جامعة الشارقة
UNIVERSITY OF SHARJAH

مركز تقنية المعلومات
INFORMATION TECHNOLOGY CENTER

# BANNER 9 SELF-SERVICE

Faculty User Guide

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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.
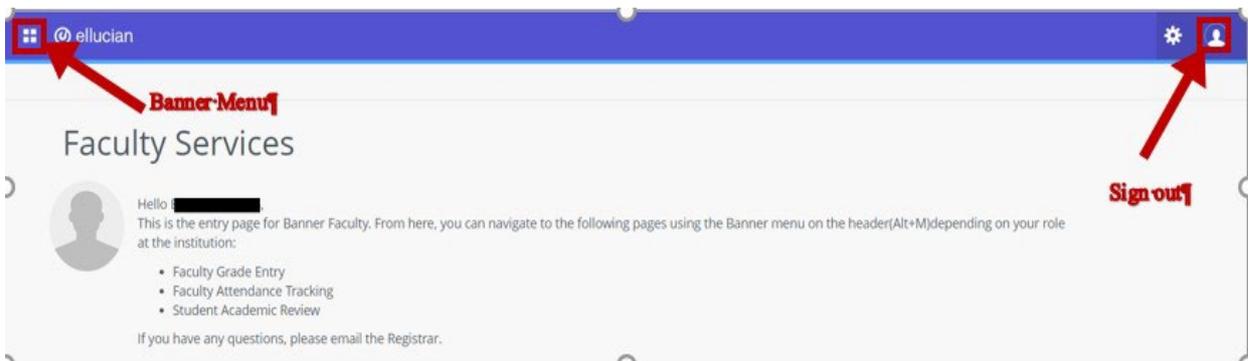
Logging In

Log in to MyUDC.
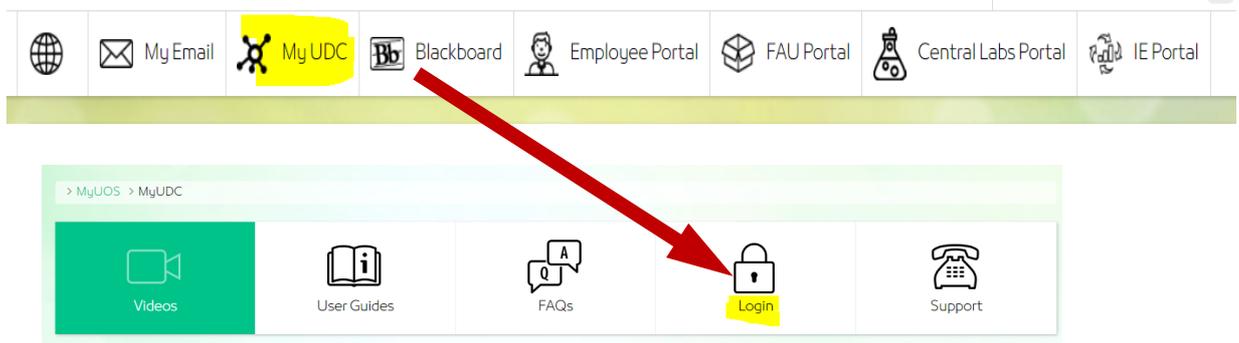
Navigation and Banner 9 SSB Menu (will be lunched soon)

