

The logo features a black square on the left containing the word "SUNGARD" in white, bold, sans-serif font. To its right, the words "SCT HIGHER EDUCATION" are written in white, sans-serif font against a dark blue background. The entire logo is positioned on a horizontal bar that also includes a grayscale image of a classical column on the far left and a gray rectangular area on the far right.

SUNGARD SCT HIGHER EDUCATION

SCT Banner Student Self Service Faculty and Administration Training Workbook

May 2005

7.1

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Section A: Introduction

Lesson: Overview

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Workbook goal

This course is intended to teach you to identify key forms, tables, and reports in the SCT Banner System. In addition, you will learn to follow key processes and query tables. The workbook is divided into four sections:

- Introduction
- Set-up
- Day-to-day operations
- Reference

Intended audience

Registrar and Academic Department offices staff, as well as staff members who interface with these offices for the purpose of accomplishing academic procedures, including members of the IT department.

Objectives

At the end of this section, you will be able to

- create the rules and set parameters used to process the data
- log in to Faculty Self-Service either as a faculty member or as an advisor
- view class lists, wait lists, and faculty schedules
- enter mid-term and final grades
- enter Electronic Gradebook component scores
- change class options
- use the Faculty Self-Service WebCAPP feature
- view a student's personal information, including street and e-mail addresses.

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Section A: Introduction

Lesson: Process Introduction

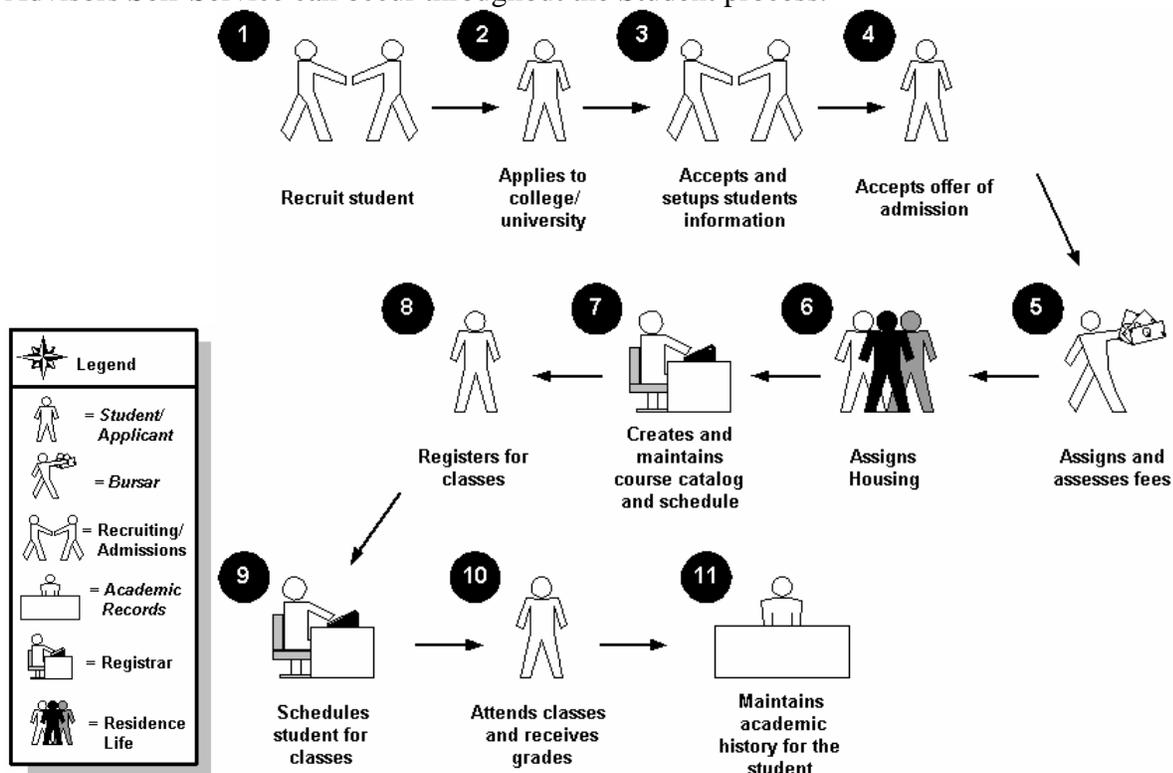
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Introduction

The SCTBanner Faculty & Advisor Self-Service utility allows Faculty and Academic Advisors to review their class load schedule, review the class roster for classes they are teaching, perform registration overrides for their classes, register their advisees, review student transcripts for academic advising purposes, generate degree evaluations for academic advising purposes, and enter grades from the Web.

Flow diagram

This diagram highlights the overall Student process. Processes associated with Faculty & Advisors Self-Service can occur throughout the Student process.



About the process

Rule and validation forms are set up on the SCT Banner system. Unless a new code is required, this step is only performed once.

The person/employee will view, save, and print online output.

Parameters validation criteria will be defined.



Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

Connected

Refers to courses that are associated with each other via co-requisites, prerequisites, cross lists, or links.

Connection

Refers to a set of connected courses.

Example: The connected courses of Biology 101 lecture and Biology 102 lab (co-requisites) would be considered a connection.

Co-requisite

Two or more different subject/course numbers that must be taken in the same term.

Link

Same subject and course number, with different schedule type(s) that must be taken in the same term.

Pre-requisite

A requirement that must be satisfied in a prior term, consisting of

- course(s)
- test score(s).

Cross List

Two courses taught by the same instructor in the same room at the same time.



Section B: Set Up

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up Banner Faculty & Advisor Self-Service.

Note: Throughout the remainder of this workbook, we will refer to SCT Banner Faculty & Advisor Self-Service as simply "Faculty Self-Service."

Intended audience

Staff who are responsible for setting up Faculty Self Service and members of the IT department.

Objectives

At the end of this section, you will be able to create the rules and set parameters used to process the data.

Prerequisites

To complete this workbook, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "SCT Banner 7.x Fundamentals," or have equivalent experience navigating in the SCT Banner system
- created an SCT Banner ID for a faculty member or advisor on the Identification Form (SPAIDEN)
- created an active faculty record on the Faculty Information Form (SIAINST)
- described how SCT Banner Student is used to assign faculty members to a section of a course for a specific term
- explained the SCT Banner Student registration feature functionality
- describe how SCT Banner Student handles grade scales and grade modes.

You will need administrative rights to create the rules and set the validation codes in SCT Banner.

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Section B: Set Up

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Section B: Set Up

Lesson: Validation, Rules, and Control Forms

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Types of validation forms needed

Before using Faculty Self-Service, there are several validation forms that need to be set or created in the SCT Banner Student System.

The following validation forms are used frequently in Faculty Self-Service. Review the forms listed here. Some of these forms may be previously established through other modules. Review these forms to see how they relate to Faculty Self-Service.

Form Description	SCT Banner Name
Faculty Member Attributes Code Validation	STVFATT
Advisor Type Validation	STVADVR
Role Definition Validation	STVROLE
Process Control Code Validation	STVPROC
Enterprise Access Control	GOAEACC
Faculty Attribute/Advisor Type Control	SOAFAPC
E-mail Address Type Validation	GTVEMAL
Compliance Print Code Validation	STVPRNT
Compliance Type Validation	STVCPRT
WebCAPP Rules	SMAWCRL
Compliance Default Codes Validation	STVDFLT
Compliance Default Parameters	SMADFLT
Originator Code Validation	STVORIG
Registration Permit-Override Code Validation	STVROVR
Registration Permit-Overrides Control	SFAROVR
Course Registration Status Code Validation	STVRSTS
Term Code Validation	STVTERM
Term Control	SOATERM
Transcript Type Validation	STVTPRT
Transcript Type Rules	SHATPRT
Crosswalk Validation	GTVSDAX
Web Display List Customization	SOAWDSP



Section B: Set Up

Lesson: Faculty Member Attributes Code Validation

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Completing validation forms

Enter the information for the remaining Validation forms in the same manner as previously shown.

Introduction

The Faculty Member Attributes Code Validation Form (STVFATT) is used to create, update, insert, and delete faculty member attribute codes such as adjunct faculty, part-time faculty, Department Chairperson, or Full-time Coach.

Banner form

Code	Description	Activity Date
CERT	Teaching Certification	28-AUG-1991
CLIN	Clinical	12-AUG-1991
CMTR	Computer Skills	12-AUG-1991
COAH	Coaching Certification	12-AUG-1991
CPR	CPR Certification	22-JUL-1994
CPRI	CPR Instructor Certification	22-JUL-1994
ECMP	English Composition	12-AUG-1991
ENGL	English Certification	12-JUL-1991
ESL	ESL Certification	12-AUG-1991
EVEN	Evening Courses	22-JUL-1994
FRST	First-Year Courses Only	12-AUG-1991
MAST	Approved for Masters Courses	12-JUL-1991
READ	Reading Certification	12-JUL-1991
RSCH	Research	12-AUG-1991
UNDG	Undergraduate Courses Only	12-AUG-1991



Section B: Set Up

Lesson: Role Definition Validation

◀ Jump to TOC

Description

The Role Definition Validation Form (STVROLE) is used to create the roles to which transcript, grade, and compliance security processing may be assigned.

