

Faculty Self-Service

The Faculty Self-Service application in Banner 9 allows Faculty to view their class lists, enter midterm and final grades, and view their historical data.

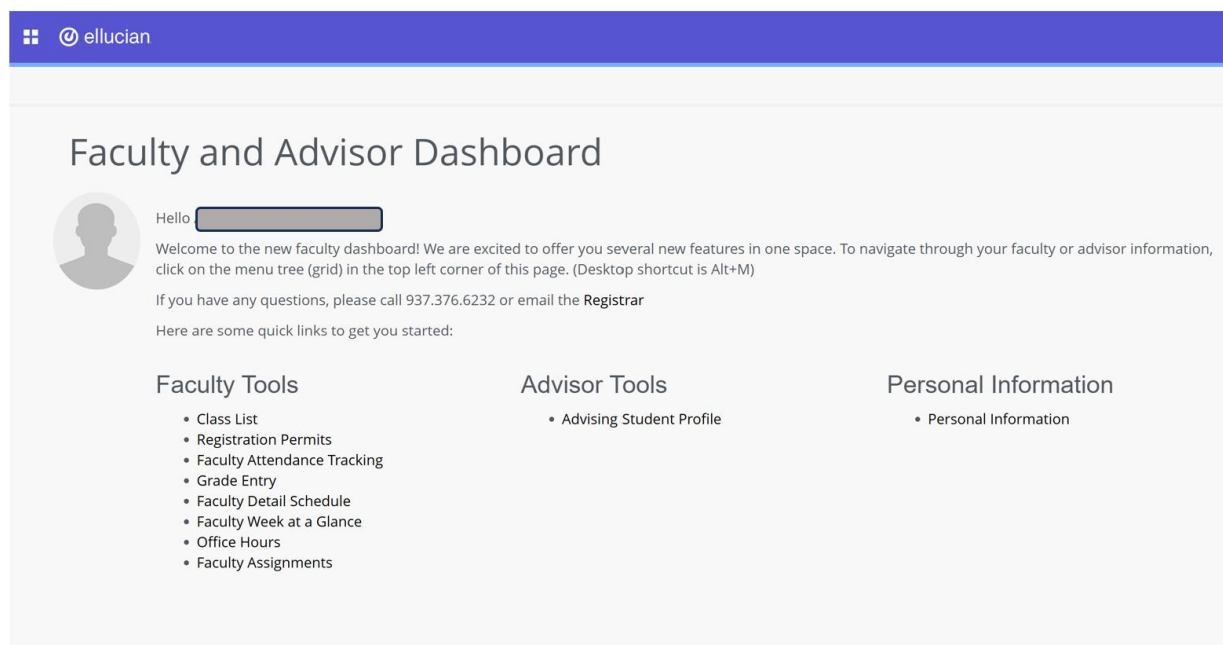
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The Faculty Services Dashboard is where you will find a number of links for Faculty and Advisors



CLASS LIST

The class list will auto populate all terms

You can then select a specific term to view in the top left

Faculty & Advisors • CRN Listing

CRN Listing

All Terms ▼

Select Course Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ACC 2210, 01H	Financial Accounting	2062	29	Active	08/25/2025 - 12/19/2025	Fall 2025 (202610)
ART 3100, 01	Advanced Drawing	2407	4	Active	08/25/2025 - 12/19/2025	Fall 2025 (202610)
BIO 1801, 01	Fundamentals of Biology I w/La	2781	24	Active	08/25/2025 - 12/19/2025	Fall 2025 (202610)
ACC 2220, 01	Managerial Accounting	51219	17	Active	08/12/2024 - 12/06/2024	Fall 2024 (202510)

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Select a course from your list and the course information, enrollment information, wait list (if applicable), and class list details will populate.

Faculty & Advisors • CRN Listing • Class List

Class List

Fall 2025 - 202610 **ACC 2210 | 2062**

Export to Excel

Course Information

Financial Accounting - ACC 2210 01H
CRN: 2062
Duration: 08/25/2025 - 12/19/2025
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	35	29	6
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List

Summary View

Summary Class List Search (Alt+Y)

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
☐			**Web Registered**	Undergraduate	3	Enter Grade	Enter Grade	Sophomore
☐			**Registered**	Undergraduate	3	Enter Grade	Enter Grade	Sophomore
☐			**Web Registered**	Undergraduate	3	Enter Grade	Enter Grade	Junior

You can print your class list summary or export it into a spreadsheet. **Please note that the export will not include student photos.*

Class List Export Print

Fall 2025 - 202610 ART 3100 | 2407

Course Information

Advanced Drawing - ART 3100 01

CRN: 2407

Duration: 08/25/2025 - 12/19/2025

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	15	4	11
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List Search (Alt+Y)

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
☐			**Registered**	Undergraduate	3	Enter Grade	Enter Grade	Sophomore

Printed view

FACULTY GRADE ENTRY

On the faculty grade entry page you can enter midterm and final grades. You can also import and export your grade data. **Please note that the gradebook feature is not currently available.*

Only courses that are open for grading will be displayed

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started						

Records Found: 1 Page 1 of 1 Per Page 10

Enter Grades Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment

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Save Reset

My Courses

Grading Status

Not Started

My Courses

Grading Status

In Progress

My Courses

Grading Status

Completed

The grading status will show as not started in red and when completed it will display in green.

