

# Faculty Banner Web Handbook

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## Accessing and Logging Into Banner Web

Go to the CBU homepage at [www.cbu.edu/mycbu](http://www.cbu.edu/mycbu)

Click on “**My Account**”

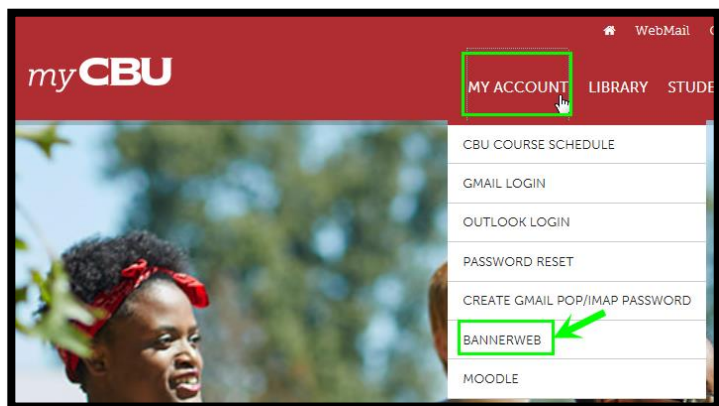
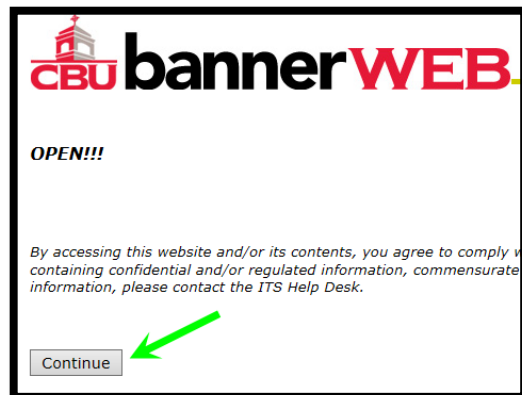
Then select the “**BannerWeb**” tab and click “**Continue**”.

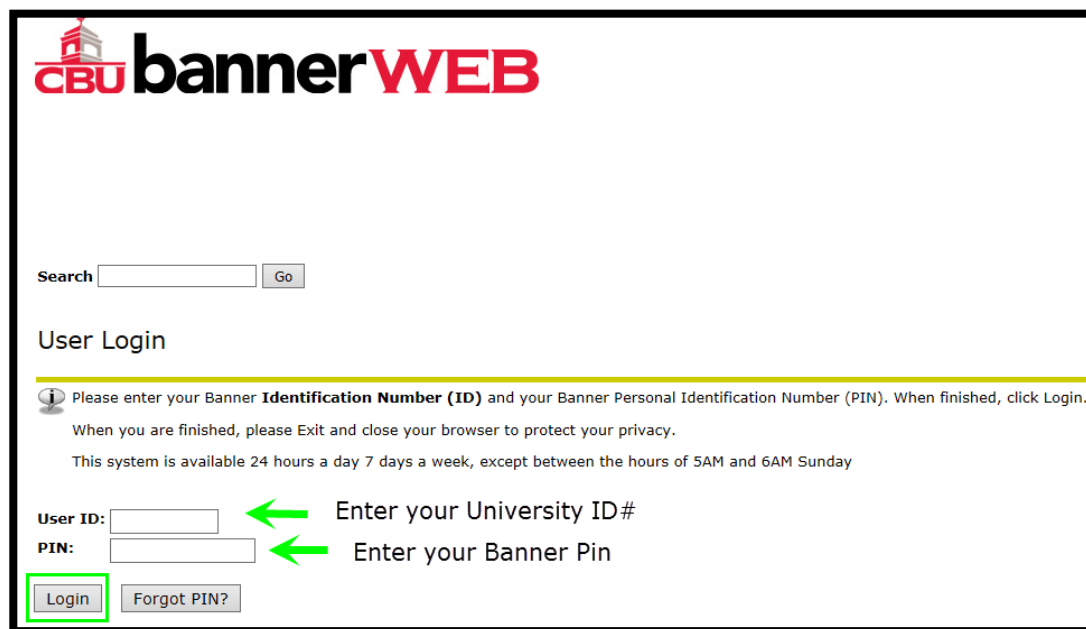
On the log in screen enter your university ID number and Banner Web PIN.

Your university ID number is a nine digit number that is located on your CBU ID card. If you do not have an ID card, please stop by Campus Safety to have one made.

