓ Final Grade

✓ Last Attended Date
✓ Hours Attended
✓ Incomplete Final Grade
✓ Extension Date

Map Term Code* CRN* Other Student ID* Other Other Other

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	
1	202020	20237		100	No	No	PI
2	202020	20237		100	No	No	PI
3	202020	20237		100	No	No	PI

Back
Continue

Step 4: Validate the data. If records contain errors, click Download the validation report. Errors will appear in red in column A on the report.

Import
Cancel

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

Validate

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

The following 7 records will be imported:
 1 records containing errors will not be imported.
 27 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
1	202020	20237		100	No	No	Philosophy	C		

Step 5: Click Finish.

Import Cancel

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

Import Complete

The import wizard is complete.

7 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.

Finish