These values are required in SCT Banner Student for use in Security Processing in Faculty Self-service on the Faculty Attribute/Advisor Type Control Form (SOAFAPC):

A - Advisor

F - Faculty

Banner form

Code	Description	Activity Date
A	Advisor	13-JAN-2005
F	Faculty	13-JAN-2005

Procedure

Follow these steps to create a role.

Step	Action
1	Access the Role Definition Validation Form (STVROLE).
2	Enter <i>A</i> in the Code field.
3	Enter <i>Advisor</i> in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Faculty Attribute/Advisor Type Control

◀ Jump to TOC

Description

The Faculty Attribute/Advisor Type Control Form (SOAFAPC) is used to assign roles, faculty attributes, and advisor types to processes used to control access to generating and viewing degree evaluations, viewing academic transcripts, entering grades in the electronic gradebook, and viewing grades in the electronic gradebook.

Banner form

Faculty Attribute/Advisor Type Control SOAFAPC 7.0 (C700)

Process: Term:

Access Role Processing

From Term: Maintenance To Term:

Role	Description	Attribute/Type	Description	Active	Include	Exclude
<input type="text"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>



Section B: Set Up

Lesson: WebCAPP Rules

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Description

The WebCAPP Rules Form (SMAWCRL) is used to set up the controls for generating the degree evaluation when using Faculty Self Service.

The WebCAPP functionality controlled by this form includes the:

- What-If Analysis Display
- Evaluation Display
- Expanded Requirements
- Faculty Control
- Purge Controls

Banner form

WebCAPP Rules SMAWCRL 7.0 (C700)

Term Code: ▼

What-If Analysis Display Major 1 Display <input type="checkbox"/> Concentration 1 <input type="checkbox"/> Concentration 2 <input type="checkbox"/> Concentration 3 <input type="checkbox"/> Department 1 Major 2 Display <input type="checkbox"/> Concentration 1 <input type="checkbox"/> Concentration 2 <input type="checkbox"/> Concentration 3 <input type="checkbox"/> Department 2 <input type="checkbox"/> Minor 1 <input type="checkbox"/> Minor 2	Evaluation Display <input type="checkbox"/> Secondary Curriculum Print Type: <input type="text"/> ▼ Compliance Type: <input type="text"/> ▼ Student Email: <input type="text"/> ▼ Faculty Email: <input type="text"/> ▼	Faculty Controls <input type="checkbox"/> In-Progress Override
Expanded Requirements Print Type: <input type="text"/> ▼		Purge Controls <input type="checkbox"/> Student Delete <input type="checkbox"/> Faculty Delete

User:

Activity Date:



Section B: Set Up

Lesson: Compliance Default Codes Validation

◀ Jump to TOC

Description

The Compliance Default Parameter Validation Form (STVDFLT) is used to define compliance parameter types use as optional default values when generating compliances through the batch process, Faculty & Advisor Self Service, Student Self-Service, and on-line.

These values are required in SCT Banner Student for generating requests:

- BATCH
- ONLINE
- WEB

Banner form

Default Code	Description	Sys Ind	Activity Date
BATCH	BATCH processing default	<input checked="" type="checkbox"/>	10-JUL-2000
ONLINE	ONLINE processing default	<input checked="" type="checkbox"/>	10-JUL-2000
WEB	WEB processing default	<input checked="" type="checkbox"/>	10-JUL-2000
		<input type="checkbox"/>	

Procedure

Follow these steps to create a process.

Step	Action
1	Access the Compliance Default Parameter Validation Form (STVDFLT).
2	Enter <i>WEB</i> in the Code field.
3	Enter <i>WEB processing default</i> in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Compliance Default Parameters

◀ Jump to TOC

Description

The Compliance Default Parameters Form (SMADFLT) is used to define the default values for use in running compliance in the batch, Faculty & Advisor Self Service, Student Self-Service, and on-line.

Banner form

Compliance Default Parameters SMADFLT 7.0 (C700)

Default Code:

Compliance Request Default Parameters

Evaluation Term:

Course Usage Order :

Minimum Numeric Grade Value:

Apply Degree Course Only

Update Applied Courses

Use In-Progress Courses

Additional Compliance Data:

Create Unused Area Records

Create Unused Courses and Attributes

Create Rejection Records

Create Course Select Report

Advisor/Class Term:

Minimum In-Progress Term:

Maximum In-Progress Term:

Minimum Cut-Off Term:

Maximum Cut-Off Term:

User:

Activity Date:



Section B: Set Up

Lesson: Originator Code Validation

◀ Jump to TOC

Description

Originator Code Validation Form (STVORIG). Use this form to create, update, insert, and delete originator codes (e.g., *Student Accounts Office*, *Bursar's Office*, *Dean of Students*, etc.). The value *AUTO*, for Generated Automatically, is a system-required value on this form.

Banner form

Code	Description	Activity Date
ACCT	Student Accounts Office	26-MAR-1987
ADMS	Admissions Office	26-MAR-1987
ALDR	Director of Alumni Relations	05-JUN-1990
ANFD	Annual Fund Office	03-JUN-1990
AUTO	Generated Automatically	31-MAR-1988
BUSO	Bursar's Office	09-OCT-1987
CCON	Capital Consultant	03-JUN-1990
CORG	Corporate Giving Office	03-JUN-1990
COUN	Counseling Center	01-MAY-1987
DEVD	Director of Development	05-JUN-1990
DOFI	Dean of Instruction	01-MAY-1987
DOFS	Dean of Students	01-MAY-1987
FAID	Financial Aid Office	01-NOV-1989
FINO	Finance and Billing	03-MAR-1992
LIBR	Library Circulation Area	12-MAR-1987
MAJG	Major Gifts Office	03-JUN-1990
MATH	Department of Mathematics	12-MAR-1987
PHY1	Physical Education - Football	12-MAR-1987
PHY2	Physical Education - Baseball	12-MAR-1987
PLAN	Planned Giving Office	03-JUN-1990
RECR	Recruiting Center	01-MAY-1987
REGS	Registration Office	26-MAR-1987
WEB	Web	13-JAN-2005



Section B: Set Up

Lesson: Registration Permit-Overrides Control

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Description

The Registration Permit-Overrides Control Form (SFAROVR) is used to define the codes for assigning registration permits or overrides to individual students. These codes are defined by effective term, which allows the end user to change the definition of a code over time and to create define new codes. Faculty will be able to assign these codes to student for their sections using Faculty Self Service.

Banner form

Registration Permit-Overrides Control SFAROVR 7.0 (C700)

Term:

Permit Code:

- Pre-requisite
- Co-requisite
- Links
- Special Approval
- Duplicates
- Repeat Hours
- Repeat Limit
- Time
- College
- Campus
- Class
- Capacity
- Level
- Program
- Degree
- Major

Permit Code:

- Pre-requisite
- Co-requisite
- Links
- Special Approval
- Duplicates
- Repeat Hours
- Repeat Limit
- Time
- College
- Campus
- Class
- Capacity
- Level
- Program
- Degree
- Major

Permit Code:

- Pre-requisite
- Co-requisite
- Links
- Special Approval
- Duplicates
- Repeat Hours
- Repeat Limit
- Time
- College
- Campus
- Class
- Capacity
- Level
- Program
- Degree
- Major

Permit Code:

- Pre-requisite
- Co-requisite
- Links
- Special Approval
- Duplicates
- Repeat Hours
- Repeat Limit
- Time
- College
- Campus
- Class
- Capacity
- Level
- Program
- Degree
- Major



Section B: Set Up

Lesson: Course Registration Status Code Validation

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Description

The Course Registration Status Code Validation Form (STVRSTS) is used to maintain codes, descriptions, and basic processing rules for statuses that will describe a person's registration in each section. Other forms use this form to validate course registration statuses.

The user can set the switches to determine what the various status codes allow (i.e., count in enrollment, place on waitlist, whether the course is gradable, etc.). The user may also specify an automatic grade that will be placed on the student's registration record when the status is entered. For example, a Course Registration Status of WF, withdraw failing, can automatically place a W on the student registration record.

Note: Use the **Web Ind** checkbox to make a code available on the web. You will need to use the scroll bar at the bottom of the page to scroll to the right to see this field.

Banner form

Status Code	Description	Allowed to Enter	Count in Enrollment	Count in Assessment	Withdrawal Indicator	Waitlist Indicator	Gradable Indicator	Auto Grade	Print on Schedule
AU	Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AU	<input type="checkbox"/>
AW	Admn. Withdrl.	<input type="checkbox"/>		<input type="checkbox"/>					
DC	Drop Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
DD	Drop/Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
DW	DROP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
EX	Extension	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
NS	No Show	<input type="checkbox"/>		<input type="checkbox"/>					
RC	Reinstate Crse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
RE	**Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
RS	Reinstated Stu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
RW	**Web Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
W1	WD Student-W/WF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W	<input type="checkbox"/>
W2	WD Course-W/WF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W	<input type="checkbox"/>
WC	WD Course-W	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W	<input type="checkbox"/>
WL	Wait Listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
WS	WD Student-W	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W	<input type="checkbox"/>
XW	Extension Withdrawal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>					
		<input type="checkbox"/>		<input type="checkbox"/>					
		<input type="checkbox"/>		<input type="checkbox"/>					



Section B: Set Up

Lesson: Term Code Validation

◀ Jump to TOC

Description

The Term Code Validation Form (STVTERM) is used to create and maintain term codes. Forms throughout the Student System use this form to validate the term codes.

