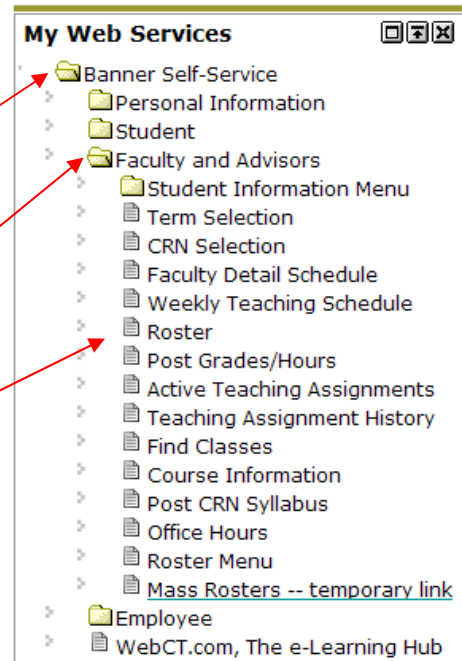


Faculty Services

Banner Self-Service is a web service that allows Cuesta College students and employees (including faculty) to view and edit information in Banner specific to the individual. **Faculty Services** is part of Banner Self-Service that allows faculty to access rosters, post grades and much more.

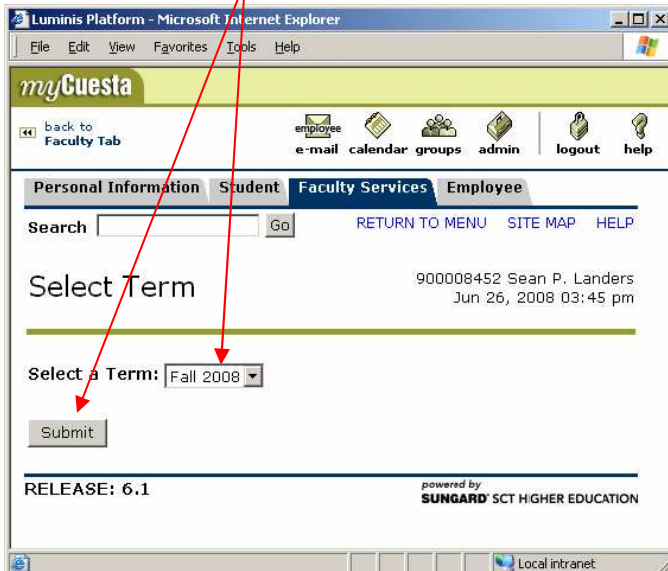
View Roster Onscreen

1. Log into myCuesta (<http://my.cuesta.edu>).
Contact Computer Services (x3248) for assistance.
2. Locate the My Web Services channel, usually on the Work Life tab.
3. Click the folder, **Banner Self-Service**.
The folder will “expand”, revealing subfolders.
4. Click the folder, **Faculty and Advisors**.
The folder will “expand”, revealing subfolders and selections.
5. Click on the **Roster** link.



The Select Term screen may appear.