You Banner PIN number was mailed to you. If you do not remember it, you can reset it from the “**MyCBU**” menu (refer to next page)

Click “**Login.**”






**CBU bannerWEB**


Search


### User Login

 Please enter your Banner **Identification Number (ID)** and your Banner Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

This system is available 24 hours a day 7 days a week, except between the hours of 5AM and 6AM Sunday

User ID:   Enter your University ID#

PIN:   Enter your Banner Pin

## Resetting Your Banner PIN

1.) Go to the CBU website ([www.cbu.edu](http://www.cbu.edu))

Click on “MyCBU” at the top of the page.

Click on “My Account.”

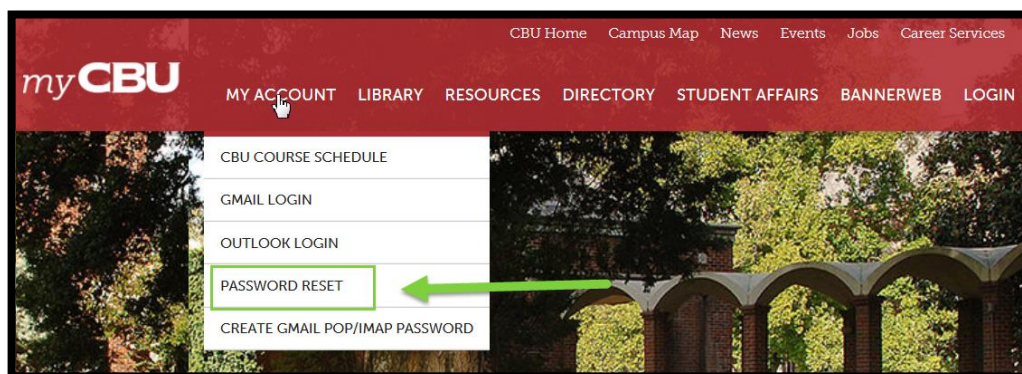
Select “Password Reset” from the drop down menu.

Select “Change Banner Pin” from drop down menu.

Enter the required information on form.

If you successfully reset you PIN you will be direct to close the browser.

Please write down your PIN number in a secure location.



## On-Line Banner Web PIN Reset

This process is used to reset your Banner PIN. You establish your identity using your **active directory** username and password.

Your browser must be able to run Javascript and to process cookies in order to run this process. You must have to start over. If you answer incorrectly more than three times you will also have to start over.

Banner ID	<input type="text"/>	You will find this on your CBU ID card
Username	<input type="text"/>	Do not precede your username with cbu\
Password	<input type="password"/>	Use your active directory/email password
New Banner Web PIN	<input type="text"/>	
Re-enter New Banner Web PIN	<input type="text"/>	

**Banner Web PIN must be  
all numerals at least 6  
digits in length**

9:09:06 AM

**Your PIN has been successfully reset.**

Please close this window or this browser tab.

Note: Some browsers (e.g. Firefox and Safari) require that the window or tab be closed manually.

## First Time Users

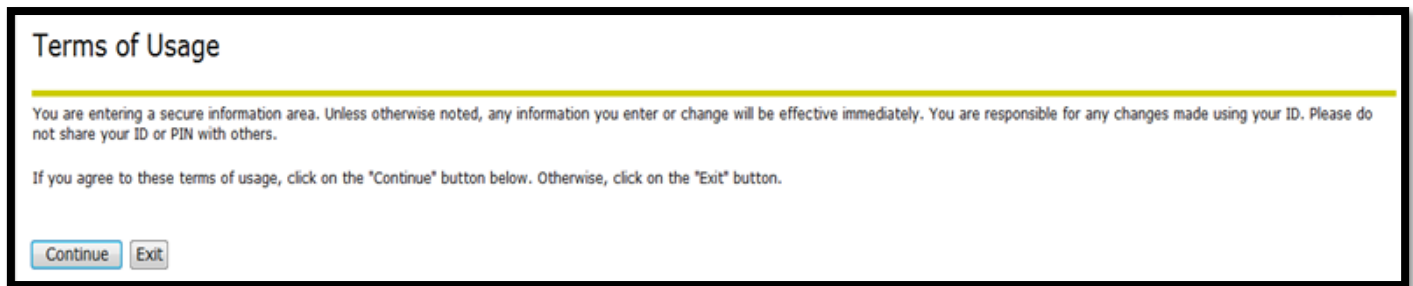
You will be directed to a Terms of Usage page. You must agree by selecting “continue” to access Banner Web. You will now need to setup a security question.

