

# Faculty Self-Service

The Faculty Self-Service application in Banner 9 allows Faculty to view their class lists and enter midterm and final grades. Advisors can also view their advisee's program information in one location.

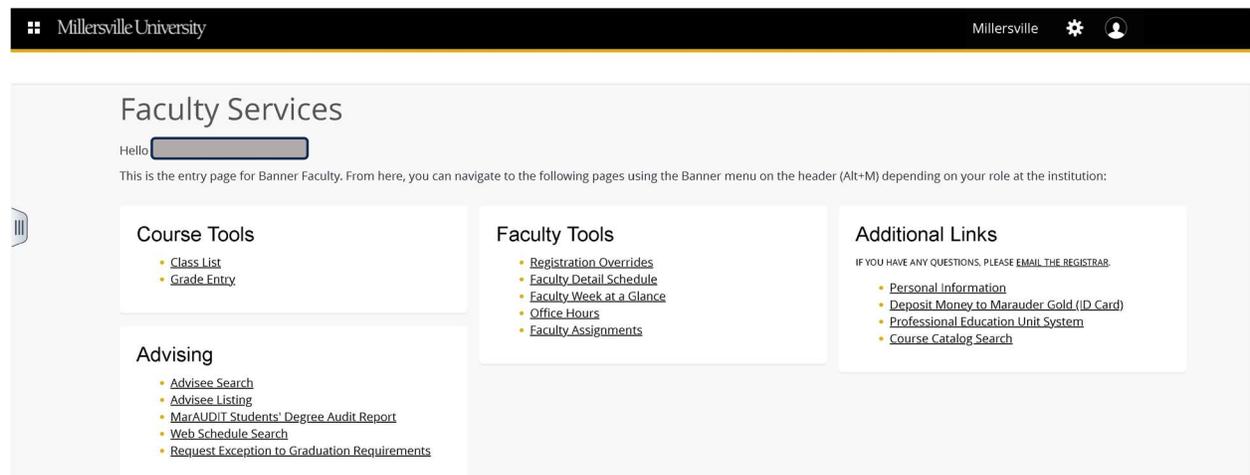
## Contents

[Class List](#)

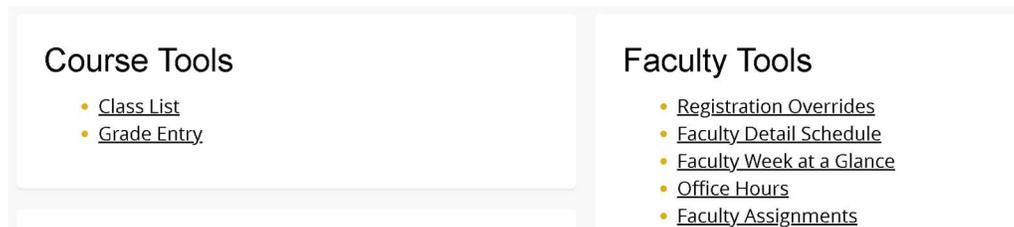
[Faculty Grade Entry](#)

[Additional Faculty Tools](#)

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



The screenshot shows the top navigation bar with the Millersville University logo on the left and the text 'Millersville' with a settings gear icon and a user profile icon on the right. Below the navigation bar is the 'Faculty Services' dashboard. It features a greeting 'Hello [redacted]' and a sub-header 'Faculty Services'. A descriptive paragraph states: 'This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:'. The dashboard is organized into three main sections: 'Course Tools' with links for 'Class List' and 'Grade Entry'; 'Advising' with links for 'Advisee Search', 'Advisee Listing', 'MarAUDIT Students' Degree Audit Report', 'Web Schedule Search', and 'Request Exception to Graduation Requirements'; and 'Faculty Tools' with links for 'Registration Overrides', 'Faculty Detail Schedule', 'Faculty Week at a Glance', 'Office Hours', and 'Faculty Assignments'. To the right of the Faculty Tools section is an 'Additional Links' section with the instruction 'IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL THE REGISTRAR.' and links for 'Personal Information', 'Deposit Money to Marauder Gold (ID Card)', 'Professional Education Unit System', and 'Course Catalog Search'.



This section provides a detailed view of the 'Course Tools' and 'Faculty Tools' sections from the dashboard. The 'Course Tools' section includes links for 'Class List' and 'Grade Entry'. The 'Faculty Tools' section includes links for 'Registration Overrides', 'Faculty Detail Schedule', 'Faculty Week at a Glance', 'Office Hours', and 'Faculty Assignments'.