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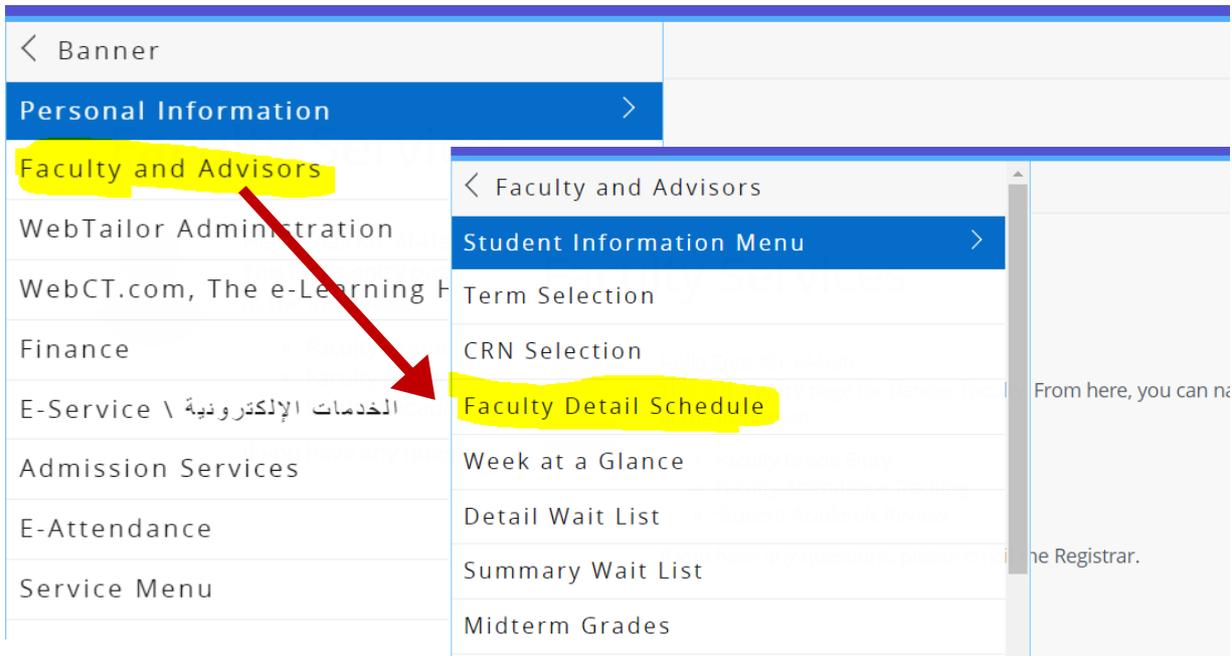
1. Select the term and the CRN number, click on 'Classlist', to get the class list.

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.

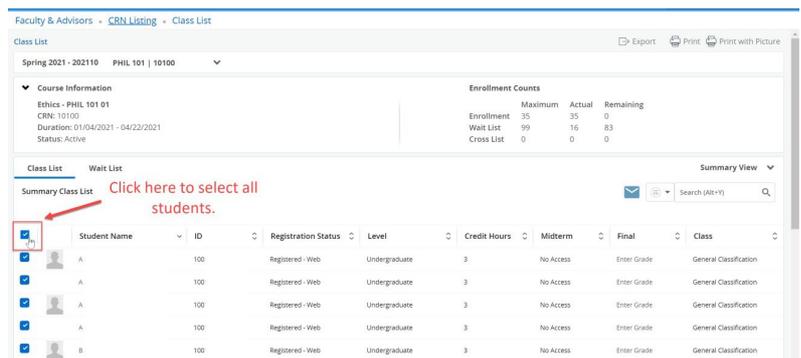When viewing a class list, you can quickly access other class lists within the selected term by

3. 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.

1. To email a student or students in your class, first access the class list.

2. 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.

3. Once you have made your selection, click the **email icon**.

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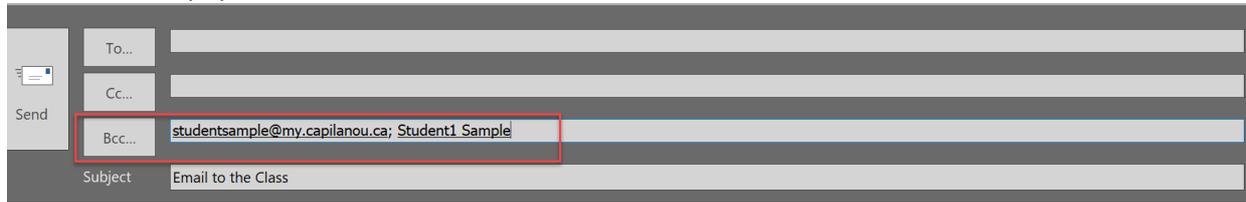

5. Enter your email address into the **To** field. Note: the **To** field must be populated in order to send the email.
6. Compose your email and click **Send**.