6. Select the desired term and click the **Submit** button.



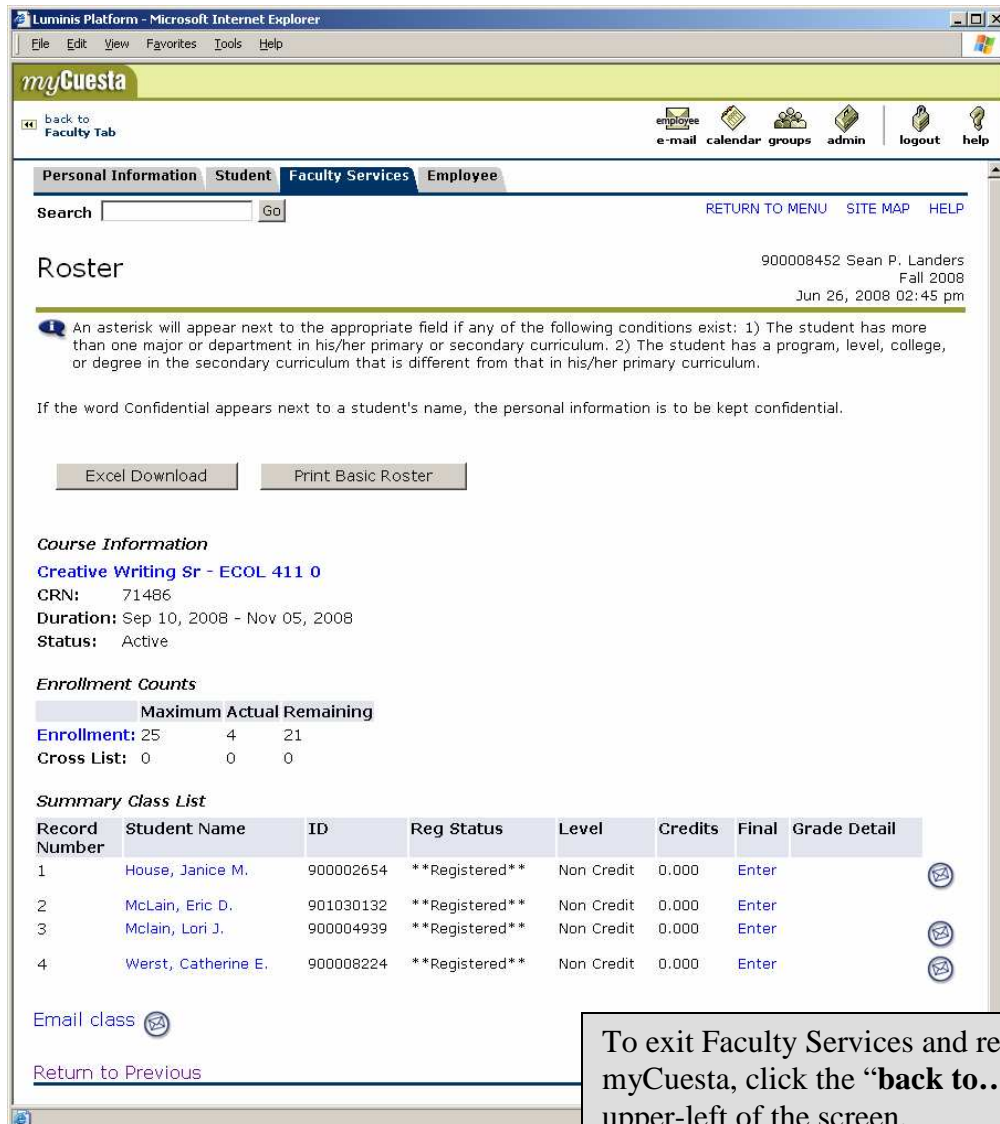
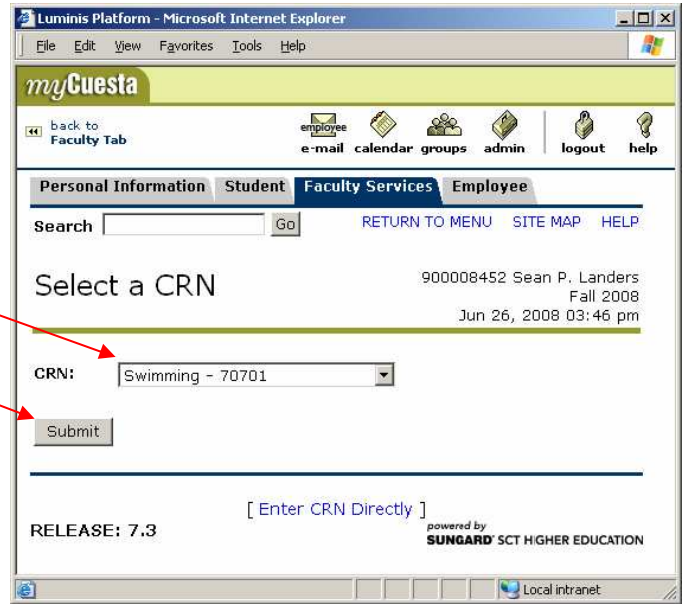
NOTE: If you have selected a term and a course and not logged out, that information remains and you will not be prompted with the “Select Term” screen nor the “Select a CRN” screen.

You can change the term by clicking “Term Selection”, or change the course by clicking “CRN Selection” from the Faculty Services menu. (See “Tips” on page 7.)

The Select a CRN screen may appear.