Banner form

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
999999	The End of Time	01-JAN-2000	15-MAY-2999		9999	01-JAN-2000	15-MAY-2999
Financial Aid Process Year: 9999 Term: 0		Period: -		<input checked="" type="checkbox"/> System Required		Activity Date: 15-FEB-2005	
201020	Spring 2010	01-JAN-2004	31-MAY-2009	S	2010	01-JAN-2004	31-MAY-2009
Financial Aid Process Year: 0506 Term: 2		Period: 1 - 5		<input type="checkbox"/> System Required		Activity Date: 10-FEB-2005	
201010	Fall 2009	01-SEP-2004	20-DEC-2009	S	2010	01-SEP-2005	20-DEC-2009
Financial Aid Process Year: 1001 Term: 1		Period: 9 - 12		<input type="checkbox"/> System Required		Activity Date: 10-FEB-2005	
200920	Spring 2009	01-JAN-2004	31-MAY-2009	S	2005	01-JAN-2004	31-MAY-2009
Financial Aid Process Year: 0506 Term: 2		Period: 1 - 5		<input type="checkbox"/> System Required		Activity Date: 10-FEB-2005	



Section B: Set Up

Lesson: Term Control

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Description

The Term Control Form (SOATERM) is used to enable tuition and fee assessment for web registration; mid-term and final grade entry; the display of class and wait lists; the ability for faculty to override registration restrictions; faculty to register students or add/drop classes for students; the faculty to view the schedules; and the search controls for the schedule and the catalog for the term..

Banner form

Term: ▼

Schedule
CRN Starting Sequence Number:

Registration <input type="checkbox"/> In Progress <input type="checkbox"/> Permit <input type="checkbox"/> Calculate Time Status <input type="checkbox"/> Include Attempted Hours <input type="text"/> Hold Password: <input type="text"/> Re-Admit: ▼ <input type="button" value="Set Registration Error Checking"/>	Registration Fee Assessment <input type="checkbox"/> On-line Assessment <input type="checkbox"/> Track by CRN <input type="checkbox"/> Refund by Total <input type="checkbox"/> Allow Swapping <input type="checkbox"/> Reverse Non Tuition/Fee Charges Effective Date: <input type="text"/> <input type="button" value="..."/> Original Charge Cutoff Date: <input type="text"/> <input type="button" value="..."/>
---	--

Gradebook Parameters <input type="checkbox"/> Process Gradebook Controls	Title IV Date Source <input type="radio"/> Term Date <input checked="" type="radio"/> Part-of-Term Dates
--	---

Web Self-Service, Voice Response and Partner Systems

Fee Assessment <input type="radio"/> On-line Assessment <input type="radio"/> Batch Only <input type="radio"/> Batch Update <input checked="" type="radio"/> Not Available	Control Settings <input type="checkbox"/> Print Bill <input type="checkbox"/> Synchronize Partner Systems <input type="checkbox"/> Master Web Term Control <input type="button" value="Process Web Controls"/>
---	---



Section B: Set Up

Lesson: Transcript Type Rules

◀ Jump to TOC

Description

The Transcript Type Rules Form (SHATPRT) is used to define transcript types (official, internal advising, etc.) which can be produced in SCT Banner Student System processing.

Banner form

Type:	Activity Date:
ADVS	08-DEC-2004

<input checked="" type="checkbox"/> Student Address	<input checked="" type="checkbox"/> Qualifying Papers	<input checked="" type="checkbox"/> College by Term
<input checked="" type="checkbox"/> Issued Address	<input checked="" type="checkbox"/> Qualifying Papers Text	<input checked="" type="checkbox"/> Major by Term
<input checked="" type="checkbox"/> Course Comments	<input checked="" type="checkbox"/> Academic Events	<input checked="" type="checkbox"/> Student Type by Term
<input checked="" type="checkbox"/> Term Comments	<input checked="" type="checkbox"/> Academic Event Decision	<input checked="" type="checkbox"/> Degree Major
<input checked="" type="checkbox"/> Level Comments	<input checked="" type="checkbox"/> Academic Event Grade	<input checked="" type="checkbox"/> Degree Second Major
<input checked="" type="checkbox"/> Birth Date	<input checked="" type="checkbox"/> Academic Standing	<input checked="" type="checkbox"/> Degree Minor
<input checked="" type="checkbox"/> High School	<input checked="" type="checkbox"/> Committees	<input checked="" type="checkbox"/> Print Transfer Detail
<input checked="" type="checkbox"/> CEU Units	<input checked="" type="checkbox"/> Dean's List	<input checked="" type="checkbox"/> Institution Totals
<input checked="" type="checkbox"/> CEU Dates	<input type="checkbox"/> Current College	<input checked="" type="checkbox"/> Transfer Totals
<input checked="" type="checkbox"/> Contact Hours	<input type="checkbox"/> Current Minor	<input checked="" type="checkbox"/> Overall Totals
<input checked="" type="checkbox"/> Campus	<input type="checkbox"/> Current Major	<input checked="" type="checkbox"/> GPA Statistics
<input checked="" type="checkbox"/> Term Admitted	<input checked="" type="checkbox"/> Current Student Type	<input checked="" type="checkbox"/> Degree GPA
<input checked="" type="checkbox"/> Term Matriculated	<input checked="" type="checkbox"/> Transcript Type	<input checked="" type="checkbox"/> Registration Start/End Dates
		<input checked="" type="checkbox"/> Long Course Title



Section B: Set Up

Lesson: Crosswalk Validation

◀ Jump to TOC

Description

The Crosswalk Validation Form (GTVSDAX) is used to define records in the Crosswalk Table. Some of these records are used by the Registration Add/Drop process, which exists in Faculty Self-service and Student Self-service.

Uses specific to Faculty Self-Service include establishing faculty attributes and advisor type, checking for security processing, for grade display and entering, academic transcript viewing, and degree evaluation viewing and generating; whether to require student's PIN to register a student or to make changes to a student's registration; and to validate mid-term and final grade choices to the student's registered grade mode for the course.

Note: The person who enters your institution's specific GTVSDAX values should consult with the appropriate end users to determine how to set the values in the form. *Non-Yes/No entries should reflect the values used in validation tables by users at your institution.*

Banner form

Crosswalk Validation GTVSDAX 7.1

----- Internal -----

Code:	1042ADDR	Sequence:	1	Group:	ADDRESS	External Code:	FR	
Description:	1042-S Mailing Address					Translation Code:		
Reporting Date:		<input type="checkbox"/> System Required					Activity Date:	24-JAN-2005
Code:	1042ADDR	Sequence:	2	Group:	ADDRESS	External Code:	US	
Description:	1042-S Permanent Address					Translation Code:		
Reporting Date:		<input type="checkbox"/> System Required					Activity Date:	24-JAN-2005
Code:	1042FRADDR	Sequence:	1	Group:	ADDRESS	External Code:	FR	
Description:	1042-S Foreign Address					Translation Code:		
Reporting Date:		<input type="checkbox"/> System Required					Activity Date:	08-JUL-2004
Code:	1042USADDR	Sequence:	1	Group:	ADDRESS	External Code:	US	
Description:	1042-S US Address					Translation Code:		
Reporting Date:		<input type="checkbox"/> System Required					Activity Date:	08-JUL-2004



Section B: Set Up

Lesson: Providing Access

◀ [Jump to TOC](#)

Background

All features in Faculty Self-Service are available in the secure area of the Web. This means that all faculty members and advisors must have an SCT Banner ID and a Personal Identification Number (PIN).

Faculty members and advisors also must be defined as active for the selected term on the Faculty Information Form (SIAINST).

You can establish PINs in a few different ways. For instance, your institution can develop a custom script to create PINs. Alternatively, you can use an SCT Banner General report, the PIN Creation Process (GURTPAC), to generate PINs and their associated detail. This report creates a PIN for each member of a population by using a pre-defined population selection. For information on creating a population selection or on using this report, see your SCT Banner General materials.

Note: Pins must be six characters, but your institution can specify whether PINs are numeric or alphanumeric. This is done on the Enterprise PIN Preferences Form (GUAPPRF). For security purposes, access to this form may be limited to a few users.



Section B: Set Up

Lesson: Providing Access (Continued)

◀ Jump to TOC

Banner form

The Faculty Information Form (SIAINST) is used to enter and maintain faculty information that changes over time. The keys to the form are the faculty member ID and the effective term for which the data is to be viewed or updated. SIAINST must be created for faculty members prior to them being available to teach a section or be assigned as an advisor. This form is term-based to maintain the information as it changes over time. You must have a record on this form in order to have Faculty or Advisor access to the Web.

Faculty/Advisor Information SIAINST 7.0 (C700)

ID: Term: 200402

Faculty Member Base Details

From Term: Maintenance To Term:

Status: Status Date:

Faculty

Advisor

Appointment Date:

Category:

Staff Type:

Workload Rule:

Creating a new faculty member

Follow these steps to create a new faculty member.

Step	Action
1	Create a new person on the Identification Form (SPAIDEN).
2	Enter the SCT Banner ID for the person you created in Step 1 in the ID field of the Faculty Information Form (SIAINST).
3	Enter a term in the Term field.
4	Perform a Next Block function.
5	Select a status code in the Status field.
	<u>Note:</u> You can change the date, if necessary.
6	Click the Faculty and/or Advisor checkbox (es) if necessary.



