

Faculty Self Service Upgrade

Migrating to Banner 9, with Banner 8

We are transitioning to Banner 9 Self-Service and want you to start reviewing the new look that will be coming for Spring 2023



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FACULTY AND ADVISORS

[Faculty Attendance Tracking \(9x\)](#)

[COVID Class Roster](#)
COVID Class Roster

[COVID Class Roster by CRN](#)
Enter CRN directly for COVID Class Roster

[Term Selection](#)

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[Faculty Detail Schedule](#)

[Faculty Schedule](#)

[Detail Class List](#)

[Photo ID Class Roster](#)
Use this link to view a class roster with a photo ID. Available for the current term only.

[Summary Class List](#)

[Print-Friendly Class Roster](#)

[Mid Term Grades](#)

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[Request Grade Change for a Student](#)
Request Grade Change for a Student

[Registration Overrides](#)

[Add or Drop Classes](#)

When you scroll down the list of options, you will see new tabs with (9x) next to the description. This is the new look and feel as we transition to Banner 9 self-service.

[View Application to Graduate \(9x\)](#)

View Application to Graduate (9x)

[Advising Student Profile \(9x\)](#)

Advising Student Profile (9x)

[Class List \(9x\)](#)

Class List (9x)

[Faculty Grade Entry \(9x\)](#)

[Faculty Feedback \(9x\)](#)

[Faculty Feedback Administration \(9x\)](#)

[Office Hours \(9x\)](#)

[Syllabus Information \(9x\)](#)

[Faculty Detail Schedule \(9x\)](#)

[Assignments \(9x\)](#)

[Faculty and Advisor Security Information \(9x\)](#)

[Faculty Week at a Glance \(9x\)](#)

[Registration Overrides \(9x\)](#)

[Student Week At A Glance \(9x\)](#)

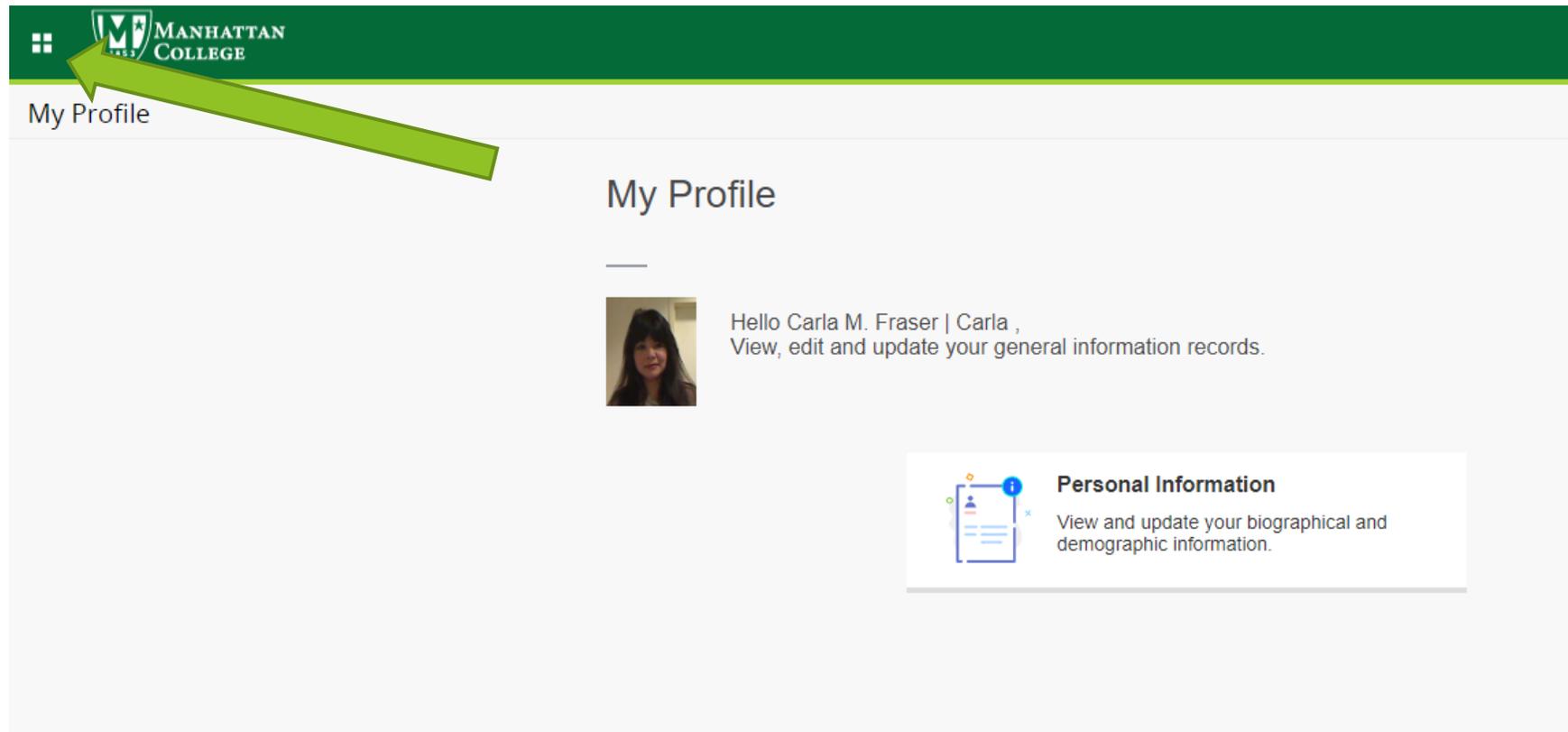
[Registration History \(9x\)](#)