7. Select the desired class (CRN = Course Reference Number) and click the **Submit** button.

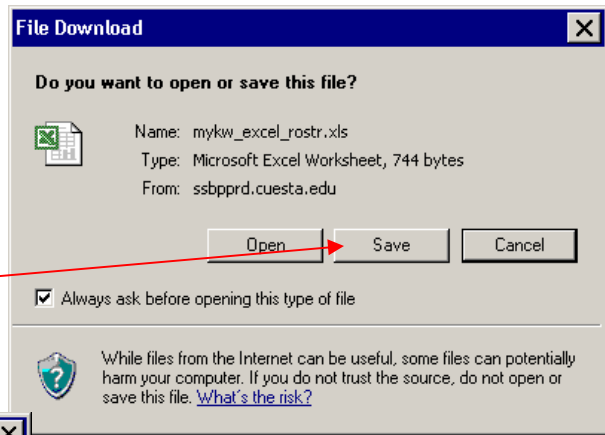
The Roster screen will appear, displaying the information for those students enrolled in the class. From here you can download or print your roster. (See “Download Roster” or “Print Roster and Add Codes” below.



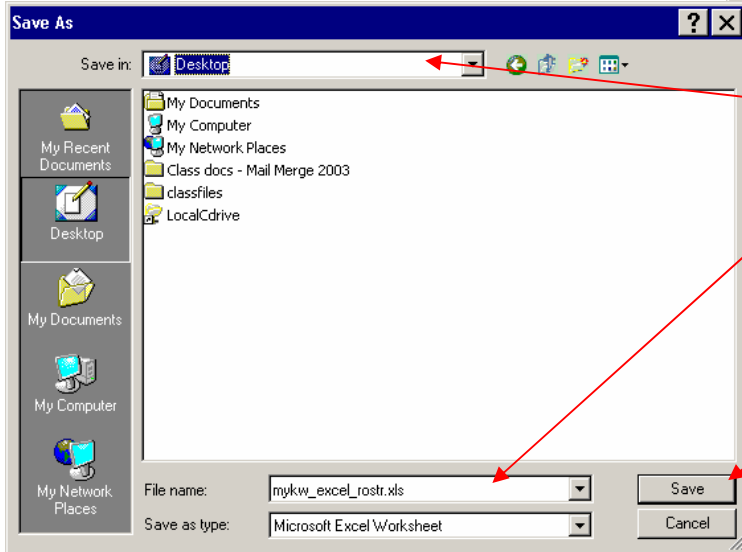
Download Roster

1. At the Roster screen (see “View Roster Onscreen” above), click the **Excel Download** button. 

The File Download dialog will appear.



2. Click the **Save** button. The Save As dialog will appear.

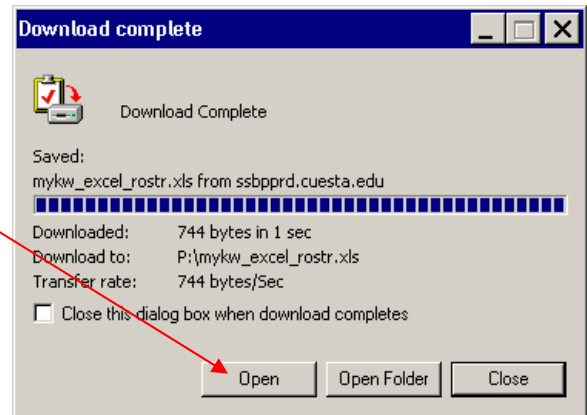


3. Select **where** you wish to save the downloaded roster (“Save in”), **what** you wish to name the roster (“File name”) retaining the “.XLS” extension, and then click the **Save** button.

Once the download has finished a Download Complete dialog will appear.

3. If desired, click the **Open** button. (You can also locate the saved file and open it later.)

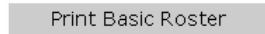
The downloaded file will open in Excel.



1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	TERM	CRN	SUBJ	CRS	ID	LNAME	FNAME	MI	MAJOR	PHONE	CUESTA	EPERS	EMREGISTR	Address
3	200807	71486	ECOL	411	9E+08	House	Janice	M	Undeclare	(805) 772-jhouse@cuesta.edu	RE		130 Orcas M	
4	200807	71486	ECOL	411	9.01E+08	McLain	Eric	D	Undeclare	(805) 466-5583	RE		3320 RIO \A	
5	200807	71486	ECOL	411	9E+08	McLain	Lori	Jane	Undeclare	(805) 466-lmclain@my.cuesta.e	RE		3320 Rio \A	
6	200807	71486	ECOL	411	9E+08	Werst	Catherine	E	Undeclare	(805) 801-cwerst@my.cuesta.e	RE		5650 WestAl	

Print Roster and Add Codes

1. At the Roster screen (see "View Roster Onscreen" above), click the **Print Basic Roster** button.



The roster will appear in printable format on the screen.