Section B: Set Up

Lesson: Providing Access (Continued)

◀ Jump to TOC

Creating a new faculty member, continued

Step	Action
7	Perform a Next Block function to access the Faculty Attributes block.
8	Select a code in the Category field.
9	Select a code in the Staff Type field.
10	Select a code in the Workload Rule field.
11	Click the Save icon.
12	Perform a Next Block function to access the Faculty Contract block.
13	Select a type code in the Type field.
14	Select a rule code in the Rule field.
15	Click the Home checkbox.
16	Select a college code in the College field.
17	Select a department code in the Department field.
18	Enter a percentage in the Percentage field.
19	Perform a Next Block function to access the Faculty Attributes block.
20	Select a code in the Code field.
21	Enter comments as necessary in the Faculty Comments field.
22	Click the Save icon.
23	Click the Exit icon.



Section B: Set Up

Lesson: Providing Access (Continued)

◀ Jump to TOC

Banner form

The Third Party Access Audit Form (GOATPAD) is used to define and maintain PINs and other user parameters for third party access products (including Self-Service). You can also view a history of PIN changes for the user.

In this course, we will use the Third Party Access Audit Form (GOATPAD).

Another form, the Third Party Access Form (GOATPAC), allows an SCT Banner user to reset a Web user's PIN. This form does not display the actual PIN, so more SCT Banner users will likely have access to it.

Note: You can also have the system create the pin when the faculty/advisor record is created.

Third Party History				
PIN	Third Party ID	Change	User ID	Activity Date
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				



Section B: Set Up

Lesson: Providing Access (Continued)

◀ Jump to TOC

Providing access to the faculty member

Follow these steps to give the faculty member access to Faculty Self-Service.

Step	Action
1	Access the Third Party Access Audit Form (GOATPAD).
2	Enter the faculty member's SCT Banner ID in ID field.
3	Go to the Current Third Party Information block.
4	Enter a PIN in the PIN field. Leave all other fields blank. <u>Note:</u> PIN will default to the person's birth date if it has been entered on SPAPERS, to the last 6 numbers of the person's SSN if the birth date has not been entered, or to the last 6 numbers of the person's SCT Banner ID if neither the birth date nor the SSN has been entered. If you wish to change the PIN that has defaulted, you must enter a new 6-digit number.
5	Click the Save icon.
6	Open your Web browser and go to the SCT Banner homepage. Your instructor will provide you with the correct URL.
7	Click the Enter Secure Area link.
8	Enter your new faculty member's SCT Banner ID in the User ID field and the PIN in the PIN field. (Depending on institution settings, these fields may be case-sensitive.) Click the Login button. <u>Note:</u> The first time you enter the secure area of SCT Banner Self-Service, your PIN will expire and prompt you to enter a new PIN. This protects the user's security. Enter your old PIN and a new PIN in the spaces provided and click the Login button.
9	Enter a login verification question and answer. <u>Notes:</u> This question and answer will be entered into GOATPAD. When faculty members forget their PINS, they can click the Forgot PIN? button on the initial login page, and then enter the answer to the verification question. From there, they can enter a new PIN. Faculty members need to respond to these prompts only when the PIN Hint Question and PIN Hint Response fields on GOATPAD are blank.



Section B: Set Up

Lesson: Providing Access (Continued)

◀ [Jump to TOC](#)

Providing access to the faculty members, continued

- | Step | Action |
|------|--|
| 10 | If you see the Terms of Usage page, click the Continue button. When you click it, the Accepted checkbox on GOATPAD is automatically selected. |

Note: Whether or not this page is displayed the first time a user logs in is determined by the Display Usage Page checkbox on WebTailor's Customize Web Rules page. If the box is selected, all users of any SCT Banner Self Service product must accept the terms of usage before they may log in.

- | | |
|----|---|
| 11 | You should now see the Main Menu, which should contain a submenu for Faculty and Advisors as well as a submenu for Personal Information. |
|----|---|

Note: The options displayed on the Main Menu change depending on what records the user has in SCT Banner. If the user is a Faculty member and a Student, they will see a Faculty and Advisors sub menu as well as a submenu for Personal Information and a submenu for Student.

- | | |
|----|--|
| 12 | Click the [X] Close icon to close the web page. |
|----|--|



Section B: Set Up

Lesson: Working with Term and CRN Selection

◀ Jump to TOC

Term selection

Before you can access any information related to a specific term, you must select that term. Once you select a term in Faculty Self-Service, it remains "active" until you select another term.

Banner form

The Term Control Form (SOATERM) is used to establish controls for fee assessment, registration error checking, part-of-term information, web registration dates, web registration options, catalog search criteria, schedule search criteria, and evaluation terms for WebCAPP for a specific term. These controls affect Catalog, Schedule, Registration, WebCAPP, and Fee Assessment.

Note: Terms must be initially created on the Term Code Validation Form (STVTERM).

Term:

Schedule
CRN Starting Sequence Number:

Registration <input type="checkbox"/> In Progress <input type="checkbox"/> Permit <input type="checkbox"/> Calculate Time Status <input type="checkbox"/> Include Attempted Hours <input type="text"/> Hold Password: <input type="text"/> Re-Admit: <input type="button" value="Set Registration Error Checking"/>	Registration Fee Assessment <input type="checkbox"/> On-line Assessment <input type="checkbox"/> Track by CRN <input type="checkbox"/> Refund by Total <input type="checkbox"/> Allow Swapping <input type="checkbox"/> Reverse Non Tuition/Fee Charges Effective Date: <input type="text"/> Original Charge Cutoff Date: <input type="text"/>
---	--

Gradebook Parameters <input type="checkbox"/> Process Gradebook Controls	Title IV Date Source <input type="radio"/> Term Date <input checked="" type="radio"/> Part-of-Term Dates
--	---

Web Self-Service, Voice Response and Partner Systems

Fee Assessment <input type="radio"/> On-line Assessment <input type="radio"/> Batch Only <input type="radio"/> Batch Update <input checked="" type="radio"/> Not Available	Control Settings <input type="checkbox"/> Print Bill <input type="checkbox"/> Synchronize Partner Systems <input type="checkbox"/> Master Web Term Control <input type="button" value="Process Web Controls"/>
---	---



Section B: Set Up

Lesson: Working with Term and CRN Selection (Continued)

◀ Jump to TOC

Base Part of Term

In the Base Part of Term block:

- When you want to enable faculty to enter midterm grades for a specific term, select the **Mid Term Grades** checkbox.
- When you want to enable faculty to enter final grades for a specific term, select the **Final Grades** checkbox.
- When you want faculty class wait lists to be available for a specific term, select the **Wait List** checkbox.

In the Web Registration Dates block:

Define a start and end date for when you would like faculty and advisors to be able to use web registration. These dates control web registration for the entire term, not by part of term. You can have as many sets of web registration dates for the same term as you need.

Term Control SOATERM 7.1

Term: 200710 Fall 2006

Part of Term and Web Registration Controls SOATERM 7.1

Base Part of Term										
Part of Term	Description	Start Date	End Date	Number of Weeks	Census One Date	Census Two Date	Section Override	Faculty Web Midterm Grades	Faculty Web Final Grades	Faculty Web Wait List
1	Full Term	01-MAR-2005	31-DEC-2007	16	17-AUG-2006		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Web Registration Dates		
Start Date	End Date	Activity Date
01-MAR-2005	31-DEC-2007	14-MAR-2005



Section B: Set Up

Lesson: Working with Term and CRN Selection (Continued)

◀ Jump to TOC

Web Processing Controls

In order for a term to appear in Faculty Self-Service, it must be web-enabled. To web-enable a term, select at least one checkbox in the Faculty & Advisor Controls section of the Web Processing Controls block of SOATERM.

Term: 200710 Fall 2006

Class Option Change Controls

- Change Level
- Change Credit Hours
- Change Grade Mode

Grade Display Controls

- Display Grade Detail
- Display Final Grades
- Display Midterm Grades

Faculty and Advisor Controls

- Display Schedule
- Allow Approval/Overrides
- Display Class List
- Allow Add/Drop

WebCAPP Controls

- Web Evaluation Term
- Web Catalog Term

Catalog Search Controls

- Search by Level
- Display Long Course Title
- Search by Schedule Type
- Display Long Course Description
- Search by College
- Search by Division
- Search by Department
- Search by Course Attribute

Schedule Search Controls

- Search by Schedule Type
- Display Closed Section
- Search by Campus
- Display Long Section Title
- Search by Level
- Display Long Section Description
- Search by Course Attribute
- Search by Instructor
- Search by Session
- Search by Instructional Method
- Search by Duration (Open Learning Only)



Section B: Set Up

Lesson: Working with Term and CRN Selection (Continued)

◀ Jump to TOC

CRN selection

The CRN is the Course Reference Number. It refers to a specific section of a course that is offered in a specific term. Once you select a CRN, it remains "active" until you select another CRN.

Banner form

The Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog. The Registration Module then uses the CRN assigned to the section to register the student for the section. A course catalog record must exist before you can create sections for a particular course.

Faculty members will want to view their class roster using the Self Service product. In order for a faculty member to see a class in Faculty Self-Service, that class must be assigned to the faculty member. Classes are assigned to faculty members in the Instructor block of SSASECT or in the main block of the Faculty Assignment Form (SIAASGN).

Note: The Schedule Form (SSASECT) should be covered in detail during Course Catalog and Class Schedule training.

