THE UNIVERSITY *of* TENNESSEE UT
HEALTH SCIENCE CENTER

Faculty and Advisor

Self Service Guide

Office of the Registrar

5/3/10

Table of Contents

Introduction

Welcome to Banner Faculty and Advisor Self-Service! The purpose of this user guide is to provide UTHSC Faculty and Advisors step-by-step instructions on how to successfully use the Banner Student Information System.

By law, certain data is confidential and may not be released without proper authorization. Users must adhere to UTHSC policy concerning storage, retention, use release and destruction of data. Generally, students records are protected by the Family Rights and Privacy Act of 1974 (FERPA). Access to student records is restricted to those with an "educational need to know" or those who have the express consent of the student.   This protection does not expire when a student leaves the University. In addition, FERPA allows for certain information to be defined as *Directory Information.* This information may be publicly released, unless the student requests nondisclosure through the Office of the Registrar. *Directory Information* is outlined on U.S. Department of Education website:

http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

For further information you may contact the Office of the Registrar:

Mon-Fri 8:00am-5:00pm
910 Madison Avenue, Suite 520
Memphis, Tennessee 38163
Phone: 901-448-5560
Fax: 901-448-7772

Using Faculty Self Service

1. Go to the UTHSC Homepage: www.uthsc.edu

2. Select Banner Self Service

To access Banner Faculty Self-Service as an authenticated user, you must successfully log-in with your *UTHSC net ID* and *PIN*.

Select Faculty and Advisors
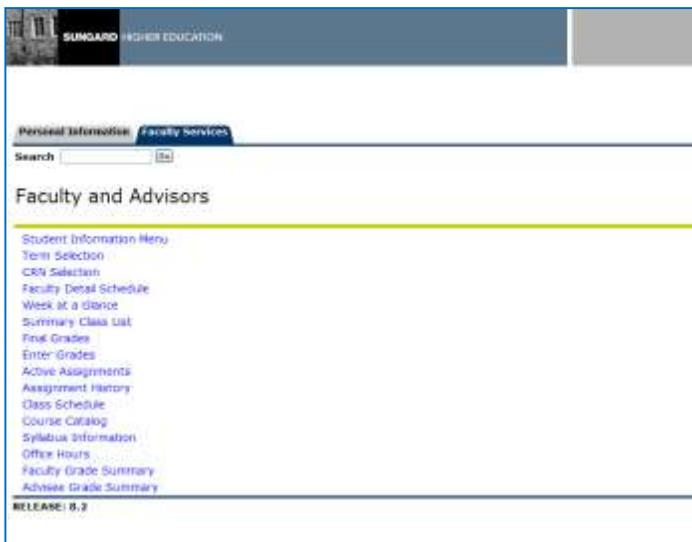
Your *Faculty and Advisors Menu* will contain only items specific to you. Every faculty member will have a Faculty Services tab, as well as a Personal Information tab.

Under the Faculty Services tab you will find the Student Information Menu.

Student Information Menu- This screen will give you the option to view a student's schedule, address/telephone information, email address, their academic transcript, etc.