If you have multiple courses select the grading status to display the roster.

You can enter grades manually on this page.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status

Rollled

Subject

Course

Section

Title

Term

CRN

In Progress

Not Started

Records Found: 1

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Enter Grades

Full Name

ID

Midterm Grade

Final Grade

Rollled

Last Attend Date

Hours Attended

Narrative Grade Comment

A

F

02/02/2025

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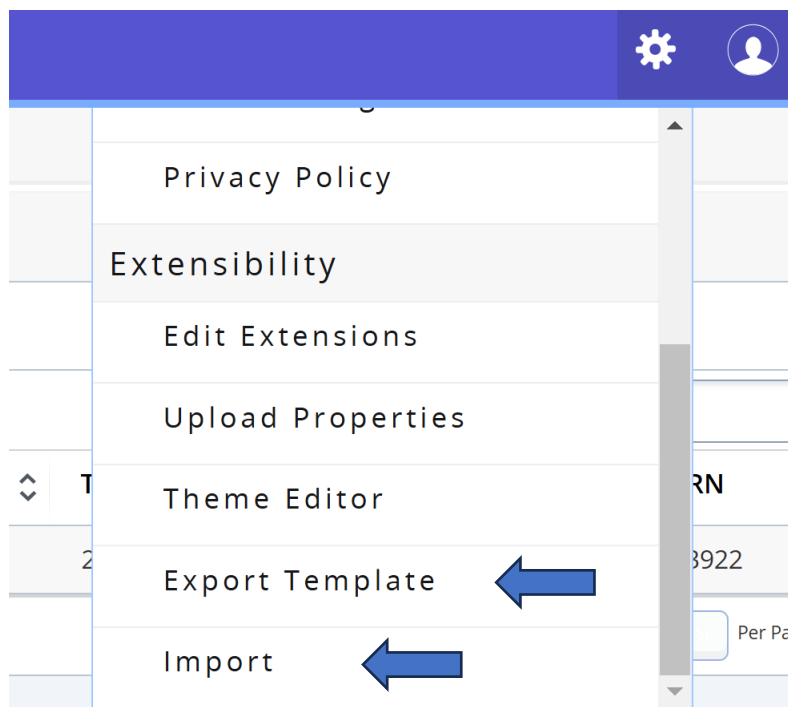
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Save

Reset

If you save an FZ grade without a last date of attendance you will receive an error:

! A last attend date is required for this grade.



You also have the option to import your grade sheet from an excel file.

The import function is located by selecting the gear icon in the top right.

Select Export Template if you wish to enter your grades into a template. If you already have a grade sheet you will need to format it.

Required parameters:

- Term Code
- CRN
- Student ID
- Final Grade
- Last Attended Date **required for FZ grades only*
- Narrative Grade Comment *** please note that data in this field is not required, but the column header is needed to complete the import process.*

How to import grades

1. Select the import function in the area titled browse
2. Select your excel file
3. Select upload to prepare your file
4. Select continue

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

5. Preview the file and select continue. (Example below using export template feature)

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

☒ My Spreadsheet has headers.

Row	Term Code	CRN	Student ID	Final Grade
1	202610	2407		A
2	202610	2407		B
3	202610	2407		A
4	202610	2407		C

6. You can map your fields in this step if your headers are not exact

7. You will also be able to view any missing information

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

✓ Term Code*

✓ CRN*

✓ Student ID*

✓ Final Grade

Last Attended Date

Hours Attended

Incomplete Final Grade

Extension Date

Narrative Grade Comment

Map

Term Code*

CRN*

Student ID*

Final Grade

Row	Term Code	CRN	Student ID	Final Grade
1	202610	2407		A
2	202610	2407		B
3	202610	2407		A
4	202610	2407		C

Go Back

Continue

8. Validate your data – confirm that all student entries will be imported.

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 4 records will be imported: ←

0 records containing errors will not be imported.

0 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	Student ID	Final Grade
1	202610	2407		A
2	202610	2407		B
3	202610	2407		A
4	202610	2407		C

Go Back

Continue

9. Import will be complete.
10. If there are any errors, you can import again.

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Import Complete

The import wizard is complete.