PPRD DB - 04/20/06
Fall 2008
Less Than Full Term

CRSE CREDITS	COURSE TITLE	TYPE	DAYS	TIME	BLDG.	ROOM
411 .00	CREATIVE WRITING SR	Lecture and/or discussion	W	0100-0350pm	00	4710

CRITICAL DATES
 Start Date: 10-SEP-08
 End Date: 05-NOV-08
 Last Date to add class: 10-SEP-08
 Last Date to drop with a refund: 10-SEP-08
 Last Date to drop without a "W": 17 SEP 2008
 Last Date to drop with a "W": 08 OCT 2008
 Census Date: 09/17/08

Seats	Taken	Available	Waitlisted
25	4	21	0

Student Name	ID	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	
1 House, Janice	900002654	RE	.00																			
2 McLain, Eric	901030132	RE	.00																			
3 McLain, Lori	900004939	RE	.00																			
4 Werst, Catherine	900008224	RE	.00																			
5																						
6																						
7																						
8																						
9																						

Instructor's Signature

Note the Critical Dates section, which lists important dates, including final add and drop dates.

Immediately following the class roster is a list of add codes, dropped students, and wait listed students.

2. Select **File > Print** from the menu bar. The Print dialog will appear.

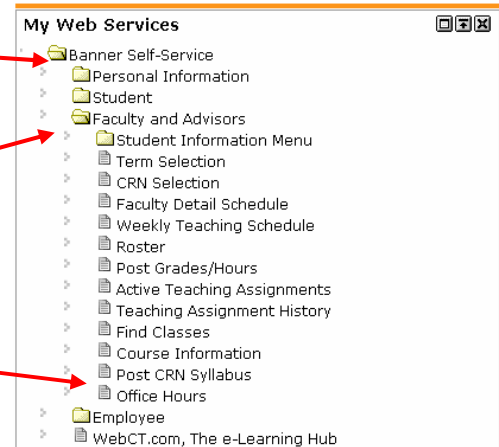
3. Enter the page range you wish to print. Example: Type 1-3 to print pages 1 through 3.

4. Click the **Print** button. The roster will print on the selected printer.

Recording Office Hours

Once office hours are recorded, students can view them by clicking on the class name in Banner Self-Service.

1. Click the **Banner Self-Service** folder in the My Web Services channel (usually located on the Work Life tab).
The folder will expand, revealing subfolders.
2. Click the **Faculty and Advisors** folder.
The folder will expand, revealing subfolders.
3. Click **Office Hours**.
The Select Term screen may be displayed.
4. Select the desired term from the drop down menu and click **Submit**.



NOTE: If you have selected a term and a course and not logged out, that information remains and you will not be prompted with the “Select Term” screen nor the “Select a CRN” screen.

You can change the term by clicking “Term Selection”, or change the course by clicking “CRN Selection” from the Faculty Services menu. (See “Tips” on page 7.)

The Select a CRN screen may be displayed.

5. Select the desired class from the drop down menu and click **Submit**.
The Office Hours screen will be displayed.

6. Fill in the appropriate information:
 - **From Time** – start of time available, using a “24-hour clock” (i.e. 1345 for 1:45 pm)
 - **To Time** – end of time available, using a “24-hour clock” (i.e. 1530 for 3:30 pm)
 - **Day of Week** – check the days available
 - **Contact Number** – leave as “None”
 - **Location** – your office number
 - **From Date** – first day of class
 - **To Date** – last day of class
 - **Display** – must be checked to display

NOTE: For multiple office hours, use additional lines as needed.

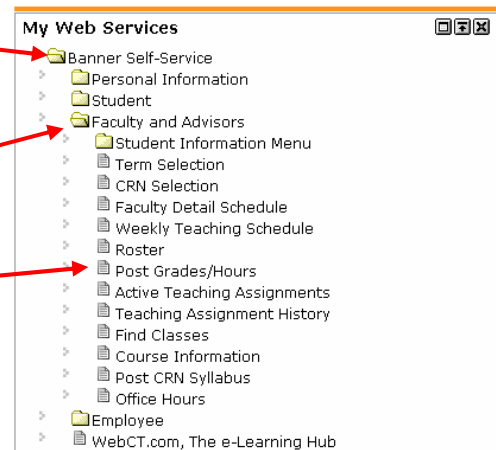
Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 5:00 pm - 6:00 pm	T	NCC Allied Health Math Science N2411	Aug 18, 2008 - Dec 19, 2008	Lecture and/or discussion Sean P. Landers (P)
Class 7:00 pm - 9:50 pm	T	NCC Allied Health Math Science N2411	Aug 18, 2008 - Dec 19, 2008	Laboratory/Studio/Activity Sean P. Landers (P)