Term: [] CRN: []

Section Details

Subject: [] Title: [] CEU Indicator: []

Course Number: [] Section: [] Credit Hours: [] [] []

Cross List: [] Campus: [] Billing Hours: [] [] []

Status: [] Schedule Type: [] Contact Hours: [] [] []

Instructional Method: [] Grade Mode: [] Lecture: [] [] []

Session: [] Special Approval: [] Lab: [] [] []

Duration: [] [] [] Other: [] [] []

Part of Term: [] [] [] []

Registration Dates: First [] Last []

Start Dates: [] [] [] []

Maximum Extensions: []

Long Title Comments Syllabus

Print Voice Response and Self-Service Available

Gradable CAPP Areas for Prerequisites

Tuition and Fee Waiver



Section B: Set Up

Lesson: Working with Term and CRN Selection (Continued)

◀ Jump to TOC

Assigning faculty

Follow these steps to assign a faculty member to a class within a term.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter the term your instructor provides you in the Term field.
3	Enter the CRN your instructor provides you in the CRN field.
	Perform a Next Block function to access the Meeting Time block.
	Select a meeting time in the Meeting Time field.
	Click the Save icon.
4	Perform a Next Block function to access the Instructor block.
5	Enter your faculty member's SCT Banner ID in the ID field.
6	Click the Save icon.

Web-enabling the term

Follow these steps to web-enable your term.

Step	Action
1	Access to the Term Control Form (SOATERM).
2	Enter your term in the Term field.
3	Perform a Next Block function.
4	Click the Master Web Term Control checkbox.
	Click the Process Web Controls button.
5	Select <i>any one or any combination</i> of these four check boxes in the Faculty & Advisor Controls area: Display Schedule , Display Class List , Allow Approval & Overrides , and Allow Add/Drop .
6	Click the Save icon.



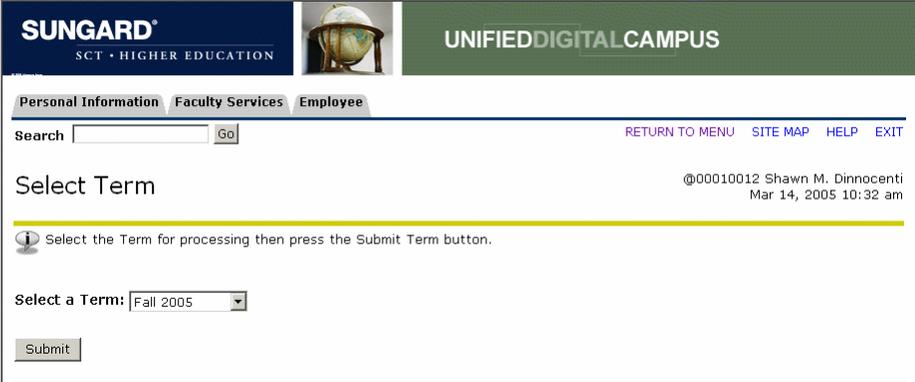
Section B: Set Up

Lesson: Working with Term and CRN Selection (Continued)

◀ Jump to TOC

Selecting a term

Follow this process to select a term.

Step	Action
1	Log in to Secured Area of Self-Service using the faculty member you created in a previous procedure.
2	<p>Open the Faculty Services menu. From there, click the Term Selection link.</p> 
3	Select your term from the Select a Term drop-down list.
4	<p>Click the Submit button.</p> <p><u>Result:</u> This term will be used for all term-related pages you select in Faculty Self-Service unless you return to this page later in your session and select another term.</p> <p><u>Note:</u> If you do not select the term and go directly to the CRN Selection step, you will be prompted then for the appropriate term.</p>



Section B: Set Up

Lesson: Working with Term and CRN Selection (Continued)

◀ Jump to TOC

Selecting a CRN

Follow this process to select a CRN.

Step	Action
1	<p>From the Faculty Services menu, click the CRN Selection link.</p> 
2	<p>Select the CRN that you assigned to your faculty member in the previous section from the CRN drop-down list.</p>
3	<p>Click the Submit button.</p> <p><u>Result:</u> This CRN will now be used for all CRN-related pages you select in Faculty Self-Service unless you return to this page later in your session and select another CRN.</p> <p><u>Note:</u> All CRNs that are assigned to your instructor appear in the Select CRN list.</p>



Section B: Set Up

Lesson: Web-Enabling

◀ Jump to TOC

Web-enabling the class list

Follow these steps to web-enable the class list.

Step	Action
1	Access the Term Control Form (SOATERM).
2	Enter your term the Term field.
3	Perform a Next Block function.
4	Click the Master Web Term Control checkbox.
5	Click the Process Web Controls button.
6	Ensure that the Display Class List checkbox is checked.
7	Click the Save icon.



Section B: Set Up

Lesson: Web-Enabling (Continued)

◀ Jump to TOC

Web-enabling class change options

Follow these steps to web-enable class change options.

Step	Action
1	Access the Term Control Form (SOATERM).
2	Enter your term in the Term field.
3	Perform a Next Block function.
4	Click the Master Web Term Control checkbox.
5	Click the Process Web Controls button.
6	<p>Select these checkboxes in the Web Processing Controls window:</p> <ul style="list-style-type: none"> • Change Level • Change Grade Mode • Change Credit Hours
7	Click the Save icon.



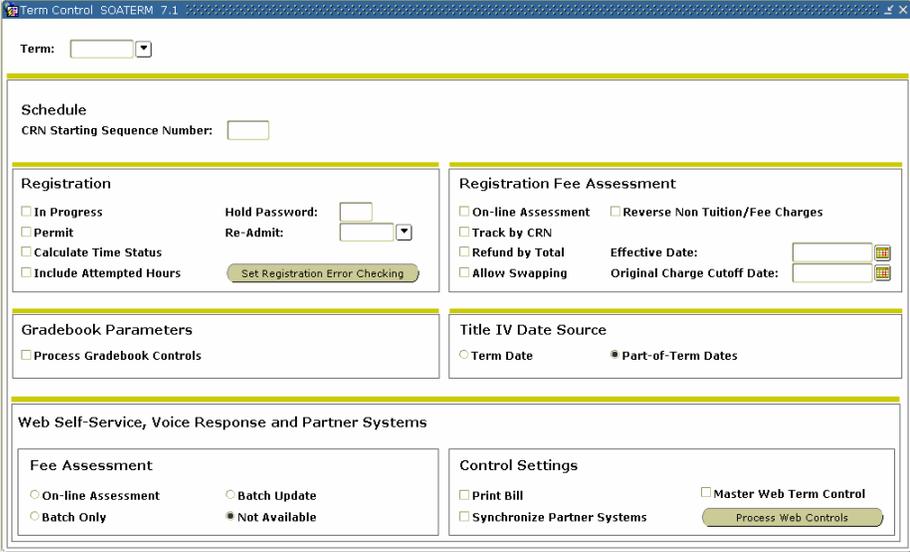
Section B: Set Up

Lesson: Web-Enabling (Continued)

◀ Jump to TOC

Web-enabling overrides, add/drop, and registration status codes

Follow these steps to web-enable permit-overrides, section add/drop, and registration status codes.

Step	Action
1	<p>Access the Term Control Form (SOATERM).</p> 
2	Enter your term in the Term field.
3	Perform a Next Block function.
4	Click the Master Web Term Control checkbox.
5	Click the Process Web Controls button.
6	Select both the Allow Approval & Overrides and the Allow Add/Drop check boxes in the Web Processing Controls block.
7	Click the Save icon.
8	Click the Exit icon.
9	Access the Course Registration Status Code Validation Form (STVRSTS).
10	Select the Web Ind checkbox for values that indicate Web Drop and Web Registration.
11	Click the Save icon.
12	Click the Exit icon.



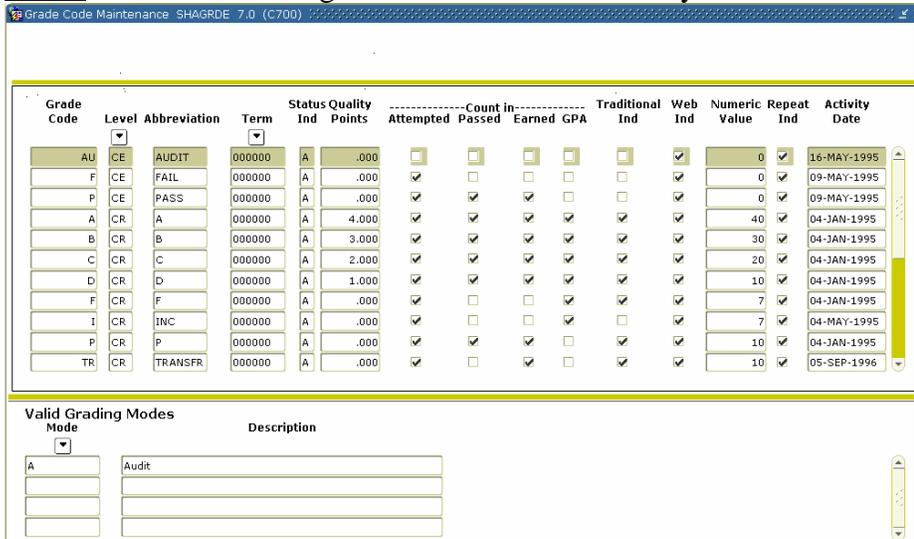
Section B: Set Up

Lesson: Web-Enabling (Continued)

◀ Jump to TOC

Web-enabling grades

Follow these steps to web-enable grades.