Select the free-form field and enter a question only you will know the answer to.

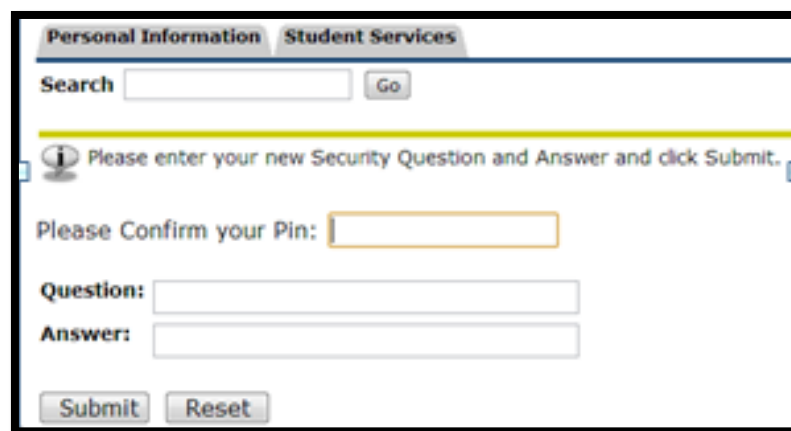
Enter the answer to your questions in the answer field.

Click “**Submit.**”

You will then review your selections and click “**Save.**”



The screenshot shows a web page titled "Terms of Usage". Below the title is a yellow horizontal line. The text on the page reads: "You are entering a secure information area. Unless otherwise noted, any information you enter or change will be effective immediately. You are responsible for any changes made using your ID. Please do not share your ID or PIN with others." Below this is another line of text: "If you agree to these terms of usage, click on the 'Continue' button below. Otherwise, click on the 'Exit' button." At the bottom left, there are two buttons: "Continue" and "Exit".



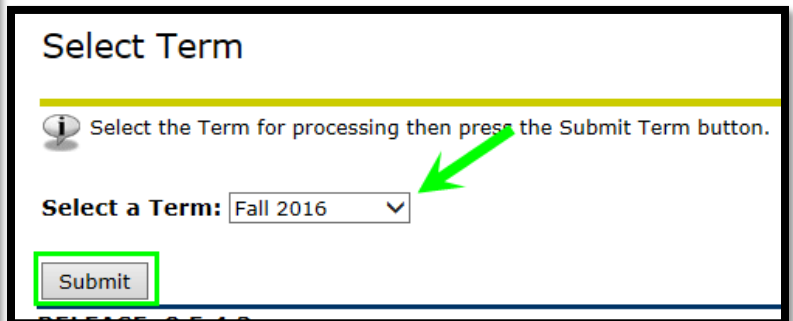
The screenshot shows a web page with two tabs: "Personal Information" and "Student Services". Below the tabs is a search bar with the label "Search" and a "Go" button. Below the search bar is a yellow horizontal line. Below the line is an information icon and the text: "Please enter your new Security Question and Answer and click Submit." Below this is a label "Please Confirm your Pin:" followed by a text input field. Below that are two labels: "Question:" and "Answer:", each followed by a text input field. At the bottom, there are two buttons: "Submit" and "Reset".

## Banner Web Home Page

- 1.) You will be sent to the Banner Web Home Page.
- 2.) To access your faculty menu, select **"Faculty Services"** from the menu or the tab at the top of the page.
- 3.) At the top of the menu click **"Term Selection."**
- 4.) Select the term from the drop down menu and click **"Submit."** The term you selected will be saved until you log out of Banner Web.
- 5.) From the **"Faculty Services"** menu you will enter attendance, print your rosters, enter grades, print your faculty schedule and submit a grade change.



The screenshot shows the Banner Web Home Page. At the top left is the CBU logo. To its right is the text "bannerWEB" in a large, bold, black font. Below this is a navigation bar with tabs: "Personal Information", "Student Services", "Faculty Services", and "Employee Services". The "Faculty Services" tab is highlighted with a green box. Below the navigation bar is a search bar with the text "Search" and a "Go" button. Below the search bar is a welcome message: "Welcome, Dawn E. Carpenter, to the Christian Brothers". Below the welcome message are four main sections: "Personal Information" (Update addresses, contact information or marital status; review name or social security), "Student Services" (Apply for Admission, Register, View your academic records), "Faculty Services" (Enter Grades and Registration Overrides, View Class Lists and Student Information), and "Employee Services" (See pay stub, leave time, sick time and other employee related information). The "Faculty Services" section is highlighted with a green box. Below the "Faculty Services" section is a link for "Photo Roster". A green arrow points from the "Faculty Services" tab in the navigation bar to the "Faculty Services" section below the welcome message.



