Table of Contents

Getting Started ........................................................................................................................................... 3
Advising Student Profile ............................................................................................................................. 5
Advisee Search ........................................................................................................................................... 6
Advisee Listing Screen ............................................................................................................................... 7
Viewing a Student’s Profile ......................................................................................................................... 8
Navigating a Student’s Profile ..................................................................................................................... 9
Viewing Student Grades from Student Profile .......................................................................................... 10
Viewing Student Academic Transcript from Student Profile .................................................................. 11
Teaching Assignments ............................................................................................................................... 13
Assignment History .................................................................................................................................. 14
Class List ................................................................................................................................................... 15
Faculty Detail Schedule .............................................................................................................................. 17
Entering Grades ........................................................................................................................................ 19
Final Grades .............................................................................................................................................. 20
Exporting / Importing ............................................................................................................................... 21
Reporting Attendance ................................................................................................................................. 25
Entering Office Hours ................................................................................................................................. 27
Entering Syllabus and Class Details .......................................................................................................... 29
Getting Started

Go to your institution's homepage and click OneACCS.

Enter your User ID and password provided by your institution.

To access Faculty and Advisor related information, select the Faculty Services tab or select Faculty and Advisors from the Main Menu.

From here select Faculty and Advisor Landing Page.
This guide will demonstrate a few of the more commonly used tools available to you through SSB. There are multiple ways to retrieve the same information or perform the same tasks. Below is the Faculty and Advising Services Landing Page. Following are examples of how to use these tools. Please explore the tool to discover the techniques that best fit your individual needs.

Faculty and Advising Services

Hello Sample E O'Faculty,
This is the entry page for Faculty and Advising. From here, you can navigate to the following pages depending on your role at Bevill State Community College:

Faculty Information

- Personal Information
- Advising Student Profile
- Teaching Assignments
- Class List
- Detail Schedule
- Week at a Glance
- Grade Entry and Attendance Verification
- Office Hours
- Syllabus

Each item will open in its own tab. If you have pop-up blockers on, it may impact your experience, so please ensure that pop up blocking is disabled.
Advising Student Profile

The Advising Student Profile can be used by Faculty and Advisors to view important information about their advisees. The information is consolidated into a profile page and can be used to assist the student with academic decisions. Some of the profile data available to advisors and students includes:

- Student contact information
- Biographical information
- General student information (such as classification, student status, student type, residency, campus, attendance start dates, last registration term, and matriculation term)
- List of advisors and advisor type with contact information
- Primary and secondary curriculum records
- Prior education and test score information
- Academic standing, GPA, and earned hours information.
- Summary of registered courses with registration status and instructor
- Registration notices
- Hold notices
- Graduation information

From the Advising Profile Additional Links section, an Advisor may see all of a student’s grades and access Degree Works.
Advisee Search

The first screen displayed in the Advisor Student Profile is the “Advisee Search” screen

- Use the Advisee Search page to select the term for a specific advisee to view their student profile information.
  - The selected term will determine which advisees you have access to as well as which information will be displayed for the students.

- You can search for one of your advisees individually by Student ID, Student Email, or Students Name and click “View Profile” to view this specific student’s information.

- To see ALL advisees that are assigned to you for the selected term click the “View My Advisee Listing” Button, which will open the “Advisee Listing Screen”.

---

![Advisee Search Screen](image-url)
Advisee Listing Screen
(This feature is not currently available)

The Advisee Listing provides a list of all students with whom you have an active advising relationship for the given semester. You can sort, filter, and/or download the list of advisees, email advisees, and you can access an individual student’s profile from this page.

- Navigate through all advisees using the horizontal arrow keys at the bottom of the screen
- Quickly sort the information displayed by clicking the Column headers
  - For more advanced filtering click the “Filter Button” in the right corner
- The “Email All” button allows you to quickly send a BCC message to advisees
- To download an Excel list of your advisees select Tools>Export Advisee Listing>Export
  If your advisees are filtered this export will only include the students in the filter
Viewing a Student’s Profile

There are two ways to access a student’s profile:

1. From the Advisee Search Screen use “search by” to find a student and click “View Profile”

2. From the Advisee Listing Screen, click on the students’ name, ID or “View Profile” link. (As noted above, this feature is not currently available at this time.)
Navigating a Student’s Profile

Before analyzing a student’s information ensure the correct term is selected in the top left hand corner. The term information displayed is the term you selected on the Advisee Search Screen.