Student Information

Quick Reference
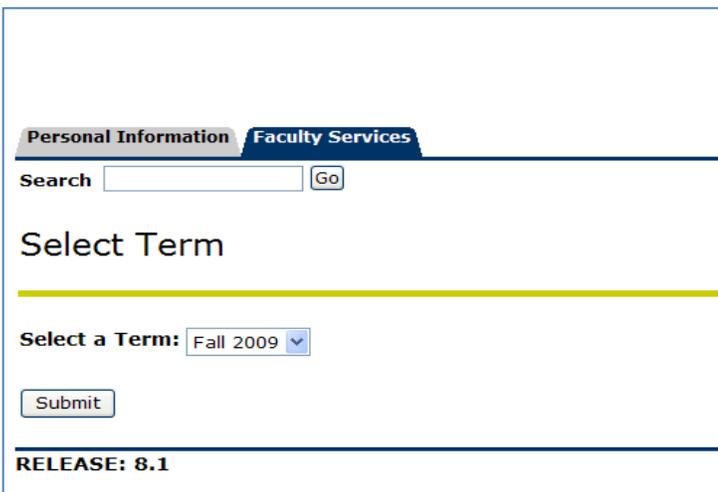
Term Selection- Allows you to select a term to be the default for your current session of Self-Service. This term will carry through until you are prompted to change it or you log out of Self-Service.
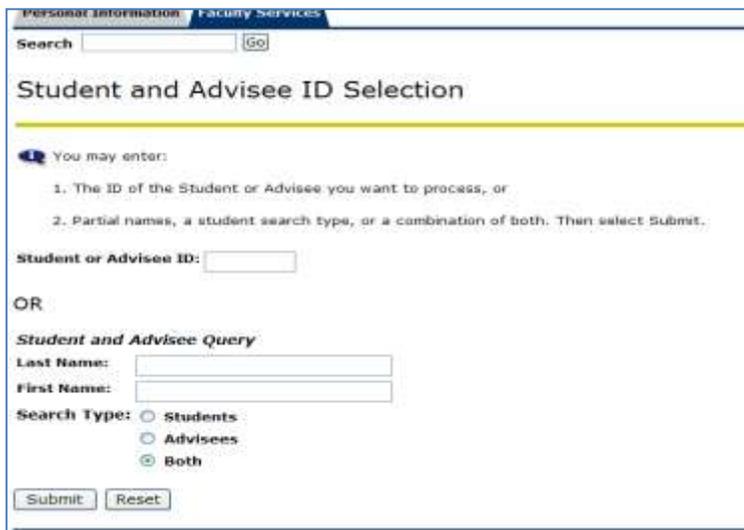
ID Selection- Allows you to select a student for your current session of Self-Service. Information about this student will be displayed until you select a different student or you log out of Self-Service. In the case show, no individual student was selected.

Student Information- You may **Search** using a Student's ID or Name here also. By entering a Name or Student ID in the search box and pressing Submit. General information about that student will be displayed.

Student Address and Phones- Allows you to access contact information for a particular student. Students are able to make change current address and telephone number via Self-Service.

Student E-mail Address- Allows view access to the selected student's primary and secondary e-mail addresses.

View Student Schedule

Information for Mock Testing I

Current Schedule

Total Credit Hours: 16.000

Acute Cardiopulmonary Nursing - ACNP 800 - 00
Associated Term: Fall 2009
CRN: 41506
Status: **Registered** on Jul 02, 2009
Assigned Instructor: Testing Faculty
Grade Mode: Standard Letter
Credits: 3.000
Level: Graduate
Campus: UT Health Science Center (86)
Scheduled Meeting Times
Type Time Days Where Date Range   Schedule Type   Instructors
Class TBA   TBA   Jul 01, 2009 - Dec 18, 2009 Web Base Lecture Testing Faculty (P)

Anesthetic Mgmt for OBS/PED - ANES 823 - 00
Associated Term: Fall 2009
CRN: 40010
Status: **Registered** on Jul 02, 2009
Assigned Instructor: Testing Faculty
Grade Mode: Standard Letter
Credits: 3.000
Level: Graduate
Campus: UT Health Science Center (86)

Student Schedule- Allows view access to the selected student's detailed class schedule.

| Personal Information | Faculty Services |

Search [   ] Go

Select the transcript level and transcript type.

Transcript Level: All Levels
Transcript Type: Web Transcript

Display Transcript

Academic Transcript- Allows view access to the selected student's UTHSC transcript.

Personal Information Faculty Services

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Degree Evaluation   885100894 Testing Faculty
                                                        Jan 26, 2010 01:08 pm

Information for Mock Testing I

Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

Curriculum Information
Primary Curriculum
Program: Nursing-MSN
Catalog Term: Fall 2009
Level: Graduate
Campus:
College: Nursing
Degree: Master of Science in Nursing

First Major: Nursing

[Previous Evaluations | Generate New Evaluation | What-if Analysis]

Degree Evaluation- (Available to Advisors Only) Allows comparison of student's record with the required courses in a student's curriculum.

Active Registrations- Allows you view access to the detailed course schedule of students.

Registration History- Allows view access students' course registration history including courses currently in progess.

Return to the Faculty and Advisors Main Menu by clicking Return to Menu on the right hand side of the screen:

*Description of other Self-Service Banner functions follows.