[Student Academic Review \(9x\)](#)

Faculty Services

Once we transition, the new look will have your Links located on the upper left corner to access your data (Four Squares).

You can also view your Personal Information but My Profile will be your main access point.



MANHATTAN COLLEGE

My Profile

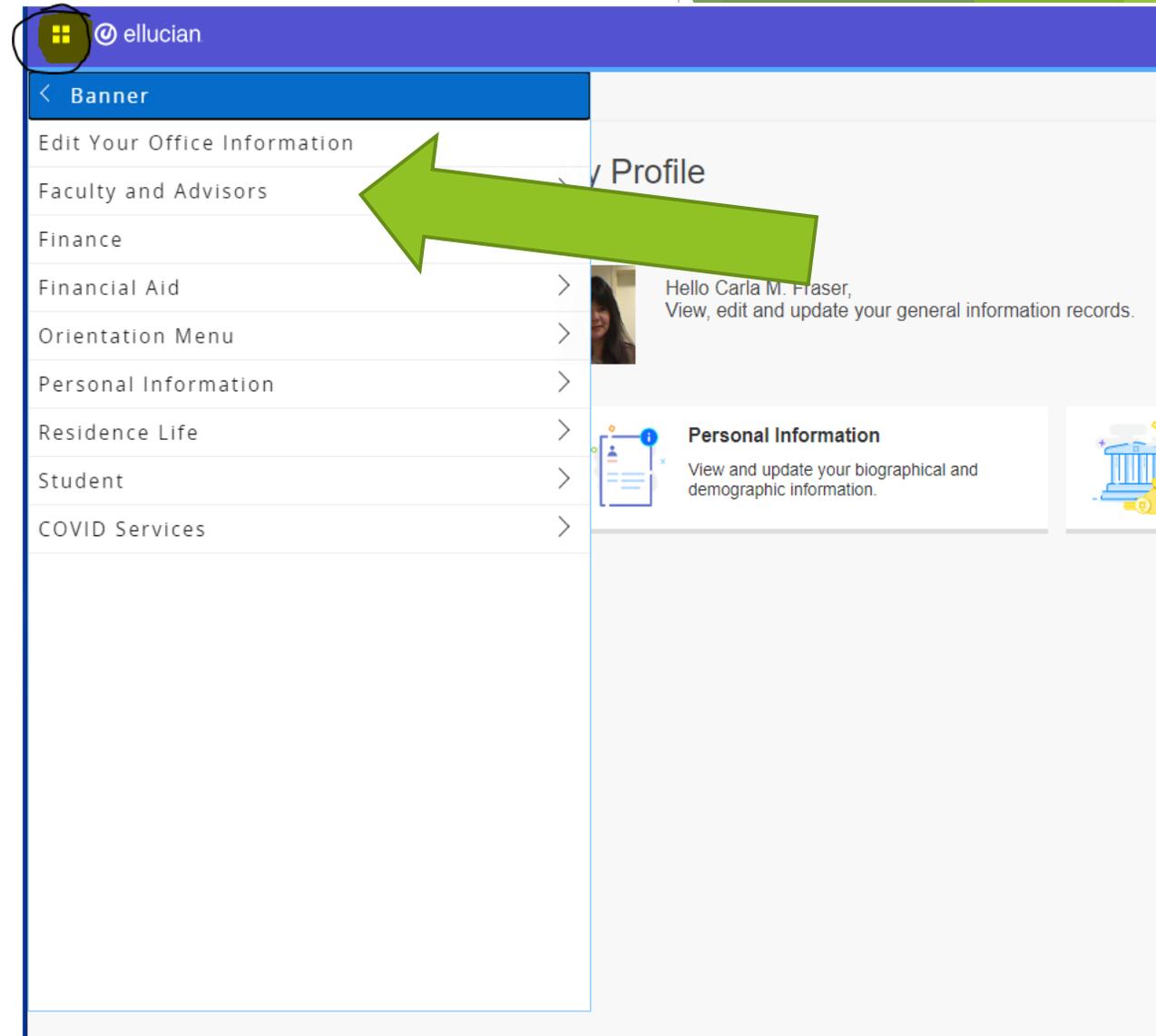
My Profile

—

 Hello Carla M. Fraser | Carla ,
View, edit and update your general information records.

 **Personal Information**
View and update your biographical and demographic information.

After the transition,
Clicking on the Four Square
Box will bring you to
Faculty Menu



View all Links in Menu

- ▶ Scroll through and down to view all relevant Faculty information

The screenshot shows the Manhattan College website header with the college logo and name. Below the header is a vertical menu of links. To the right of the menu is a sidebar with a 'Personal Information' section.

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- Submit Online or Hybrid Course Design Request
- View Internship Proposals
- Remote Learner Status Exception
- Remote Learner Status Lookup
- View Application to Graduate (9x)
- Advising Student Profile (9x)
- Class List (9x)
- Faculty Grade Entry (9x)
- Faculty Feedback (9x)
- Office Hours (9x)
- Syllabus Information (9x)
- Faculty Detail Schedule (9x)
- Assignments (9x)
- Faculty and Advisor Security Information (9x)
- Faculty Week at a Glance (9x)