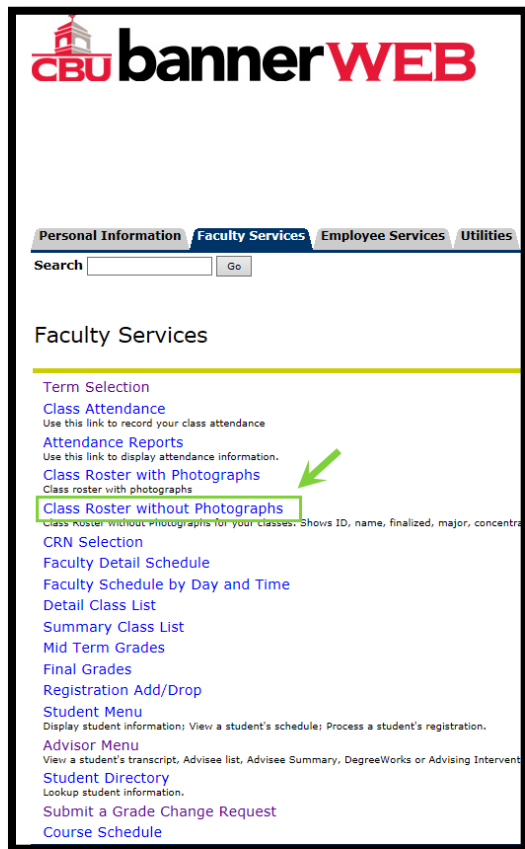
The screenshot shows the "Select Term" page. At the top is the title "Select Term". Below the title is a yellow bar with the text "Select the Term for processing then press the Submit Term button." Below the yellow bar is a form with the text "Select a Term:" followed by a dropdown menu showing "Fall 2016" and a "Submit" button. A green arrow points from the "Submit" button in the previous screenshot to the "Submit" button in this screenshot.



The screenshot shows the "Faculty Services" page. At the top is the title "Faculty Services". Below the title is a yellow bar with the text "Term Selection". Below the yellow bar is a list of links: "Class Attendance" (Use this link to record your class attendance), "Attendance Reports" (Use this link to display attendance information), "Class Roster with Photographs" (Class roster with photographs), "Class Roster without Photographs" (Class Roster without Photographs for your classes. Shows ID, name, finalized, major, concentration, class and CBU email.), "CRN Selection", "Faculty Detail Schedule" (Faculty Schedule by Day and Time), "Detail Class List", "Summary Class List", "Mid Term Grades", "Final Grades", "Registration Add/Drop", "Student Menu" (Display student information; View a student's schedule; Process a student's registration.), "Advisor Menu" (View a student's transcript, Advisee list, Advisee Summary, DegreeWorks or Advising Intervention), "Student Directory" (Lookup student information.), "Submit a Grade Change Request", "Course Schedule", "Report Academic Misconduct", and "Early Alert Reporting". The "Class Attendance", "Class Roster without Photographs", "Faculty Detail Schedule", "Mid Term Grades", "Final Grades", and "Submit a Grade Change Request" links are highlighted with green boxes.

## Checking Student Finalization

1. All students who are attending class should be listed on your roster.
2. Students should all be finalized by the first day of class.



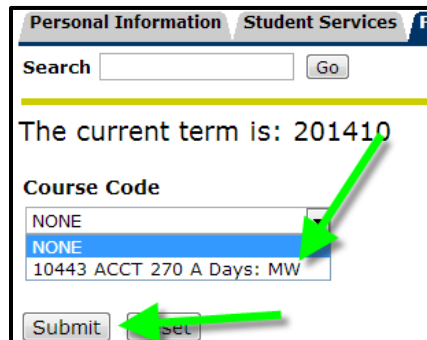
**bannerWEB**

Personal Information Faculty Services Employee Services Utilities

Search  Go

**Faculty Services**

- Term Selection
- Class Attendance  
Use this link to record your class attendance
- Attendance Reports  
Use this link to display attendance information.
- Class Roster with Photographs  
Class roster with photographs
- Class Roster without Photographs**  
Class roster without photographs for your classes. Shows ID, name, finalized, major, concentrator
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Mid Term Grades
- Final Grades
- Registration Add/Drop
- Student Menu  
Display student information; View a student's schedule; Process a student's registration.
- Advisor Menu  
View a student's transcript, Advisee list, Advisee Summary, DegreeWorks or Advising Interventions
- Student Directory  
Lookup student information.
- Submit a Grade Change Request
- Course Schedule



