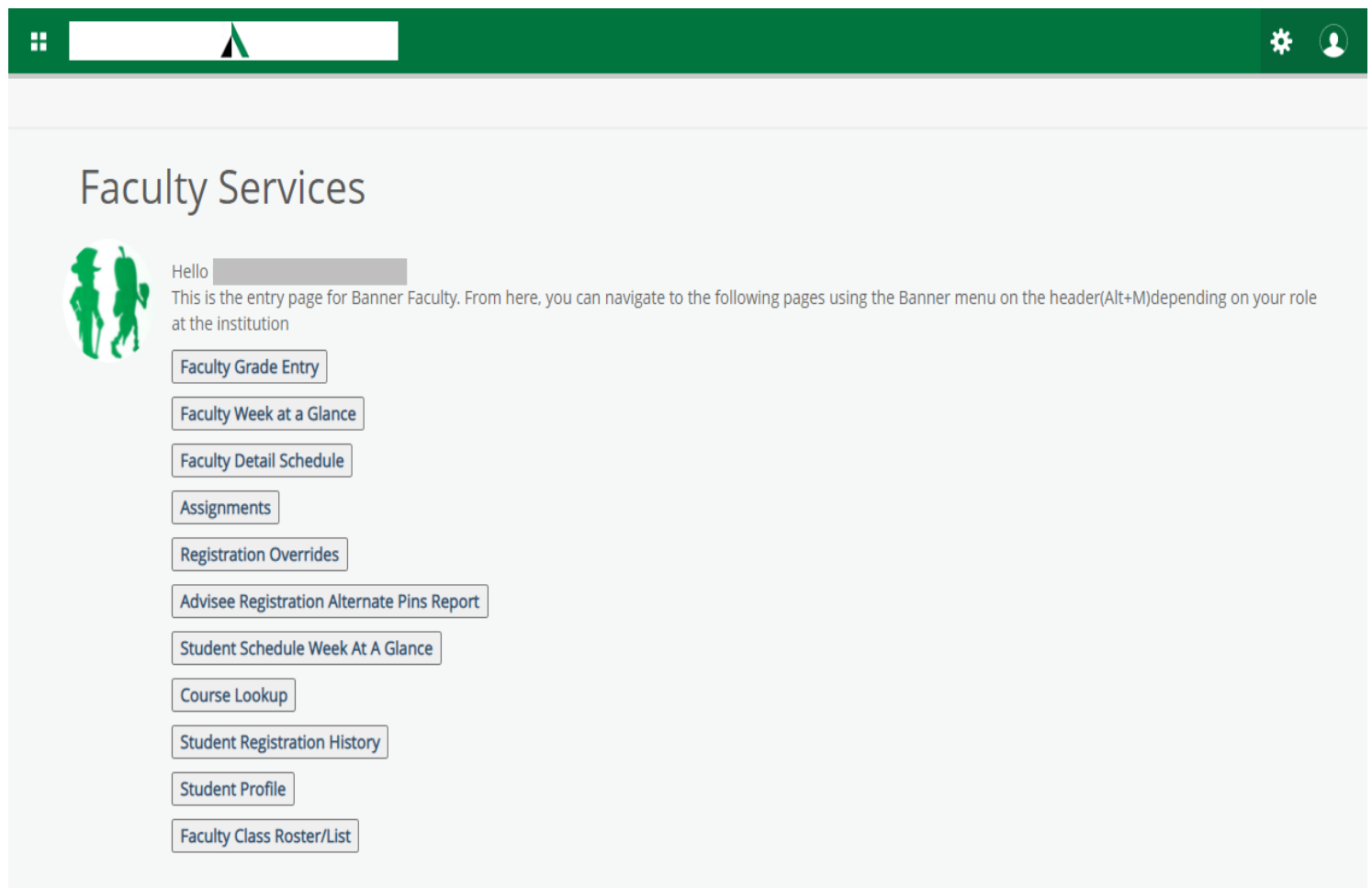


## Faculty Services Cheat sheet



Faculty Services

Hello [redacted]

This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M)depending on your role at the institution

- Faculty Grade Entry
- Faculty Week at a Glance
- Faculty Detail Schedule
- Assignments
- Registration Overrides
- Advisee Registration Alternate Pins Report
- Student Schedule Week At A Glance
- Course Lookup
- Student Registration History
- Student Profile
- Faculty Class Roster/List

\*Please note – Access to tabs is based on the user’s role at the university. \*

- **Faculty Grade Entry** (Enter Midterm and Final Grades here) Please make sure when entering Midterm and Final grades that you click the correct tab that correlates for that entry. The default is to the Final Grades tab.
- **Faculty Week at a Glance** (Course Times shown for a week) Can be set in Range to view the weekly schedule.
- **Faculty Detail Schedule** (Detailed Schedule) You can select your term and specific CRN number to view the schedule for the selected class.
- **Assignments** (Courses assigned) Courses may be viewed in current and prior terms
- **Registration Overrides** A request for a capacity, co-requisite, pre-requisite, time conflict, or instructor approval must be approved by the instructor of record.
- **Advisee Registration Alternate Pins Report** (View advisee registration pins for students for whom you are marked as primary advisor) This tab will take you to Argos where you are able to run the report for your advisees.
- **Student Schedule Week at a Glance** (your advisee’s schedule) This is a report to view your advisee’s schedule. Select Term and students, and click submit. Single-click the student’s name to view the student’s schedule.
- **Course Look-up** (view and browse all courses taught by DSU for registration)
- **Student Registration History** (view courses students have previously and currently registered for)
- **Student Profile** (An overall view of a student’s record) You can also access the degree evaluation and transcript in this area.
- **Faculty Class Roster/List** (view all students registered in a class by CRN number)