# 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

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
MATH 135, 0	Calculus I	13922	1	Active	05/01/2025 - 07/02/2026	Summer 2025 (202530)

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

Summer 2025 - 202530 MATH 135 | 13922

Export to Excel

Export Print

▼ Course Information

Calculus I - MATH 135 0  
CRN: 13922  
Duration: 05/01/2025 - 07/02/2026  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	35	2	33
Wait List	10	0	10
Cross List	0	0	0

Class List Wait List

Summary Class List

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			*Registered*	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>			*Registered*	Undergraduate	3	No Access	Enter Grade	Sophomore



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

**Class List - Summary**

<b>Course Information</b> Calculus I - MATH 135 0 Term: Summer 2025 - 202530 CRN: 13922 Duration: 05/01/2025 - 07/02/2026 Status: Active				<b>Enrollment Counts</b> <table border="1"> <tr> <td></td> <td>Maximum</td> <td>Actual</td> <td>Remaining</td> </tr> <tr> <td>Enrollment</td> <td>35</td> <td>1</td> <td>34</td> </tr> <tr> <td>Wait List</td> <td>10</td> <td>0</td> <td>10</td> </tr> <tr> <td>Cross List</td> <td>0</td> <td>0</td> <td>0</td> </tr> </table>					Maximum	Actual	Remaining	Enrollment	35	1	34	Wait List	10	0	10	Cross List	0	0	0
	Maximum	Actual	Remaining																				
Enrollment	35	1	34																				
Wait List	10	0	10																				
Cross List	0	0	0																				
Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class																
Printed view		Registered*	Undergraduate	3	No Access	Enter Grade	Sophomore																

Waitlists can be viewed from the class list.

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

Class List Export Print

Summer 2025 - 202530 MATH 135 | 13922

<b>Course Information</b> Calculus I - MATH 135 0 CRN: 13922 Duration: 05/01/2025 - 07/02/2026 Status: Active				<b>Enrollment Counts</b> <table border="1"> <tr> <td></td> <td>Maximum</td> <td>Actual</td> <td>Remaining</td> </tr> <tr> <td>Enrollment</td> <td>35</td> <td>1</td> <td>34</td> </tr> <tr> <td>Wait List</td> <td>10</td> <td>1</td> <td>9</td> </tr> <tr> <td>Cross List</td> <td>0</td> <td>0</td> <td>0</td> </tr> </table>					Maximum	Actual	Remaining	Enrollment	35	1	34	Wait List	10	1	9	Cross List	0	0	0
	Maximum	Actual	Remaining																				
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Cross List	0	0	0																				

Class List Wait List Summary View

Summary Wait List Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Class
<input type="checkbox"/>			Waitlist	Undergraduate	0	Senior

## 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	MATH - Mathematics	135	0	Calculus I	202530 - Summer 2025	13922

Records Found: 1 Page 1 of 1 Per Page 10

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Enter Grades Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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### 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. Please remember to enter a last date of attendance for any failing grades.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	MATH - Mathematics	135	0	Calculus I	202530 - Summer 2025	13922

Records Found: 1

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
			A				
			F		02/02/2025		

Save Reset

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

**! A last attend date is required for this grade.**

Privacy Policy

Extensibility

Edit Extensions

Upload Properties

Theme Editor

Export Template

Import

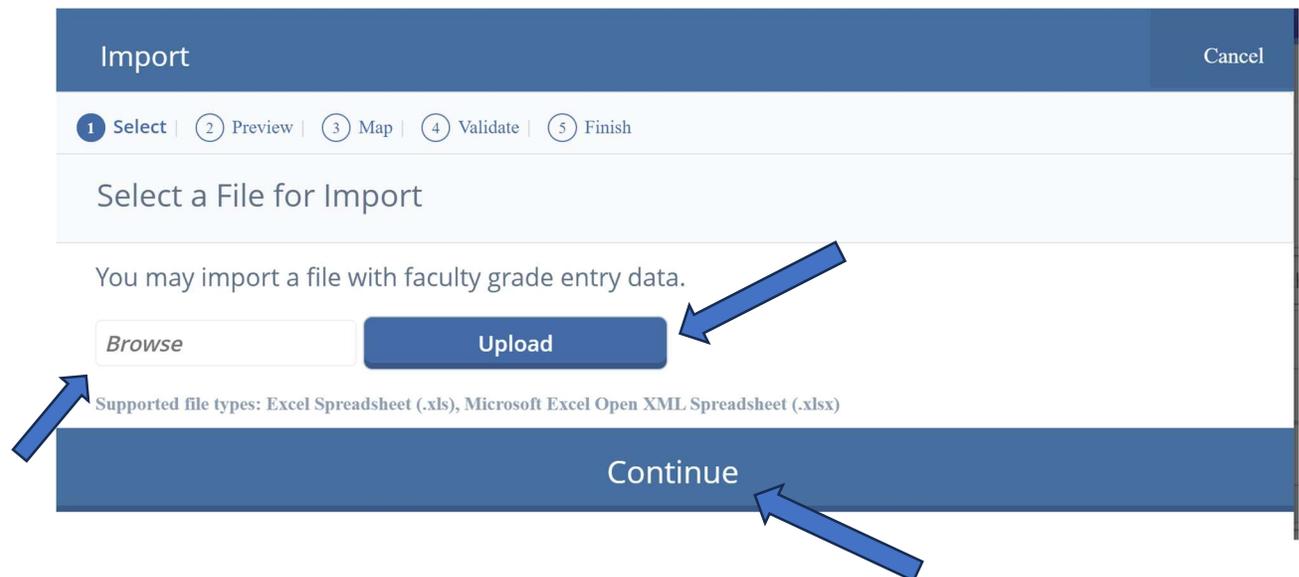
You also have the option to import your grade sheet from an excel file. The import function is located by selecting the gear icon in the top right. Select Export Template if you wish to enter your grades into a template. If you already have a grade sheet you will need to format it.