Term Selection- Most information is term driven. You will need to select the term you need to work with before you are allowed to view data. If you fail to select a term you will be prompted to the current term. You will continue to view data from the term you selected until you choose another term.

CRN Selection- CRN is short for course reference number. You can choose the CRN of your preference to view course information, enrollment counts, duration and class rosters. You will only be able to see information for course(s) in which you are the assigned instructor.

Faculty Detail Schedule- Displays detailed information specific to each course you are teaching: such as number of credits, enrollment, days and time.

Week at a Glance- Displays your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. You may click on individual courses for more details about that course.

Summary Class List- Selecting a CRN will result in access to course-specific information, including an enrollment count and an alphabetical roster. Individual student grades may be entered on this screen, unless the university's grade submission deadline has passed. You can also send emails to the student e-mail accounts from this display. (The icon will appear next to the student's name if the email option is available.)

Final Grades- Used to enter final grades. The Registrar's office will inform faculty via email when final grades can be entered. There is a 15 minute limit on this page so this screen need not be accessed until you are ready to enter grades. You are allowed to make grade changes here only while exams are still in progress. After the grade reporting period ends, you must adhere to the university's grade change policy to make changes.

Active Assignments- As a Faculty member, you can utilize this screen to view all active course assignments for a term. The class syllabus and office hours may also be posted here. You may also display the class list and detailed schedule information, for all courses to which you have been assigned.

Assignment History- Allows view access to all your current as well as past teaching assignments.

Class Schedule- Allows view access to all UTHSC courses and course schedules.

Course Catalog- Allows view access to all active courses in the UTHSC catalog.

Syllabus Information- Banner provides a standard syllabus format. This screen allows maintenance access to course syllabus information, learning objectives, required materials and technical requirements for all courses in which you are the Primary Instructor.

Office Hours- Allows maintenance access to your office hours. From/To Times and Dates are required when adding office hours. Students may view your office hours when Display indicator is checked. Office hours may be deleted by clearing From/To Times and Dates and clicking the Submit button. To duplicate the same office hours for another course, select course from Copy to field.

Faculty Self-Service Frequently Asked Questions

1. *What is Faculty Self-Service?*

    Faculty Self-Service (also known as Banner Self-Service) is the web based product used by faculty. This web product retrieves and records data directly to and from the Banner database, based upon the user's role. All information is live and in real time. Banner Self-Service provides information in an easy-to-read format that is available from any computer connected to the Internet.

2. *Which browser do I use?*

    It is important that you use the most up-to-date version of your Internet browser.

3. *What information do I need to login to Faculty Self-Service?*

    You will need your UTHSC net ID and PIN. The first time that you login you will be prompted to reset your PIN. Do not give your PIN to anyone else. Policy prohibits access to the system by anyone other than the authorized user.

4. *I've forgotten my PIN or my account has become disabled. What do I do?*

    If you have forgotten your PIN, you can answer your own PIN question and have Banner reset your PIN. If you are still having a problem, contact the Registrar's Office at 901-448-5560.

5. *Is there an inactivity time limit on Faculty Self-Service?*

    Yes. For your protection, if your Faculty Self-Service session is inactive for more than 30 minutes, your session will be terminated.

6. *What if I get lost or stuck in Faculty Self Service?*

    If you are having trouble or need to exit Faculty Self Service, you can always click on the EXIT button on the top right of the page. Any data that you have entered on the page will be lost.

7. *Who do I call for help?*

    If you have questions specific to Faculty Self-Service, contact the Registrar's Office at 901-448-5560.

8. *How do I print class rosters?*

Faculty can print their own up-to-the-minute class rosters using Faculty Self-Service.

    a.   Login to Faculty Self-Service.

    b.   Open the Summary Class List.

    c.   Print the class list by clicking the Printer icon or choosing the File menu and Print.

9. *How safe is my Banner ID and PIN?*

The only way anybody can get access to your data through Banner Self-Service is by entering your Banner ID number as well as the PIN known only to you. This is why you should set your PIN number to something that is known only to you. Please treat your PIN as you would your PIN number for your ATM card, for instance.