Personal Information Student Services Faculty Services

Search  Go

The current term is: 201410

**Course Code**

NONE

NONE

10443 ACCT 270 A Days: MW

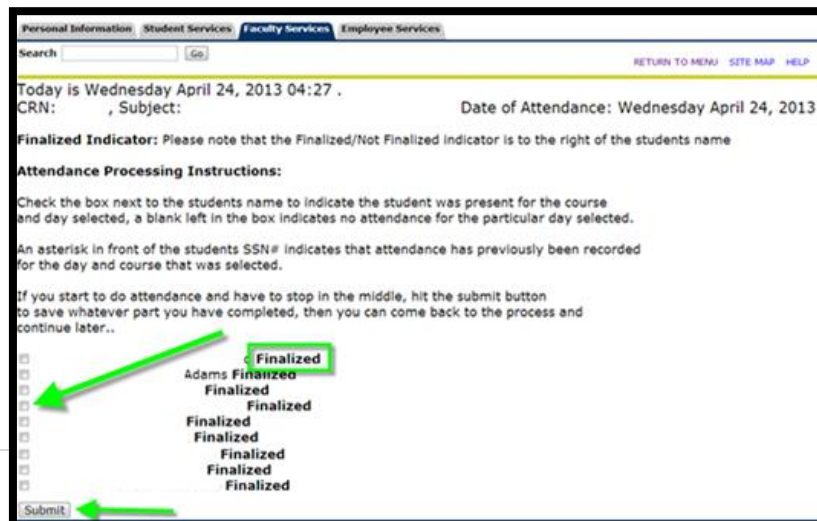
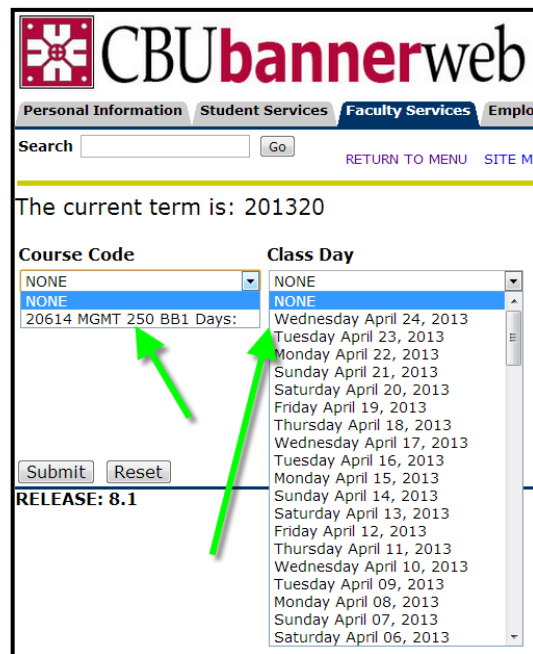
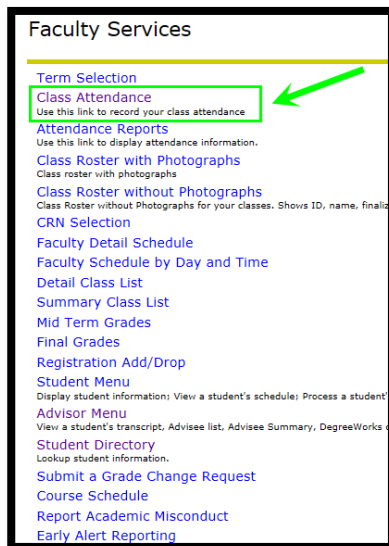
Submit Set