### Required parameters:

- Term Code
- CRN
- Student ID
- Final Grade
- Last Attended Date

### How to import grades

1. Select the import function.
2. Click on the Browse box and select your excel file.
3. Select upload to prepare your file.
4. Select the continue button.



The screenshot shows a web interface for importing grades. At the top, there is a dark blue header with the word "Import" on the left and a "Cancel" button on the right. Below the header is a progress bar with five steps: 1 Select (highlighted), 2 Preview, 3 Map, 4 Validate, and 5 Finish. The main content area is titled "Select a File for Import" and contains the text "You may import a file with faculty grade entry data." Below this text are two buttons: a light blue "Browse" button and a dark blue "Upload" button. A blue arrow points to the "Browse" button, another blue arrow points to the "Upload" button, and a third blue arrow points to a dark blue "Continue" button at the bottom of the interface. Below the "Browse" button, there is a line of text: "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	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	202530	13922			No	No	Mathematics	A	
2	202530	13922			No	No	Mathematics	B	

Go Back Continue

- 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 Attendance 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\* Other Student ID\* Other Other Other

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	
1	202530	13922			No	No	M
2	202530	13922			No	No	M



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 2 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	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	202530	13922			No	No	Mathematics	A	
2	202530	13922			No	No	Mathematics	B	

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.

2 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.

When grades are rolled to the student record by the Registrar's office it will display as completed as well.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades | **Final Grades** | Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Not Started	MATH - Mathematics	135	0	Calculus I	202530 - Summer 2025	13922

Records Found: 1

Enter Grades

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

Records Found: 2

Save Reset

ADDITIONAL FACULTY TOOLS

Registration Overrides

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

Select student

Faculty and Advisors • Registration Overrides

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: Summer 2025 - 202530

Student or Advisee ID: [ ] OR Last Name: [ ] First Name: [ ]

Search Type:  Students  Advisee  Both  All

Submit

Student and Advisee Selection

ID	First Name	Last Name	Type
[ ]		Acevedo	



You will select the Override type and the course.

Active registration for the student will display below.

Faculty and Advisors • Registration Overrides

### Registration Overrides

Override: Add Authorization (dropdown) | Course: Select (dropdown) | + Add Override

Submit

< Back to ID Selection

Course dropdown options: None, 13922-MATH 135 0, 13923-63 166 3

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Information for [redacted]

#### Current Student Schedule

Total Credit hours: 3

Calculus I - MATH - 135 - 0

Associated Term	CRN	Status	Credits
Summer 2025	13922	*Registered* on 02/02/2025	3

Submit

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

Faculty and Advisors • Registration Overrides

Save Successful

### Registration Overrides

Override: Add Authorization (dropdown) | Course: 13923-63 166 3 (dropdown) | + Add Override

Submit

< Back to ID Selection

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#### Current Student Overrides

Override	Course	Activity Date	Entered by
Add Authorization	13923 - 63	02/02/2025	[redacted]

Results found: 1

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# Faculty Detail Schedule

Faculty and Advisors • Faculty Detail Schedule

## Faculty Detail Schedule

Term: Summer 2025 - 202530  
 CRN: 63 166 3 Health Assessment 13923 (0)

Use this page to view your detailed schedule.

Course : 63 166 3 Health Assessment 13923

Associated Term	CRN	Status	Available for registration
Summer 2025	13923	Active	11/30/2024 - 07/02/2026
College	Department	Part of Term	Credits
Nursing	Nursing	1	3
Campus	Override	Instructional Method	Roster
Main	Yes	Traditional	Class list not available

# Faculty Week at a Glance

Faculty and Advisor • Faculty Week at a Glance

## Faculty Week at a Glance

Today      < Week 06/02/2025 to 06/08/2025 >      MM/dd/yyyy      Go

	06/02	06/03	06/04	06/05	06/06	06/07	06/08
09:00							
10:00	63 166 - 3 13923 Class 10:00-11:15 TBA	MATH 135 - 0 13922 Class 10:00-11:15 TBA	63 166 - 3 13923 Class 10:00-11:15 TBA	MATH 135 - 0 13922 Class 10:00-11:15 TBA			
11:00							



# Office Hours

Faculty and Advisors • Office Hours

## Office Hours

Term: Summer 2025 - 202530  
 CRN: 63 166 3 Health Assessment 13923 (0)

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.

# Faculty Assignments

Faculty and Advisors • 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: Improvisational Theatre - 20009 - THEA 2025 - 01

Associated Term	CRN	Status	Schedule Type
Summer 2010(201030)	20009	Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
	Main	03/15/2010 to 08/28/2010	4.000
Syllabus	Office Hours	Roster	Detail Schedule
<a href="#">Add</a>	<a href="#">Add</a>	Class list not available	<a href="#">Display</a>
Grade Mode	Course Level		
	Undergraduate		