1. **Curriculum and Courses**- Displays curriculum information for the student’s primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours, and GPA.

2. **Prior Education and Testing**- Displays High School and Post-Secondary information as well as any Placement testing and scores.

3. **Student Information**- Displays general information about student and their academic criteria.

4. **Notes Tab**- Select this tab to add advising notes for the student.

5. **Registration Notices**- Displays term selected Academic Standing, Student Status and Enrollment Status.

6. **Holds**- Displays any holds associated with the student for the selected term.

7. **Additional Links** allows an Advisor to **View Grades**, **View and Print an Unofficial Transcript**, and access **DegreeWorks**.
Viewing Student Grades from Student Profile

Clicking the Additional Links “View Grades” takes you to the Student Grades page. You may select a single term or view all terms. Grades with a circle around them have been rolled to Academic History and appear on a transcript. Grades without a circle around them appear on a transcript as “In Progress”.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Title</th>
<th>Campus</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
<th>Attempted Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>Term</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 200.0</td>
<td>Introduction To Sociology</td>
<td>RC</td>
<td></td>
<td></td>
<td>3.000</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Spring 2021</td>
<td></td>
</tr>
<tr>
<td>BRG 102.0</td>
<td>English Composition II</td>
<td>WB</td>
<td></td>
<td></td>
<td>2.000</td>
<td></td>
<td></td>
<td>2.000</td>
<td>Spring 2021</td>
<td></td>
</tr>
<tr>
<td>MTH 112.0</td>
<td>Precalculus Algebra</td>
<td>WS</td>
<td></td>
<td></td>
<td>3.600</td>
<td></td>
<td></td>
<td>3.600</td>
<td>Spring 2021</td>
<td></td>
</tr>
<tr>
<td>HIS 202.A</td>
<td>United States History II</td>
<td>WS</td>
<td></td>
<td></td>
<td>3.600</td>
<td></td>
<td></td>
<td>3.600</td>
<td>Spring 2021</td>
<td></td>
</tr>
<tr>
<td>NUR 144.0</td>
<td>NURSING CONCEPTS II</td>
<td>SG</td>
<td>D</td>
<td></td>
<td>0.000</td>
<td>8.500</td>
<td>8.000</td>
<td>8.500</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>NUR 115.0</td>
<td>EVEREST BASED CLINICAL REACTION</td>
<td>3G</td>
<td>TI</td>
<td></td>
<td>2.000</td>
<td>2.000</td>
<td>2.000</td>
<td>16.000</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>NUR 113.0</td>
<td>NURSING CONCEPTS I</td>
<td></td>
<td></td>
<td></td>
<td>8.000</td>
<td>8.000</td>
<td>8.000</td>
<td>16.000</td>
<td>Summer 2020</td>
<td></td>
</tr>
<tr>
<td>CRM 105.0</td>
<td>STUDENT SURVIVAL SKILLS</td>
<td></td>
<td></td>
<td></td>
<td>1.000</td>
<td>1.000</td>
<td>1.000</td>
<td>4.000</td>
<td>Spring 2020</td>
<td></td>
</tr>
<tr>
<td>NUR 117.0</td>
<td>CONCEPTS OF NURSING</td>
<td></td>
<td></td>
<td></td>
<td>7.000</td>
<td>7.000</td>
<td>7.000</td>
<td>14.000</td>
<td>Spring 2020</td>
<td></td>
</tr>
</tbody>
</table>
Banner Faculty Self Service

Viewing Student Academic Transcript from Student Profile

Enter “All Levels” for Transcript Level and “Unofficial Web Transcript” for Transcript Type. Clicking on Section Headings such as “Degree Awarded” or “Transcript Totals” will take you to that section.

