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.
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.
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.
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
### Class List

**Tip:** Clicking on Enrollment Count or Subject will open up your Class Roster.
Class List (9x) continued

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.

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.
Office Hours

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.