TERM	Term Description	CRN	PTRM	SUBJ	CRSE	SEC	Name	Credits
201610	Fall 2015	10563	2	HIST	151	A	American Society to 1877	3.000
Begin Time	End Time	Bldg	Room	Days	Start Date	End Date		
0900	0950	BU	112	M W F	22-AUG-15	19-DEC-15		
Instructor(s)								
Carriere , Marius M.								
Banner ID	Student Name	AR Maj	CONC	Class Email Address				
	Ica Taylor	Y	Civil Engineering	FR	cbu.edu			
	haniel Ryan	Y	History	FR	bu.edu			
	Mirissa Joi	Y	Creative Writing	SO	@cbu.edu			
	man Alexander	Y	Psychology	SO	bu.edu			
	Nicholas Alan	Y	History	JR	cbu.edu			
	erica Kristonnia Nichelle	Y	Psychology	JR	@cbu.edu			
	bert Paul	Y	Electrical Engineering	ELSY	FR	cbu.edu		
	gelica Catrice	Y	English Corporate Comm	SO	@cbu.edu			
	Demi Shea	Y	General Studies	SO	@cbu.edu			

## Entering Attendance

CBU requires all faculty members to take and record attendance for the first three weeks of each term. Attendance is required before financial aid monies can be disbursed. **No attendance recorded = no money for students from financial aid.**

- 1.) From the “**Faculty Services**” menu select “**Class Attendance.**”
- 2.) Under “**Course Code**” choose the course for which you plan to enter attendance information.
  - a. All courses you are teaching in this term will appear in the drop down menu.
  - b. If a course does not appear, please contact the Registrar’s Office.
- 3.) Click on the drop down menu “**Class Day**” to select the day for which you wish to enter attendance.
- 4.) The attendance entry form will come up.
  - a. There is a ten minute time-out limit on this screen. Be sure to save your entries every so often.
  - b. Please not the “**Finalized/Not Finalized**” notation next to the students’ names. Not Finalized means that the student has not settled their accounts with the business office. All student who are in you course should show as finalized after the first day. If they are not finalized, please alter them to this.
- 5.) Once you have checked all students who were present that day hit “**Submit**” to save the information.





## Entering Mid-term Grades

Mid-term grades are given for undergraduate 16 week classes only. Eight week classes do not give mid-term grades.

- 1.) Under Faculty Services tab click "Term Selection" and select the current term from the dropdown
- 2.) Click on the link "Mid Term Grades" from the "Faculty Services" menu. (Please note that Mid Term grades are always due the Monday of fall or spring break at 10:00 am).
- 3.) You will then have to select the class from the dropdown menu. You will then be directed to the Mid-Term Grades worksheet for the course you selected. All students who are enrolled in that course should be listed on the worksheet.
- 4.) Your course information is listed on the top left. All students are listed in alphabetical order. Their student ID numbers will be listed as well. Please know that this information is sensitive and should not be release or printed on "open" printers.
- 5.) Each student has a drop down menu for their grade. You must select a grade from those that are available to you. Enter a grade for each student. Please be aware that the system will time out every 15 minutes so be sure to save often.
- 6.) Do not use the "Last Attend Date MM/DD/YYYY" or "Attend Hours 0-999.99" for Mid Term grades.
- 7.) Once you enter the grades for the students, hit submit.

**CBU bannerWEB**

Personal Information Student Services **Faculty Services** Employee Services

Search  Go

Faculty Services

- Term Selection
- Class Attendance
- Attendance Reports
- Class Roster with Photographs
- Class Roster without Photographs
- Class Roster without Photographs for your classes
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Mid Term Grades**
- Final Grades
- Registration Add/Drop
- Student Menu
- Advisor Menu

Mid-Term grades are due at 10:00 a.m. on Monday

**CBU bannerWEB**

Personal Information Student Services **Faculty Services** Employee Services

Search  Go

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: **Fall 2016**

Submit

**Mid-Term Grade Worksheet**

Enter the final grades for each student. If a student is "Last Attend Date". Please ignore the column labeled "Last Attend Date" if the student is not attending your class in the column labeled "Last Attend Date". If Confidential appears next to a student's name, the personal information is confidential.

Course Information  
SgT: Intro French Comp & Conv - F081 101 X  
CRN: 11

Students Registered: 11

Please submit the grades often. There is a 15 minute time limit starting at 01:46 pm on Aug 09, 2013 for this page.