Step	Action
1	<p>Access the Grade Code Maintenance Form (SHAGRDE).</p> <p>Result: You will see all grade codes that are currently defined.</p>  <p>The screenshot shows a web browser window titled 'Grade Code Maintenance - SHAGRDE 7.0 (C700)'. It displays a table with the following columns: Grade Code, Level, Abbreviation, Term, Status Ind, Quality Ind, Points, Attempted, Count in (Passed, Earned), GPA, Traditional Ind, Web Ind, Numeric Value, Repeat Ind, and Activity Date. The 'Web Ind' column contains checkboxes for each row. Below the table is a section for 'Valid Grading Modes' with a dropdown menu and input fields for mode and description.</p>
2	<p>Click the Web Ind checkboxes so that the grade code can be entered for a student in Faculty Self-Service.</p> <p>Note: Grades are often structured by level and not by term. For this reason, it is usually more efficient to query your grade codes based on their level and not on their term.</p>
3	Click the Enter Query icon.
4	Go to the Level field, select List from the Help menu, then select a level code and click OK .
5	Click the Execute Query icon.
6	For each grade code in this level that you want to web-enable, select the Web Ind checkbox.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Web-Enabling (Continued)

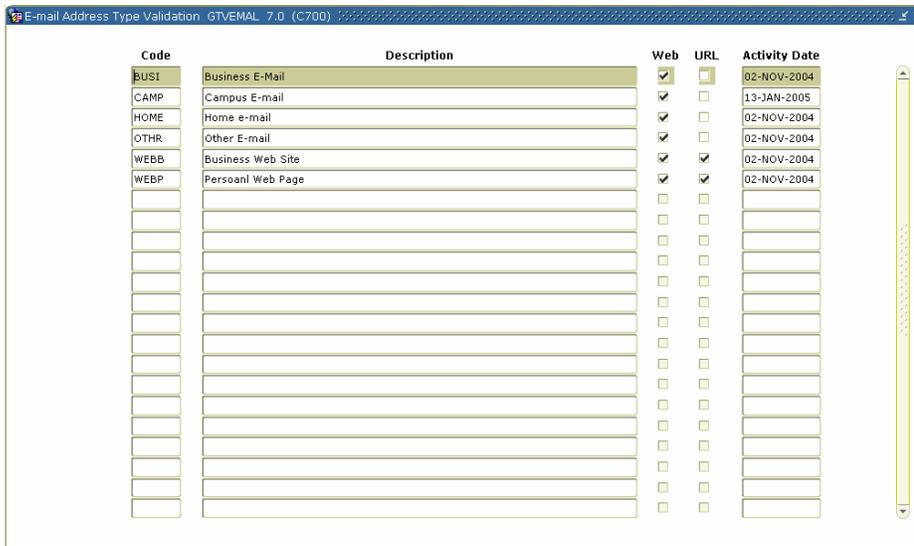
◀ Jump to TOC

View student e-mail address page

On this page, faculty and advisors can see all Web-enabled e-mail addresses for a student and/or advisee.

Web-enabling e-mail address types

Follow these steps to web-enable e-mail address types.

Step	Action
1	Access the E-mail Address Type Validation Form (GTVEMAL). 
2	Enter values in the Code and Description fields.
3	Select the Web Ind checkbox.
4	Click the Save icon.
5	Click the Exit icon.



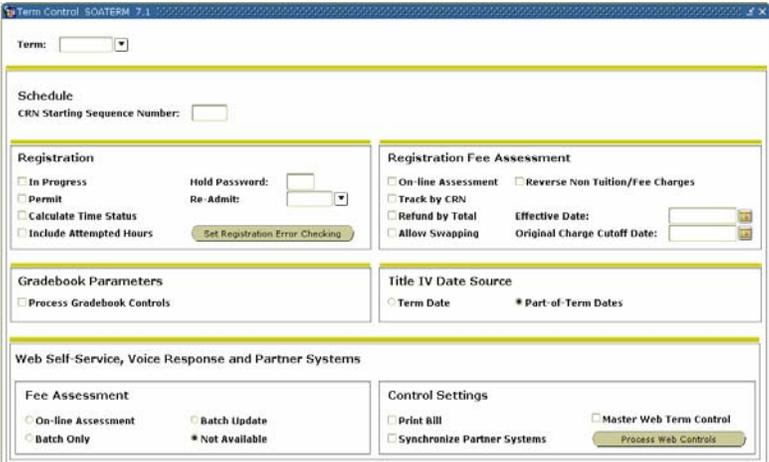
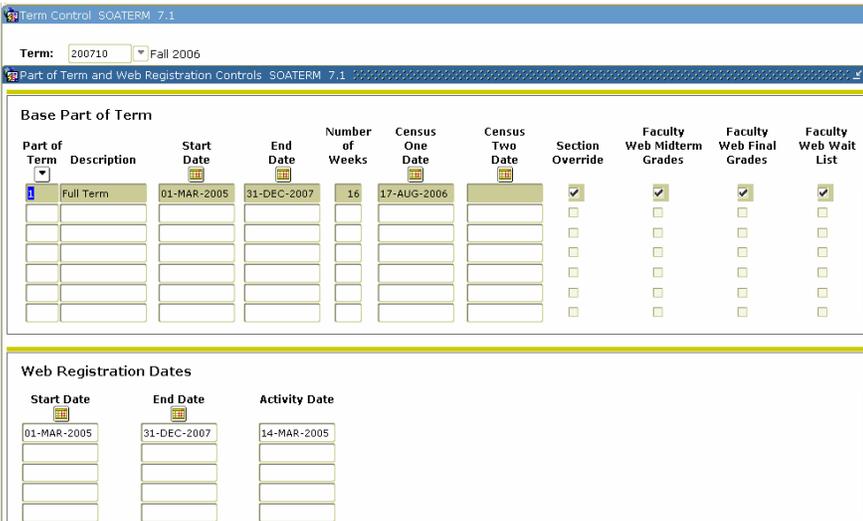
Section B: Set Up

Lesson: Allowing Mid-term and Final Grade Entry

◀ Jump to TOC

Procedure

Follow these steps to allow mid-term and final grades to be entered.

Step	Action
1	<p>Access the Term Control Form (SOATERM).</p> 
2	Enter your term in the Term field.
3	Perform two Next Block functions.
4	<p>Select the Mid Term Grades and Final Grades checkboxes.</p> 



Section B: Set Up

Lesson: Allowing Mid-term and Final Grade Entry (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	Click the Save icon.
7	Select Registration Term Control in the Options menu.
8	Click the Process Grade Book Controls checkbox.
9	<p>Enter dates in the Midterm Score Entry Cut-off Date and the Final Score Entry Cut-off Date fields.</p>
10	Click the Save icon.
11	Click the Exit icon.



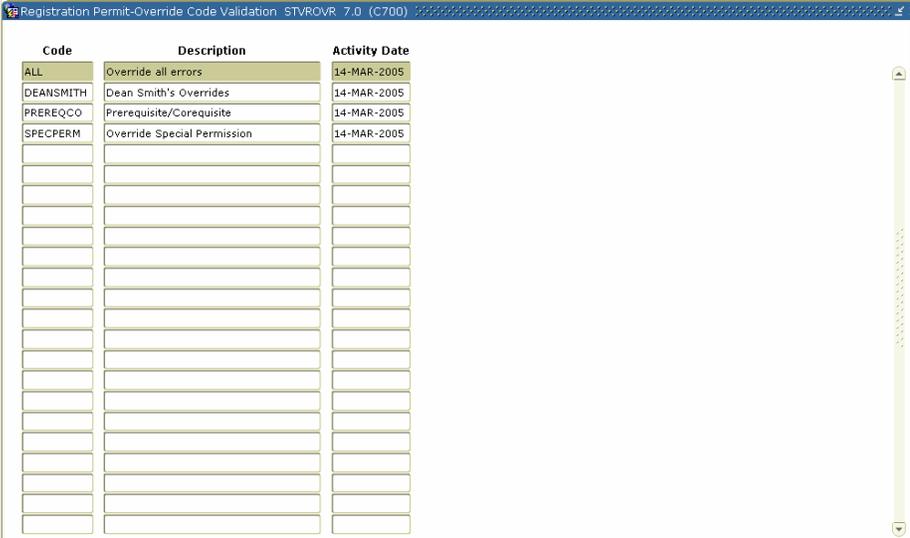
Section B: Set Up

Lesson: Creating and Defining a Permit/Override Code

◀ Jump to TOC

Procedure

Follow these steps to create and define a permit/override code.

