



## **Banner Self-Service Faculty User Guide**

Log on to DORI and click *Self Service Banner* in the upper left corner. Next, click the *Faculty and Advisors* menu, then on the *Faculty Menu*. You will see the following menu options below.

*Term Selection*—select a term to begin. Return to this link to change a term.

*CRN Selection*—every section of a class that is offered has a unique five-digit Course Reference Number (CRN) associated with it. Click this drop-down to see the classes and CRNs for sections you are teaching. Return to this link to select a different class, or use *Term Selection* to select a new term and corresponding class.

*Schedule Detail*—this link will show you detailed information about sections of classes you are teaching, including current enrollment and meeting time.

*Week at a Glance*—this link will show you a Monday-Sunday grid of your teaching schedule.

*Class List*—this link provides a class roster for designated terms.

*Midterm Grades*—this link provides the grade roster for midterm grades.

*Final Grades*—this link provides the grade roster for final grades.

*Active Assignments*—this link provides a list of classes for which active enrollments exist starting with Fall 2007.

*Assignment History*—this link provides a list of all sections you have taught starting with Fall 2007.

*Syllabus Information*—use this link to add optional syllabus information for your classes that can be viewed in Banner by students.

*Office Hours*—use this link to add optional office hour information for your classes that can be viewed in Banner by students.

*University Course Catalog*—use this link to search through the master catalog of courses.

*Search for Classes*—use this link to search for sections of courses that are being offered in a given term.

*Display Student FERPA Results*—student information is considered to be confidential and is protected by the federal law known as the Family Educational Rights and Privacy Act (FERPA). University employees must determine the extent of any student's privacy requests before releasing any student information. Visit the [DORI FERPA web site](#) for more information.

*Submit a Grade Change*—use this link to submit a grade change for an already-graded course, to submit final grades to replace incomplete ("I") and in-progress ("IP") grades.