Final Grades	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date	Attend Hours	Registration Number
1	Diana	3.000	**Registered**	Jul 02, 2013	None			1
2		3.000	**Registered**	Jul 02, 2013	A			2
3	Caroline	3.000	**Registered**	Jul 02, 2013	B			3
4		3.000	**Registered**	Jul 02, 2013	C			4
5		3.000	**Registered**	Jul 02, 2013	D			5
6		3.000	**Registered**	Jul 02, 2013	F			6
7		3.000	**Registered**	Jul 02, 2013	FA			7
8		3.000	**Registered**	Jul 02, 2013	FN			8
9		3.000	**Registered**	Jul 02, 2013	WOT			9
10		3.000	**Registered**	Jul 02, 2013	XF			10
11		3.000	**Registered**	Jul 02, 2013	WOT			11
12		3.000	**Registered**	Jul 02, 2013	None			12

Please submit the grades often. There is a 15 minute time limit starting at 01:46 pm on Aug 09, 2013 for this page.

**Select CRN**


Please enter the CRN you wish to access, or select a different term from the menu.

CRN: **CMBA 605 R: Strategic Mgmt Concepts/Apps, 20703 (9)**

Submit

## Entering Final Grades

- 1.) Under Faculty Services tab click “Term Selection” and select the current term from the dropdown
- 2.) From the “**Faculty Services**” menu click on the link “**Final Grades.**”
- 3.) You will then have to select the class. You will then be directed to the Final Grades worksheet for the course you selected. If you get an error message then the worksheets are not open yet. They normally will only be open during the week of finals. All students who are enrolled in that course should be listed on the worksheet. If you are unable to see one or all of your students please contact the Office of the Registrar immediately to resolve the problem.
- 4.) Your course information is listed on the top left. All students are listed in alphabetical order. Their student ID numbers will be listed as well. Please know that this information is sensitive and should not be release or printed.
- 5.) Each student has a drop down menu for their grade. Enter a grade for each student. **Please be aware that the system will time out every 15 minutes, so be sure to save often.**
  - a. You must choose a grade from the ones listed in the drop down menu. Graduate and undergraduate courses have different grading options.
  - b. You cannot give a student an “I” on this page. In order for a student to receive an incomplete the incomplete contract must be submitted to the Office of the Registrar one week prior to the deadline for entering grades.
    - i. Incomplete contracts cannot be submitted during finals week except in the case of an emergency (medical issue or death).
    - ii. You can print an incomplete form from [https://assets.speakcdn.com/assets/2091/incomplete\\_grade\\_form\\_12-12-16.pdf](https://assets.speakcdn.com/assets/2091/incomplete_grade_form_12-12-16.pdf) or pick one up in the Office of the Registrar in Barry Hall, Room 40.
    - iii. An incomplete is a contract between you and the student and requires the signature of both the faculty member and the student as well as the dean of the particular school in which the incomplete grade is being given. The grade of “I” should be given only if the student is passing the course and has extenuating circumstances. (Not showing up for the final exam without contacting the instructor beforehand is not an acceptable reason for giving an “I”. The student should be given the grade that they have earned based on the work completed at that point in time.)
    - iv. The “I” grade will be entered by the Office of the Registrar upon receipt of the “Incomplete Form”.
  - c. Any grades of “**F**” or “**FA**” require that the last date of attendance be entered at the same time in the column labeled “Last Attend Date MM/DD/YYYY”. (Please note that the year is 4 digits.)
  - d. If a student **never attended the class**, then the grade of “**FN**” is entered and no “Last Attend Date” is required.
- 6.) Do not use “Attend Hours 0-999.99” for Final grades.



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Personal Information
Student Services
Faculty Services
Employee

Search

### Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Fall 2016 ↗

Submit

Search  
RETURN TO MENU SITE MAP HELP EXIT

## Final Grade Worksheet

Enter the final grades for each student. If a student is "Last Attend Date". Please ignore the column labeled "A" next to a student's name, the personal information is to

**Course Information**  
 SpTp: Intro French Comp & Conv - FORL 101 X  
 CRN:   
 Students Registered: 11

Please submit the grades often. There is a 15 minute time limit starting at 01:46 pm on Aug 09, 2013 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Enrolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Diana		3.000	**Registered** Jul 02, 2013	None	N			1
2			3.000	**Registered** Jul 02, 2013	A	N			2
3	Caroline		3.000	**Registered** Jul 02, 2013	B	N			
4			3.000	**Registered** Jul 02, 2013	C	N			
5			3.000	**Registered** Jul 02, 2013	D	N			
6			3.000	**Registered** Jul 02, 2013	F	N			
7			3.000	**Registered** Jul 02, 2013	FA	N			
8			3.000	**Registered** Jul 02, 2013	FN	N			
9			3.000	**Registered** Jul 02, 2013	WXT	N			
10			3.000	**Registered** Jul 02, 2013	XF	N			
11			3.000	**Registered** Jul 02, 2013	XFT	N			
12			3.000	**Registered** Jul 02, 2013	None	N			

Please submit the grades often. There is a 15 minute time limit starting at 01:46 pm on Aug 09, 2013 for this page.