Student → Academic Transcript

Academic Transcript

Information for Ms Eleanor Shellstrope

Transcript Level

- All Levels

Transcript Type

- Unofficial Web Transcript

Student Information

- Degree Awarded
- Transfer Credit
- Institution Credit
- Transcript Totals
- Course(s) in Progress

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Student Information

Birth Date
07/27/1998

Curriculum Information

Current Program: Associate in Science

Program
AS General Studies

Major
General Studies

Degree Awarded
To print the transcript, right click on the page and choose **Print**. You may then choose to print a hard copy to a printer or save as a PDF.

## Academic Transcript

<table>
<thead>
<tr>
<th>Transcript Level</th>
<th>Transcript Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Levels</td>
<td>Unofficial Web Transcript</td>
</tr>
</tbody>
</table>

### Student Information

- **Birth Date**: 07/27/1998
- **Curriculum Information**
  - **Current Program**: Associate in Science
  - **Program**: AS General Studies
  - **Major**: General Studies
  - **Major Concentration**: General Studies
Teaching Assignments

The Assignments page displays a list of the faculty’s class assignments. The two tabs – Active Assignments and Assignment History - display active assignments and the history of assignments for an instructor’s classes, respectively.

There is no term-selection requirement, and the displayed registration information may cross multiple terms.

On the Active Assignments page you may enter Syllabus and Office Hours for Students to view. You may also navigate to the Class List and the Schedule Details.
Assignment History

The Assignment History tab displays a list of the instructor’s class assignments, both past and present, regardless of status or term.

<table>
<thead>
<tr>
<th>Associated Term</th>
<th>CRN</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course Level</th>
<th>Campus</th>
<th>Instructional Method</th>
<th>Open for Registration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2021</td>
<td>20082</td>
<td>MUS 101</td>
<td>MUSIC APPRECIATION</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Online</td>
<td>Yes</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Spring 2021</td>
<td>20083</td>
<td>MUS 101</td>
<td>MUSIC APPRECIATION</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Online</td>
<td>Yes</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Spring 2021</td>
<td>20169</td>
<td>MUS 101</td>
<td>MUSIC APPRECIATION</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Online</td>
<td>Yes</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Spring 2021</td>
<td>20170</td>
<td>MUS 101</td>
<td>MUSIC APPRECIATION</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Online</td>
<td>Yes</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Spring 2021</td>
<td>20451</td>
<td>ENG 101</td>
<td>ENGLISH COMPOSITION I</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Online</td>
<td>Yes</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Fall 2020</td>
<td>10230</td>
<td>ENG 101</td>
<td>ENGLISH COMPOSITION I</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Online</td>
<td>No</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Fall 2020</td>
<td>10332</td>
<td>MUS 101</td>
<td>MUSIC</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Online</td>
<td>No</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Clicking on the Subject/Course Number in the Course column will display Catalog level information about the class. Clicking on the CRN number will display information about the Schedule, term specific, instructor specific information.
Class List

From the Faculty and Advisors Landing Page click Detail Class List. The Detail Class List provides Faculty with course information, enrollment and a roster of students in the class with pertinent information about each student.
Banner Faculty Self Service

From the Class List you can email students with an active email address. You can search for individuals in the section, and you can control which columns are displayed and/or exported.

For example, you can remove the Midterm Column from display if it is not important to you.

Use these tools to Export the roster to Excel, or to Print.
Faculty Detail Schedule

From the Faculty and Advisors Landing Page, click Faculty Detail Schedule. The Faculty Detail Schedule provides information specific to each course you are teaching such as number of credits, enrollment, days and time.
Banner Faculty Self Service

Keep scrolling down to see additional sections for Enrollment Counts, Syllabus and Office hours.