## 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.
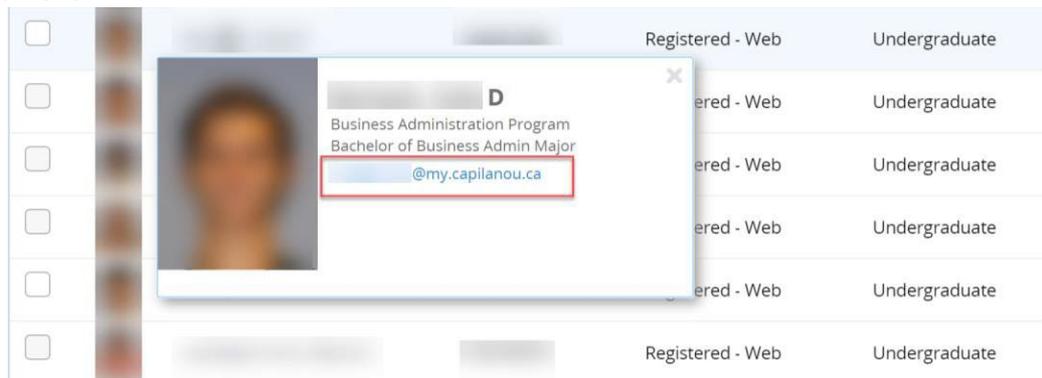
Exporting and Printing Class Lists

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.
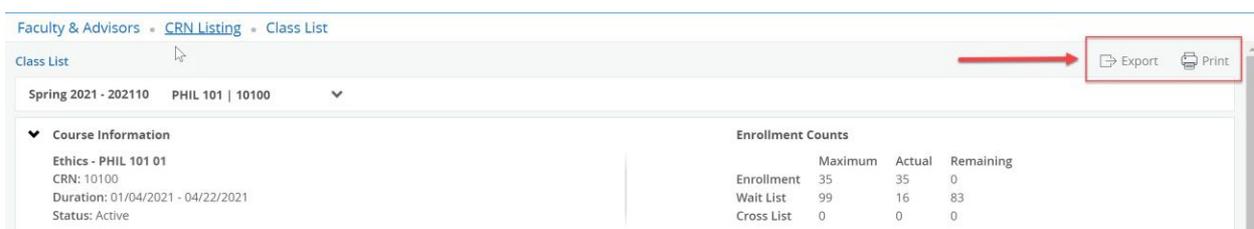

SSB 9 upgrade introduces the ability to export the class list to an excel spreadsheet out of the box.
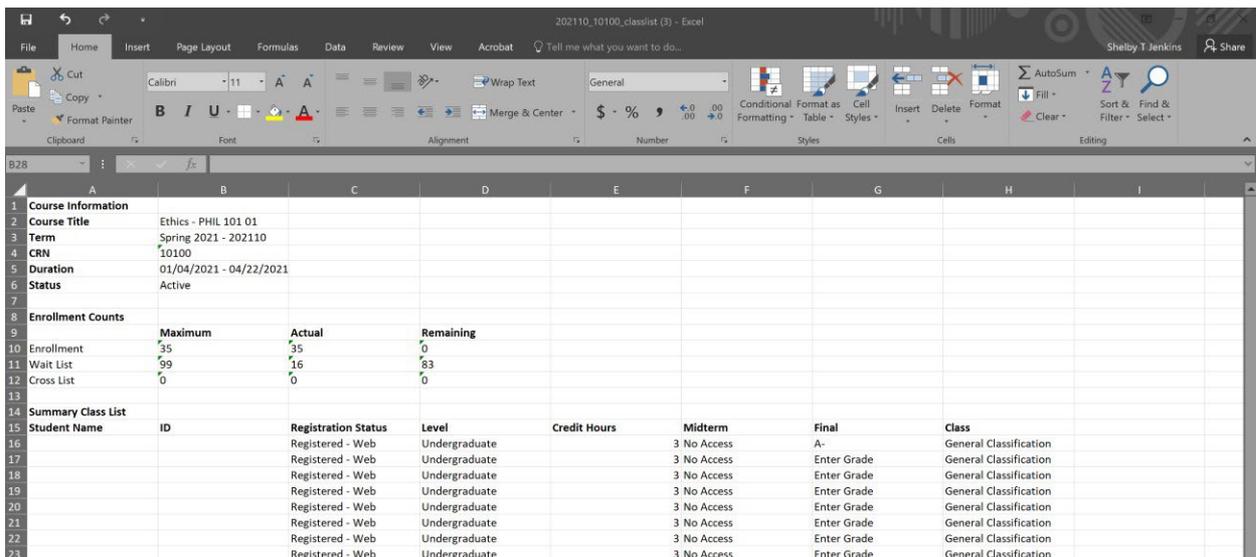
Exporting to excel gives you more functionality overall (for example, those tracking attendance may want to add formulas so that attendance totals are auto-calculated) and at the same time, simplifies the system maintenance.