4 Records without error have been imported and saved to the database.

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

Finish

Grading status will now display as completed

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades

Final Grades

Gradebook

My Courses

Grading Status

Completed

Not Started

Subject

Course

Section

Title

Term

CRN

Records Found: 1

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Enter Grades

Full Name

ID

Midterm Grade

Final Grade

Rolled

Last Attend Date

Hours Attended

Narrative Grade Comment

A

B

Records Found: 2

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Save

Reset

When grades are rolled to the student record by the Registrar’s office the green check will populate

Enter Grades					
Full Name	ID	Midterm Grade	Final Grade	Rolled	
		A	B	✓	
		D	D	✓	

ADDITIONAL FACULTY TOOLS

Registration Overrides/Permits

You are only allowed to provide a permit to override the prerequisite, corequisite or capacity of the section(s) for which you are assigned.

1. OVER - allows the override of the section capacity
2. PREQ - allows the override of the prerequisite or corequisite of a section
3. SPEC - allows the override of a section that requires faculty approval or other approval

Select term and enter ID or Name to search for the student

Select student

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term
Fall 2025

Student or Advisee ID

OR

Last Name

First Name

Submit

Search Type

☐ Students

☐ Advisee

☐ Both

☒ All

Student and Advisee Selection

ID

Name

Type

You will select the Override type and the course.

Active registration for the student will display below.

Registration Overrides

Override

Special Approval

Course

2407-ART 3100 01

+ Add Override

Submit

[Back to ID Selection](#)

Current Student Overrides

Override	Course	Activity Date	Entered by
	2408 - ART	09/28/2025	

Results found: 1

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Submit

Save is successful and permit will display below with your user id

Faculty and Advisors • Registration Overrides

Special Approval

2407-ART 3100 01

+ Add Override

Save Successful

Submit

[Back to ID Selection](#)

Current Student Overrides

Override	Course	Activity Date	Entered by
	2408 - ART	09/28/2025	
Special Approval	2407 - ART	10/09/2025	

Results found: 2

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Faculty Detail Schedule

[Faculty and Advisors](#) • [Faculty Detail Schedule](#)

Faculty Detail Schedule

Term	CRN
Fall 2025 - 202610	ART 3100 01 Advanced Drawing 2407 (4)

Use this page to view your detailed schedule.

Course : ART 3100 01 Advanced Drawing 2407

Associated Term	CRN	Status	Available for registration
Fall 2025	2407	Active	03/10/2025 - 12/19/2025
College	Department	Part of Term	Credits
Humanities, Arts, & Social Sci	Fine & Performing Arts	1	3
Campus	Override	Instructional Method	Roster
Main Campus	No		Classlist
Course Level			

Faculty Week at a Glance

Faculty Week at a Glance

Today - 10/09/2025		< Week 10/06/2025 to 10/12/2025 >						MM/dd/yyyy Go	
	Mon 10/6	Tue 10/7	Wed 10/8	Thu 10/9	Fri 10/10	Sat 10/11	Sun 10/12		
8am									
9am									
10am	ART 3100 - 01 2407 Class 10:00-11:50 ARTS-121		ART 3100 - 01 2407 Class 10:00-11:50 ARTS-121		ART 3100 - 01 2407 Class 10:00-10:50 ARTS-121				

Office Hours

Faculty and Advisors • Office Hours

Office Hours

Term

Fall 2025 - 202610

CRN

ART 3100 01 Advanced Drawing 2407 (4)

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked.

Course Information

Course

Advanced Drawing - 2407 - ART 3100 - 01

CRN

2407

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	10:00	11:50	Mon,Wed	Robeson Performing Arts Ctr 121	08/25/2025	12/19/2025	Lecture	☒

Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display	Delete
				Mon Tue Wed Thu Fri Sat Sun				
No Data Found								

Results found: 0

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+ Add new Row

Select Copy to

Faculty Assignments

Active Assignments

Assignments

Active Assignments

Assignment History

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: Financial Accounting - 2062 - ACC 2210 - 01H

Associated Term	CRN	Status	Schedule Type
Fall 2025(202610)	2062	Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
Hybrid	Main Campus	03/10/2025 to 12/19/2025	3.000
Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display
Grade Mode	Course Level		
	Undergraduate		

Assignment History

Faculty and Advisors • Assignments

Assignments

Active Assignments

Assignment History

The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Fall 2025	2062	ACC 2210	Financial Accounting	3.000	Undergraduate	Main Campus	Hybrid	Yes	Active
Fall 2025	2407	ART 3100	Advanced Drawing	3.000	Graduate	Main Campus		Yes	Active
Fall 2025	2781	BIO 1801	Fundamentals of Biology I w/La	4.000	Graduate	Main Campus		Yes	Active