


Banner Blast for 2009-2010

Your Banner Guide for Registration

What is Banner?

- Banner is Otterbein's new software system. It is an integrated system which encompasses student records, finance, admission and financial aid, human resources, etc.

How do I access Banner?

- You will use Self-Service Banner (SSB) which is very similar to CardinalWeb for Faculty with some added features and improvements designated by sunbursts  below. You will link to it in the same places you find links for CardinalWeb.
- Log in information is in the Guide below.

When do we switch to Banner?

- That depends on what you want to do.
 - Admission has been entering the Autumn 2009 class into Banner since last year.
 - The Registrar's Office will use Banner for all processing beginning with the summer term. Right now we are creating the schedule, the catalog, the room inventory, converting academic history, building degree audits, setting up transfer equivalencies, pre-reqs, co-reqs, devising crosswalks, auditing and verifying data and just basically working our tails off. (Getting a little punchy too in case you can't tell!)

How do I learn about Self-Service Banner?

- Keep reading – we have included a list of features found in SSB.
- Look on the Registrar's web page for Banner Information. Find us by clicking on "Academics", then "Registrar" from almost anywhere on the OC website.

Not that we enjoy telling faculty where to go, but.....

Here's where to go!

Function	Spring	Summer and beyond
View a class list	CardinalWeb	SSB
View a wait list	CardinalWeb	SSB
View student Degree Audit	CardinalWeb	CardinalWeb (you want to see info from Spring term for advising, so use CWF)
Check course offerings	CardinalWeb	SSB
Report grades	CardinalWeb	SSB







Faculty and Advisor Guide to Self-Service Banner (SSB)

Log in information


1. Your **User ID** is your Otterbein ID number with an “A” in the front. **You must use a capital “A” with your ID number.** No more social security numbers.
2. Your **PIN** will be your birth date in a MMDDYY format.

Faculty Services Menu

1. **Student Information Menu** - See section below – this link takes you to the student functions in SSB.
2. **Term Selection** -select a term to be the default for your current session of Self-Service Banner (SSB). This term will carry through until you are prompted to change it or you log out of Self-Service.
3. **Course Reference Number (CRN) Selection** -select one of your CRNs to be the default for your current session of Self-Service. This CRN will display until you change it or log out of Self-Service.
CRN – Course Reference Number – a unique identifying number assigned by Banner to each course section as it is created in each academic term.
4. **Faculty Detail Schedule** -view the details of your classes for a chosen term, including status, enrollment numbers, meeting days and times, location, etc.
-  5. **Week at a Glance** -view your classes for a chosen week in calendar grid format, including links to Detail Schedule information.
6. **Detail Class List** -view detailed information about your class list for a chosen term and CRN, including each student’s name, registration status, program, major, class year, etc. It also provides you the ability to email individual students or the class as a whole.
7. **Summary Class List** -view a concise class list for a chosen term and course that you are teaching, including each student’s name, registration status, grades (if entered), etc. It also provides you the ability to email individual students or the class as a whole.
8. **Detail Wait List** -view detailed information about your wait list for a chosen term and CRN, including each student’s name, registration status, program, major, class year, etc.
9. **Summary Wait List** -view a concise wait list for a chosen term and course that you are teaching, including each student’s name, registration status, grades, etc.
10. **Final Grades** -post grades at the end of a term.

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11. **Add or Drop Classes**—update a student’s registration. You must have the student’s PIN to access this function.
 12. **Look Up Classes** - search the schedule of classes for a chosen term based on subject, meeting days and times, etc. This link is also available to the public directly from the college’s web page.
 13. **Faculty and Advisor Security Information** –stuff for the technology support folks
 14. **Class Schedule** - search the schedule of classes for a chosen term based on subject, meeting days and times, etc. This link is also available to the public directly from the college’s web page.
 15. **Course Catalog** –course descriptions, pre- and co-requisites,
 16. **Syllabus Information** –another place to enter your course syllabus information. If you post information here, students can see it when they do a course section search or register for the course.
 20. **Office Hours** allows you to post your office hours for a chosen term and course.

Advising: Student Information Menu

1. **Term Selection** -select a term to be the default for your current session of Self-Service. This term will remain selected until you change it or log out of Self-Service.
2. **ID Selection** -select a student to be the default for your current session of Self-Service Banner (SSB). This student’s information will carry through until you select another student or log out of Self-Service.
3. **Student Information** -view the student’s class, advisor, major, first term, last term and other general information.
4. **Student Address and Phones** -view contact information for the student
5. **Student E-mail Address** -view the e-mail addresses of the student.
6. **Student Schedule** -view the student’s detailed class schedule.
7. **Registration Overrides** – view any overrides this student has
8. **Add or Drop Classes** –update a student’s registration. You must have the student’s PIN to access this function.
9. **Academic Transcript** –view the student’s unofficial OC transcript
10. **Degree Evaluation** –this will not work in Banner until all Degree Audits are built in Banner and student academic history for Winter and Spring is converted to Banner. *Use the Degree Audit function in CardinalWeb for Faculty/Student until Autumn.*

11. Active Registrations –view a student's active registrations



12. Registration History –view an audit trail of the student's registration for the term

13. Advisee Listing – to view information about your advisees for a chosen term, including addresses, holds, etc. It also provides you with the ability to email individual advisees or all of them as a group.

14. View Test Scores –you must be a very dedicated faculty member to be reading for an explanation of this item!

15. View Holds allows you to view the various registration and transcript holds on the student's record.

16. Concise Student Schedule –a tidier view of the Student Schedule