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.
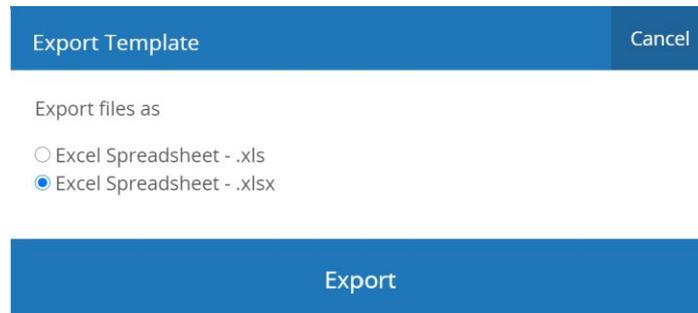
3. The file will be saved to the Downloads folder on your computer. Once you have accessed the file, you can save it in a location that is convenient for you. The exported spreadsheet has default rows and columns, but you can create, edit, and delete rows and columns to best fit your needs. Note: student 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.

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. 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.

Week At a Glance

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

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.

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:

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

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.
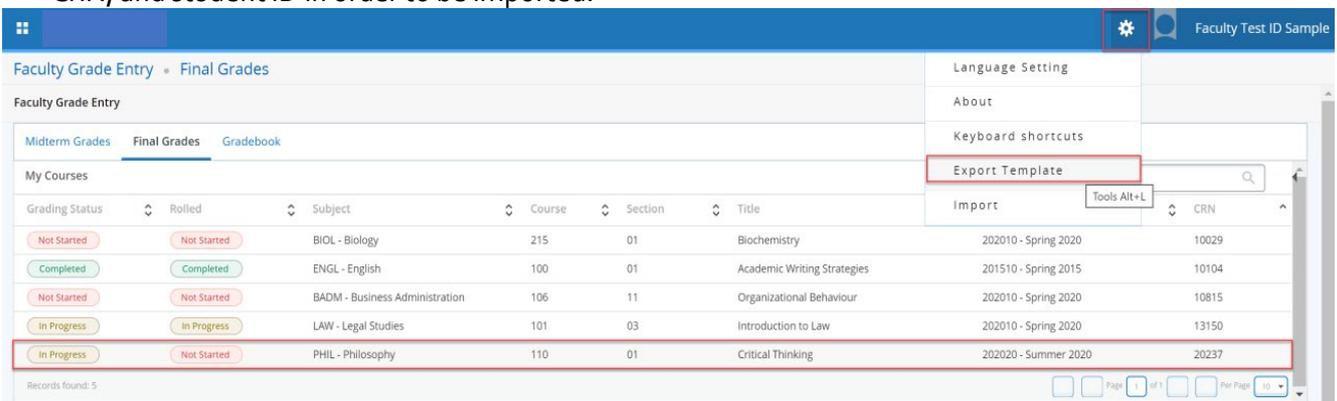
Option 2: Importing Grades into SSB

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.

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.

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

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.

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.

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.

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.

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.

Step 5: Click Finish.