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
1530	1645	<input type="checkbox"/> M <input checked="" type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	Main/Local 805-4748943	S1808	08/18/2008	12/19/2008	<input checked="" type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>

7. Click the **Submit** button.

Submitting Grades

1. Click the **Banner Self-Service** folder in the My Web Services channel (usually located on the Faculty tab).
The folder will expand, revealing subfolders.
2. Click the **Faculty and Advisors** folder.
The folder will expand, revealing subfolders.
3. Click **Post Grades/Hours**.
The Select Term screen may be displayed.
4. Select the desired term from the drop down menu and click **Submit**.



NOTE: If you have selected a term and a course and not logged out, that information remains and you will not be prompted with the “Select Term” screen nor the “Select a CRN” screen.

You can change the term by clicking “Term Selection”, or change the course by clicking “CRN Selection” from the Faculty Services menu. (See “Tips” on page 7.)

The Select a CRN screen may be displayed.

5. Select the desired class from the drop down menu and click **Submit**.
The Post Grades/Hours screen will be displayed.
6. For each student fill in the appropriate information:
 - **Grade** – select a grade from the drop-down list
 - **Last Attend Date** – the last day the student attended the class
 - **Attend Hours** – the number of hours attended (if “positive attendance” class)

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Therese Alexander	901001001	3.000	**Registered** Apr 22, 2008	None	N			5
2	Michelle Mary	901001002	3.000	**Registered** Apr 22, 2008	None	N			1
3	Pamela Smith	900001003	3.000	**Registered** Apr 22, 2008	None	N			2
4	Smith, V...	901001004	3.000	**Registered** Apr 22, 2008	None	N			4
5	V...	900001005	3.000	**Registered** Apr 22, 2008	None	N			3

7. Click the **Submit** button.

Tips

Copying Office Hours

If you have multiple courses (CRNs) and offer the same office hours for each, you can copy the office hours from one to another. So rather than manually entering the office hours for each class, you can enter the hours for one class and copy those hours to other CRNs.

1. Make sure you have entered the office hours for a class and clicked the Submit button.
2. Click the drop-down arrow for the **Copy to** field.
3. Select another class (CRN) from the list.
4. Click the **Submit** button.
The office hours from the initial class will be copied to the selected class.

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 5:00 pm - 6:50 pm	T	NCC Allied Health Math Science N2411 Aug 18, 2008 - Dec 19, 2008	Lecture and/or discussion	Sean P. Landers (P)
Class 7:00 pm - 9:50 pm	T	NCC Allied Health Math Science N2411 Aug 18, 2008 - Dec 19, 2008	Laboratory/Studio/Activity	Sean P. Landers (P)

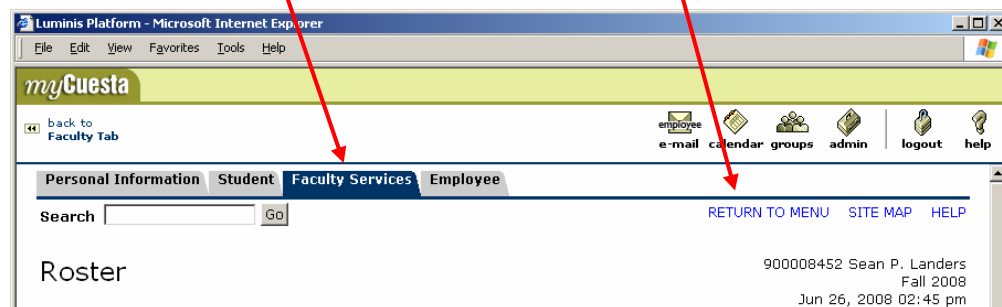
From Time (0000-2359)	To Time (0000-2359)	Day of the Week (T W T h F S U)	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
1530	1645	<input type="checkbox"/> T <input type="checkbox"/> W <input checked="" type="checkbox"/> T <input type="checkbox"/> h <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	Main/Local 605-4748943	31808	08/18/2008	12/19/2008	<input checked="" type="checkbox"/>
		<input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> h <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>
		<input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> h <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>
		<input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> h <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>

Copy to: [Select To Copy]

Submit Reset

Changing Selection within Faculty Services

1. Click the **Faculty Services** tab (or click the **Return to Menu** link).



A list of menu choices will be displayed.

2. Click on the desired selection.