Step	Action
1	<p>Access the Registration Permit-Override Code Validation Form (STVROVR).</p> 
2	<p>Enter a code up to 10-characters in length in the Code field.</p> <p><u>Note:</u> This is the code that you will select when you define the override in step 7.</p>
3	<p>Enter a description for the override code in the Description field.</p>
4	<p>Click the Save icon.</p>
5	<p>Click the Exit icon.</p>

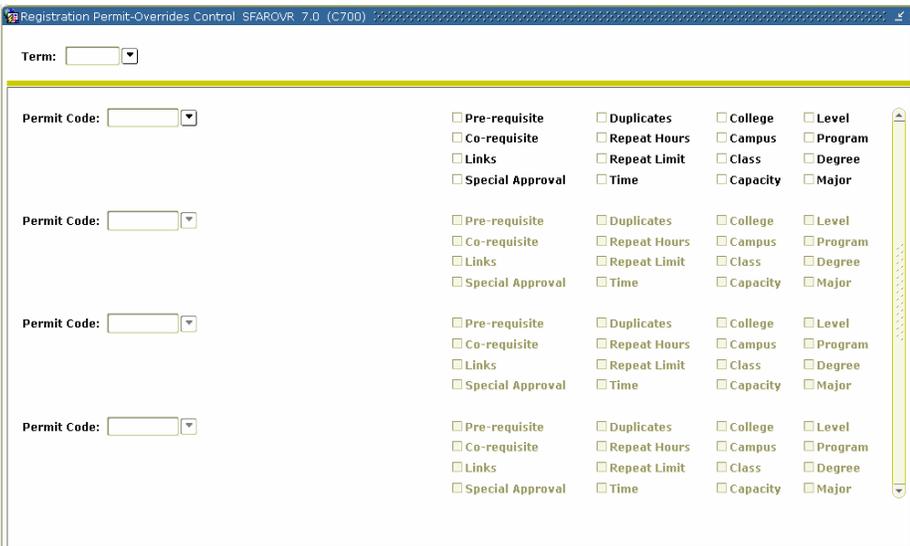


Section B: Set Up

Lesson: Creating and Defining a Permit/Override Code (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	<p>Access the Registration Permit-Overrides Control Form (SFAROVR).</p> 
7	Enter your term in the Term field.
8	Perform a Next Block function.
9	<p>Enter the override code you just created in the Permit field.</p> <p><u>Note:</u> You can also select List from the Help menu to see a list of all available codes, and then select your code from that list.</p>
10	Select the Time checkbox.
11	Click the Save icon.
12	Click the Exit icon.



Section B: Set Up

Lesson: Creating a Grade Scale

◀ Jump to TOC

Procedure

The Grade Scale Definition Form (SHAGSCH) is used to create a grade scale which is used in the electronic gradebook for gradable components.

Banner form

Grade Scale Definition SHAGSCH 7.0 (C700)

Grade Scale:

Grade Scale Description: Default Grade Code:

Pass Percentage: Associated with Grade Component:

Term: Section:

CRN:

Subject:

Course:

Campus:

College:

Department:

Division:

Level:

Procedure

Follow these steps to create a grade scale to be used in the electronic gradebook for gradable components.

Step	Action
1	Access the Grade Scale Definition Form (SHAGSCH).
2	Enter a new code in the Grade Scale field.
3	Perform a Next Block function.



Section B: Set Up

Lesson: Creating a Grade Scale (Continued)

◀ Jump to TOC

Procedure, continued

Step
4 **Enter values** in these fields. Action

Note: You do not have to enter a term, CRN, subject, course, and so on when you create a grade scale. If you do enter these values, then the grade scale is restricted to classes that meet those values. To create a scale that can be used by any class, leave these fields blank.

Field	Value
Description	<Your name> <i>Grade Scale</i>
Pass Percentage	59.99. This is the minimum mark a student must achieve in order to pass classes that are assigned this grade scale.
Default Grade Code	F. This is the grade a student will receive who achieves a mark lower than the pass percentage mark and if that mark is not defined in step 6.

5	Perform a Next Block function.
---	---------------------------------------



Section B: Set Up

Lesson: Creating a Grade Scale (Continued)

◀ Jump to TOC

Procedure, continued

- | Step | Action |
|------|--|
| 6 | Enter the minimum percentage necessary to achieve a specific grade in the Grade Scale Definition block. |

Notes: Faculty will enter a percentage value in Faculty Self-Service, not the letter grade value.

Here is a common series of values (note the High Column will be calculated by the system when you save).

Because values less than 60 are not defined here, the default grade code entered in the main window will automatically apply to any score less than 60 that is entered for a component.

Low	High	Grade	Median
90.00	100	A	95
80.00	89.99	B	85
70.00	79.99	C	75
60.00	69.99	D	65

- | | |
|---|-----------------------------|
| 7 | Click the Save icon. |
| 8 | Click the Exit icon. |



Section B: Set Up

Lesson: Creating Gradable Components

◀ Jump to TOC

Procedure

The Gradable Component Definition Form (SHAGCOM) is used to create gradable components for use in the electronic gradebook.

By using the Electronic Gradebook, faculty members can create "gradable components" for a class. They can then assign these components individual weights and assign all components a grade scale. For example, a class may have these components and weights:

Gradable component	Weight
Mid-term exam	25
Research paper	30
Final exam	45

In Faculty Self-Service, faculty can enter marks for each component. The Electronic Gradebook then evaluates the marks against the grade scale that is assigned to the Gradebook and calculates the grade for each component. When all components have received a grade, the Gradebook calculates a final grade. The final grade uses a value that is entered on the Grade Code Maintenance Form (SHAGRDE).

Alternate weight and out of values

On the Gradable Component Definition Form (SHAGCOM) the **Out of** field defaults to 100. The practical result of this is that typical components will be weighted as a percentage of a total value of 100.

Let us say that you need to set up a component that is weighted at one-third of a total grade. To do this, you can enter *10* in **Weight** and *30* in **Out of** for that component. You will also need to enter an **Out of** value of *30* for all the remaining components in the scale.

Must pass field

You can set up individual components so that they must be passed in order for the student to receive a passing grade for the class. To do this, select the **Must Pass** checkbox.

When you select this checkbox, the component must be passed. If an individual component is not passed, the student will fail the entire class.

What happens when you do *not* select that checkbox? In this case, the scores a student receives for all the components in the scale are averaged. The average is then compared against the grades in the corresponding grade scale.



Section B: Set Up

Lesson: Creating Grorable Components (Continued)

◀ [Jump to TOC](#)

Example 1

Not using Must Pass for individual components

- two components and each component is weighted at 50%
- score on first component: 50
- score on second component: 90
- for both components, the **Must Pass** checkbox is cleared
- minimum passing grade for the grade scale is 60
- average of two marks: 70.

Because 70 is a passing mark in the associated grade scale, the student will pass the class.

Example 2

Using Must Pass for individual components

- two components and each component is weighted at 50%
- score on first component: 50
- score on second component: 90
- for both components, the **Must Pass** checkbox is selected
- minimum passing grade for the grade scale is 60.

Because 50 is not a passing mark in the associated grade scale and each component must be passed, the student will fail the class.



Section B: Set Up

Lesson: Creating Grable Components (Continued)

◀ Jump to TOC

Banner form

Gradable Component Definition SHAGCOM 7.0 (C700)

Term: 200402 CRN: 20002 Subject: CHEM Course: 1131

Grade Scale Assignment

Grade Scale:

Grades Rolled Best Of Subset Of

Component Definition

Sequence	Name	Description	Weight	Marked Out of	Due Date	Must Pass	Include Midterm/Final	Grade Scale	Late Rule	Resit Rule	Pass Mark
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

Midterm Total Weight: Final Total Weight:



Section B: Set Up

Lesson: Creating Gradable Components (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create gradable components for use in the electronic gradebook.

Step	Action
1	Access the Gradable Component Definition Form (SHAGCOM).
2	Enter the term you have used in previous exercises in the Term field.
3	Enter the CRN you used in a previous exercise in the CRN field. <u>Note:</u> Because you must enter a CRN here, you are creating gradable components for a specific section of a class and not for the "parent" course. Component details can be rolled to the next term as part of the Term Roll (SSRROLL) process.
4	Perform a Next Block function.
5	Enter the grade scale code you created in the previous exercise in the Grade Scale field.
6	Click the Save icon.
7	Perform a Next Block function to create two gradable components in the Component Definition block.
8	Enter <i>1</i> in the Sequence field.
9	Enter <i>Mid</i> in the Name field.
10	Enter a <i>Mid term exam</i> in the Description field.
11	Enter 25 in the Weight field.
12	Enter 2 in the Sequence field.
13	Enter <i>Paper</i> in the Name field.
14	Enter a <i>Research paper</i> in the Description field.
15	Enter 30 in the Weight field.
16	Enter 3 in the Sequence field.
17	Enter <i>Final</i> in the Name field.
18	Enter a <i>Final exam</i> in the Description field.
19	Enter 45 in the Weight field.
20	Click the Save icon.
21	Click the Exit icon.



Section B: Set Up

Lesson: Allowing Faculty and Non-Faculty Access

◀ Jump to TOC

Introduction

Allow all faculty to enter component marks. If you follow these steps, persons identified as “faculty” on the Faculty Information Form (SIAINST) will be able to enter marks in the Electronic Gradebook. Any faculty member can enter Electronic Gradebook component marks for any student and any CRN in any term if that faculty member has an active SIAINST record and is assigned to that section.