- Registration Overrides (9x)
- Student Week At A Glance (9x)
- Registration History (9x)
- Student Academic Review (9x)

Personal Information
View and update your biographical and demographic information.

Class List (9x)

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Faculty & Advisors • CRN Listing

Class List

Fall 2022 - 202310

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ACCT 201, 03	Principles Of Acct I	8461	30	Active	08/29/2022 - 12/17/2022	Fall 2022 (202310)
ACCT 201, 04	Principles Of Acct I	8462	30	Active	08/29/2022 - 12/17/2022	Fall 2022 (202310)

Results found: 2

Page 1 of 1

Tip: Clicking on Enrollment Count or Subject will open up your Class Roster

Class List (9x) continued

Faculty & Advisors • [CRN Listing](#) • Class List

Class List

Export Print

Fall 2022 - 202310

▼ Course Information

Principles Of Acct I - ACCT 201 03
CRN: 8461
Duration: 08/29/2022 - 12/17/2022
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	30	-5
Wait List	5	0	5
Cross List	0	0	0

Class List

[Wait List](#)

Summary View ▼

Summary Class List

Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	[Redacted]	[Redacted]	**Registered**	Undergraduate Manhattan	3	No Access	No Access	Freshman
<input type="checkbox"/>	[Redacted]	[Redacted]	**Registered**	Undergraduate Manhattan	3	No Access	No Access	Freshman
<input type="checkbox"/>	[Redacted]	[Redacted]	**Registered**	Undergraduate Manhattan	3	No Access	No Access	Freshman