Enrollment Counts

<table>
<thead>
<tr>
<th></th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll unc</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Cross List</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Results found: 2

Syllabus Data

<table>
<thead>
<tr>
<th>Long Section Title</th>
<th>Course URL</th>
<th>Required Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Objectives</td>
<td>(details)</td>
<td>(details)</td>
</tr>
</tbody>
</table>

Technical Requirements

Office Hours

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
<th>From Time</th>
<th>To Time</th>
<th>Days</th>
<th>Contact Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/03/2023</td>
<td>09/31/2023</td>
<td>09:00</td>
<td>14:00</td>
<td>Tue</td>
<td>253-5551312</td>
<td>Room 29</td>
</tr>
</tbody>
</table>

Results found: 1
Banner Faculty Self Service

Entering Grades

From the Faculty and Advisors Landing Page, click Grade Entry. There is a 15 minute time limit on this page. If there are 15 or more minutes of inactivity, you will be prompted to login again. Please submit grades continuously.

The Course Details tab provides overview of the progress made in Grade Entry.
Final Grades

Select the correct grade for each student from the Grade drop down menu. Click **Save** after you have carefully reviewed the grades for accuracy.

If you are issuing an "F", you will be prompted to enter that student’s last day of attendance. The **Attended Hours** field is not required. This page times out for security after 15 minutes of inactivity, save (click **Submit**) your changes frequently.
Banner Faculty Self Service

Exporting / Importing

Use the Tools/Gear Icon to Export or Import class roster with Grades and Last Attended Date.

The Wizard will walk you through the export process.
In Excel, you can enter the Final Grade, Last Attended Date, Incomplete Final Grade and Extension Date. For ease of importing, it is best to leave the columns in the same order as extracted. If the column order changes, the import wizard will walk you through the mapping process.

When ready to upload grades from Excel, start the Import Wizard using the Tools icon. Upload your file, review the data for accuracy.
The Wizard walks you through mapping if needed and validation routines. Upon successful import you will see your data reflected in Banner.
If the Import Wizard alerts you that there were errors in importing, download the validation report to display the problem records.
Reporting Attendance

Attendance is now recorded on the same page as Grades.

1. Select the Course you wish to update and click on the Grading Status button.

2. You can use the toggles in the middle of the page to shift the layout up or down. Shifting up will allow more records to be displayed.

NOTE: If your course does not appear in the list, it is because you are not listed as the primary instructor in the system. Please contact the appropriate individual on your campus for further assistance.
3. Under **Last Attend Date**, please enter the **first** date of attendance for each student as MM/DD/YYYY. Do not enter any additional information.

4. Enter a last attend date for each student on the roster that has attended class.

5. When finished entering attendance, select **Save**.

6. To record attendance for additional courses, scroll or toggle to the top of the page and repeat the same steps for a different course.

7. When you are done using Self Service, select **EXIT** in the upper right-hand corner of the page. You should also close your internet browser to ensure security.

**END OF TERM NOTES:**

- If the student **attended** and grades of A, B, C, or D are entered, you do **not** have to change the initial Last Attend Date.
- If the student **attended** and **received** an F or I (Incomplete) grade, the Last Attend Date should be changed to the **actual** last date of attendance.
**Entering Office Hours**

From the Faculty and Advisors menu, click **Office Hours**.

---

Choose the desired Term and CRN. This function can also be completed from the Assignments link.
Enter the desired information and click **Submit**. You must use military time, check the appropriate days of the week, choose which contact number (if any), your office location, the date range for which those hours are active, and whether or not you want to display them on the web for students to see.

Once you set your office hours for one class, you can use that copy function to assign those hours to your other classes (recommended).
Entering Syllabus and Class Details

From the Faculty and Advisors landing page, click **Syllabus Information**. This function can also be completed from the Assignments link.
You can provide a URL to a website for your course details, and/or enter details in Syllabus.

Faculty and Advisors → Syllabus Information

Long Section Title
This is the long title of this course, and it is a very long title.

Course URL
www.pinterest.com

Learning Objectives
By the end of the day on Monday of each active class week, a new module will be posted on D2L outlining key points in the chapter(s) and identifying discussion topics for that week. The discussions will be due on Sundays at 7pm. Each week you will also be required to complete an assignment or quiz, which will be posted no later than Wednesday and due Sunday at 9pm. In addition to these regular activities, you must complete a midterm project and final exam.

Required Materials
Students are required to provide their own abacus and slide rule.

Technical Requirements
Technically, you should have steel toed boots. Everyone should.
Syllabus data entered here will be visible on the Class Details pop-up.