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid-Term Grades | Student Menu | Summary Class List ]

RELEASE: 8.1

## Rejected Grade Submission:

### Final Grade Worksheet

Enter the final grades for each student. If a student is receiving the grade of "F" please enter the last date they attended your class in the column labeled "Last Attend Date". Please insert the date for CEU credits, which CBU does not offer. If Confidential appears next to a student's name, the personal information is to be kept confidential. Click on a student's name to view the student's information.

**Course Information**  
**Introduction to Sociology - SOC 101 1**  
CRN: 10219  
Students Registered: 20

☐ Please submit the grades often. There is a 150 minute time limit starting at 09:17 am on Mar 04, 2014 for this page.

☐ Your grade submissions have been rejected.

☐ A last attendance date is required for the following grade code(s): F, FA. Please insert a last date of attendance and resubmit your grades.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	**Web Reg.		F			6
2			3.000	**Web Reg.		FA			18
3			3.000	**Web Reg.		F			25

## Successful Grade Submission:

### Final Grade Worksheet

Enter the final grades for each student. If a student is receiving the grade of "F" please enter the last date they attended your class in the column labeled "Last Attend Date". Please insert the date for CEU credits, which CBU does not offer. If Confidential appears next to a student's name, the personal information is to be kept confidential. Click on a student's name to view the student's information.

**Course Information**  
**Introduction to Sociology - SOC 101 1**  
CRN: 10219  
Students Registered: 20

☐ Please submit the grades often. There is a 150 minute time limit starting at 09:19 am on Mar 04, 2014 for this page.

The changes you made were saved successfully.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	**Web Reg.		F	09/23/2013		6
2			3.000	**Web Reg.		FA	09/30/2013		18
3			3.000	**Web Reg.		F	08/25/2013		25

## Submitting a Grade Change Request / Updated Grade for Incomplete Grade Contract

From the “Faculty Services” menu click on the link “Submit a Grade Change Request”. “Select the Term” from the dropdown menu, and then “Select the Course”. From the class roster, select the student requiring a grade change:

The image consists of three screenshots from a web application, illustrating the process of submitting a grade change request. The first screenshot shows the 'Faculty Services' menu with 'Submit a Grade Change Request' highlighted. The second screenshot shows the 'Select the term' dropdown menu with 'Spring 2015' selected. The third screenshot shows the 'Select the course' dropdown menu with 'ENG 112 TR1' selected. Each step is accompanied by a green callout box with a green arrow pointing to the relevant element.

**Faculty Services**

- Term Selection
- Class Attendance
- Attendance Reports
- Class Roster with Photographs
- Class Roster without Photographs
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Mid Term Grades
- Final Grades
- Registration Add/Drop
- Student Menu
- Advisor Menu
- Student Directory
- Submit a Grade Change Request**
- Course Schedule
- Report Academic Misconduct
- Early Alert Reporting

**Personal Information Student Services Faculty Services Employee Services**

Search  Go

Select the term:

**Submit**

**Personal Information Student Services Faculty Services Employee Services**

Search  Go

Select the course:

**Submit**

**Personal Information Student Services Faculty Services Employee Services Fin**

Search  Go


Select the student:


**Submit**

Complete the following information in the areas provided:

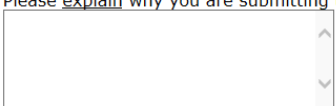

- Select new grade from dropdown menu
- Select reason (**work turned in late is not an acceptable reason for a grade change**)
- Give an explanation of the reason for the grade change
- Provide contact phone number
- Submit request

You have selected to change Annie [redacted] grade for ENG 112 TR1 in Spring 2015  
The current grade is: B


New Grade:  

Reason for change:  

Please explain why you are submitting this grade change request (limit 240 characters)

Please provide a phone number that we can reliably contact you at



Please note: You will be contacted should the Registrar's office have any questions

A request for a change of grade other than the removal of an incomplete will require the Registrar's staff to secure the approval of the department chair/director and the approval of the dean of the school before the grade change can be processed by the Registrar's office. Requests for a change of grade other than the removal of an incomplete for work submitted after the final grading deadline are not appropriate and will be denied.