Shows a list of all students in a course

Hover over students name to view detailed information

Email students from the highlighted envelope

Change between Summary View and Detailed View

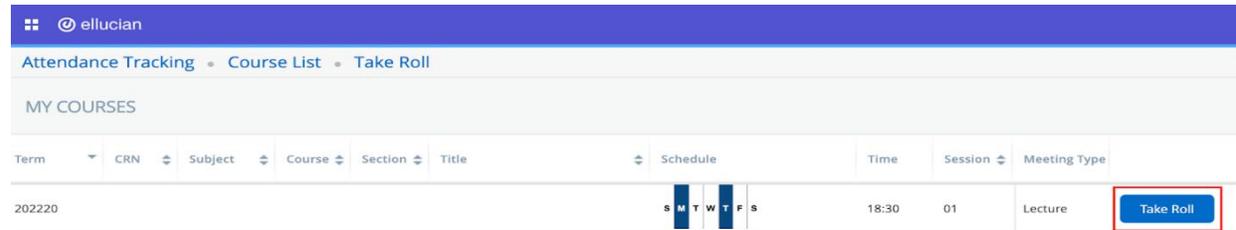
View waitlisted students next to Class List tab

Customize data by choosing viewing options here:



Faculty Attendance Reporting

1. Access your faculty [Attendance Tracking Dashboard](#).



The screenshot shows the ellucian Attendance Tracking Dashboard. The breadcrumb trail is "Attendance Tracking > Course List > Take Roll". Below this is a section for "MY COURSES" with a table of course information. The table has columns for Term, CRN, Subject, Course, Section, Title, Schedule, Time, Session, Meeting Type, and a "Take Roll" button. The "Take Roll" button is highlighted with a red box.

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	Meeting Type	
202220						S M T W T F S	18:30	01	Lecture	Take Roll

1. To begin attendance reporting, click on the “Take Roll” button. Here you will see the list all of the students currently enrolled in your class. The **only column you will need to update is the last column on the right side of the screen. Check off the green box for all students who have attended your class at any point. You will only have to update your rosters once during the semester.** Click on “Course List” to review and submit another Course Roster **For courses with no days/times, you need to also add in “Expected Hours” for each student after checking off the green box.**

You will receive a separate email with detailed instructions and a link to access your Class Attendance Roster Process

Faculty Grade Entry

Faculty grading is now combined. You can post and view Midterm Grades/Final Grades under each separate tab for all your courses

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term
Completed	Completed	ADCP - Adult Degree Completion	101	72	Adult Development	200610 - Fall 2005
Completed	Completed	CHEM - Chemistry	103	01	General Chemistry Lab I	201020 - Spring 2010
Completed	Completed	ADCP - Adult Degree Completion	101	82	Adult Development	200710 - Fall 2006
Completed	Completed	ADCP - Adult Degree Completion	116	98	Organizational Ethics	200910 - Fall 2008

Records Found: 4

Office Hours

Office Hours

From Date: 01/10/2022 To Date: 04/29/2022 From Time: 08:00 To Time: 17:00

Days: Mon [] Tue [x] Wed [x] Thu [x] Fri [] Sat [] Sun []

Contact Number: Select Location: Location Display: [x] Delete: []

- ✓ Use this page to create and maintain office hours per class.
- ✓ From/To date are required.
- ✓ From Time and To Time are in 24 hour format (Military Time)
- ✓ Contact number is a drop down list which pulls from your Employee contact information in Self Service Banner. You can change or update your number by going to the Employee tab in the Four Square menu and clicking Employee profile.
- ✓ Location is a short answer field
- ✓ Once you are ready to share this information with students you must check the Display check box
- ✓ Submit is needed to e any information you have entered
- ✓ Students can view your office hours by clicking the CRN number on their schedule

Click on the Clock to add time by using the up and down scroll button on your mouse

Banner 8 self-service links will be removed if there is an equivalent link on Banner 9 self-service
Banner 9 self-service will be officially implemented starting the first week of the Spring 2023 semester

Any Questions?

Contact the Registrar's Office

registrar@manhattan.edu

718-862-7912

Thank you.