Follow these steps to allow all instructors assigned to a section to enter grades:

Banner form

Crosswalk Validation GTVSDAX 7.1

----- Internal -----

Code: 1042ADDR	Sequence: 1	Group: ADDRESS	External Code: FR
Description: 1042-S Mailing Address			Translation Code:
Reporting Date:	<input type="checkbox"/> System Required		Activity Date: 24-JAN-2005

Code: 1042ADDR	Sequence: 2	Group: ADDRESS	External Code: US
Description: 1042-S Permanent Address			Translation Code:
Reporting Date:	<input type="checkbox"/> System Required		Activity Date: 24-JAN-2005

Code: 1042FRADDR	Sequence: 1	Group: ADDRESS	External Code: FR
Description: 1042-S Foreign Address			Translation Code:
Reporting Date:	<input type="checkbox"/> System Required		Activity Date: 08-JUL-2004

Code: 1042USADDR	Sequence: 1	Group: ADDRESS	External Code: US
Description: 1042-S US Address			Translation Code:
Reporting Date:	<input type="checkbox"/> System Required		Activity Date: 08-JUL-2004

Procedure

Follow these steps to allow all instructors assigned to a section to enter grades.

Step	Action
1	Access the Crosswalk Validation Form (GTVSDAX).
2	Click the Enter Query icon.
3	Enter <i>PRIMINSTR</i> in the Code field.



Section B: Set Up

Lesson: Allowing Faculty and Non-Faculty Access (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Click the Execute Query icon.
5	Look at the value in the External Code field. This value determines whether the primary instructor for a class or all instructors for a class may enter grades. <ul style="list-style-type: none">• <i>Y</i>: Only a primary instructor for a class may enter grades. This is the default value.• <i>N</i>: All instructors for a class may enter grades.
6	If the value of this field is <i>Y</i>, change it to <i>N</i>.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Allowing Faculty and Non-Faculty Access (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create faculty attributes, assign attributes to faculty member, and assign role-based security based on faculty attribute.

Step	Action															
1	<p>Access the Faculty Member Attributes Code Validation Form (STVFATT).</p>															
2	<p>Create these attribute codes and descriptions.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td></td> <td>Description</td> <td>ENTR</td> </tr> <tr> <td></td> <td>Description</td> <td>Enter Grades</td> </tr> <tr> <td></td> <td>Description</td> <td>DISP</td> </tr> <tr> <td></td> <td>Description</td> <td>Display Grades</td> </tr> </tbody> </table>	Code	Field	Value		Description	ENTR		Description	Enter Grades		Description	DISP		Description	Display Grades
Code	Field	Value														
	Description	ENTR														
	Description	Enter Grades														
	Description	DISP														
	Description	Display Grades														
3	Click the Save icon.															
4	Click the Exit icon.															



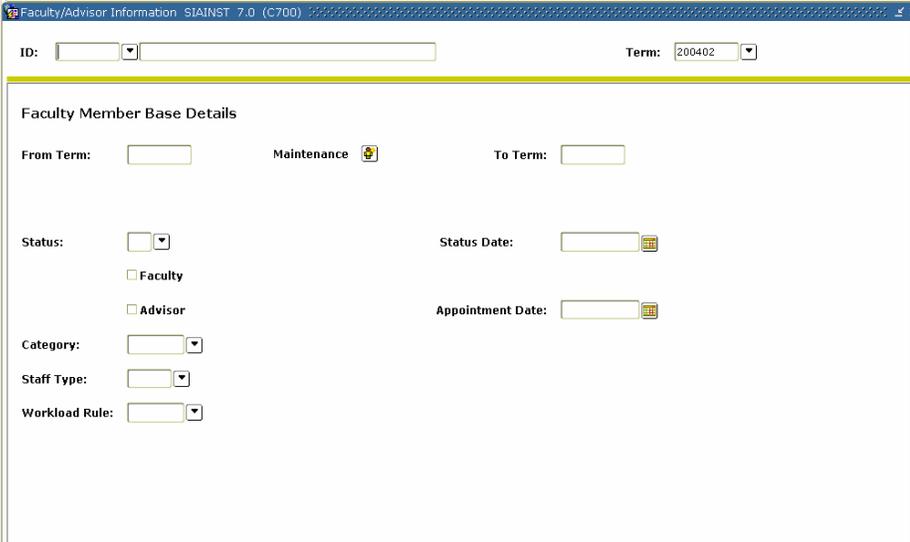
Section B: Set Up

Lesson: Allowing Faculty and Non-Faculty Access (Continued)

◀ Jump to TOC

Procedure

Follow these steps to assign the faculty attributes to faculty members.

Step	Action
1	<p>Access the Faculty Information Form (SIAINST).</p> 
2	Enter the faculty member's SCT Banner ID in the ID field.
3	Enter your term in the Term field.
4	Perform a Next Block function.
5	Click <u>Faculty Attributes and Comments</u> in the Options menu.
6	Enter <i>DISP</i> and <i>ENTR</i> in the Code field of the Faculty Attributes and Comments block.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Assigning Role-Based Security Based on Faculty Attributes for Faculty

◀ Jump to TOC

Procedure

The Role-Based Access Rule Control Form (SOAFAPC) is used to assign the attribute to an attribute type.

Note: This requires an attribute to be entered in the **Attr/Type** field. Later in the procedure we will tell SCT Banner to ignore this attribute.

Banner form

Procedure

Follow these steps to assign the attribute to an attribute type.

Step	Action
1	Access the Role-Based Access Rule Control Form (SOAFAPC).
2	Enter <i>DISPLAYGRADES</i> in the Process field.
3	Enter your term in the Term field.
4	Enter <i>F</i> (for Faculty) in the Role field.
5	Enter <i>DISP</i> in the Attribute/Type field.
6	Click the Active checkbox.
7	Click the Include radio button.



Section B: Set Up

Lesson: Assigning Role-Based Security Based on Faculty Attributes for Faculty (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
8	Click the Save icon.
9	Click the Rollback icon.
10	Enter <i>ENTERGRADES</i> in the Process field.
11	Enter your term in the Term field.
12	Enter F (for Faculty) in the Role field.
13	Enter ENTR in the Attribute/Type field.

Note: This procedure does not allow for data entry in Attr/Type field. It works if this field is left blank.

- | | |
|----|--|
| 14 | Click the Active checkbox. |
| 15 | Click the Include radio button. |
| 16 | Click the Save icon. |
| 17 | Click the Exit icon. |

Procedure

Follow these steps to tell SCT Banner to ignore the faculty attribute on SOAFAPC. Enter the concept setting on GTVSDAX.

Step	Action
1	Access the Crosswalk Validation Form (GTVSDAX).
2	Click the Enter Query icon.
3	Enter <i>FACFATT</i> in the Code field.
4	Click the Execute Query icon.
5	Enter <i>N</i> in the External Code field.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Assigning an Advisor

◀ Jump to TOC

Introduction

The Multiple Advisors Form (SGAADVR) is used to assign an advisor to a student.

Banner form

Procedure

Follow these steps to assign an advisor to a student.

Step	Action
1	Access the Multiple Advisors Form (SGAADVR).
2	Enter a student in the ID field.
3	Enter a term code in the Term field.
4	Perform a Next Block function.
5	Enter the advisor's SCT Banner ID in the ID field.
6	Enter the advising type you created in the Code field.
7	Select the Primary checkbox if this is the student's primary advisor.
8	Repeat steps 5-7 to enter additional advisors as needed.
9	Click the Save icon.
10	Click the Exit icon.



Section B: Set Up

Lesson: Viewing Transcripts and Grades in the Electronic Gradebook

◀ Jump to TOC

Introduction

The Crosswalk Validation Form (GTVSDAX) and the Role-Based Access Rule Control Form (SOAFAPC) are used to allow specific advisors to see transcripts and marks in the Electronic Gradebook. If you follow these steps, then only persons who are both

- identified as an "advisor" on the Faculty Information Form (SIAINST), *and*
- assigned to the student as an advisor on the Multiple Advisors Form (SGAADVR) with the same advisor type that is identified with the *TRANSCRIPT* and *DISPLAYGRADES* processes on the Role-Based Access Rule Control Form (SOAFAPC)

will be able to see the student's transcript and component grades in the Electronic Gradebook without entering a student's PIN.

Note: To use SOAFAPC, roles must be established in STVROLE.

Banner form

Crosswalk Validation GTVSDAX 7.1

----- Internal -----

Code:	1042ADDR	Sequence:	1	Group:	ADDRESS	External Code:	FR
Description:	1042-S Mailing Address					Translation Code:	
Reporting Date:		<input type="checkbox"/> System Required				Activity Date:	24-JAN-2005
Code:	1042ADDR	Sequence:	2	Group:	ADDRESS	External Code:	US
Description:	1042-S Permanent Address					Translation Code:	
Reporting Date:		<input type="checkbox"/> System Required				Activity Date:	24-JAN-2005
Code:	1042FRADDR	Sequence:	1	Group:	ADDRESS	External Code:	FR
Description:	1042-S Foreign Address					Translation Code:	
Reporting Date:		<input type="checkbox"/> System Required				Activity Date:	08-JUL-2004
Code:	1042USADDR	Sequence:	1	Group:	ADDRESS	External Code:	US
Description:	1042-S US Address					Translation Code:	
Reporting Date:		<input type="checkbox"/> System Required				Activity Date:	08-JUL-2004



Section B: Set Up

Lesson: Viewing Transcripts and Grades in the Electronic Gradebook (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Crosswalk Validation Form (GTVSDAX).
2	Click the Enter Query icon.
3	Enter <i>ADVRTYPE</i> in the Code field.
4	Click the Execute Query icon.
5	Enter <i>Y</i> in the External Code field.
6	Click the Save icon.
7	Click the Exit icon.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Role-Based Access Rule Control Form (SOAFAPC).
2	Enter <i>TRANSCRIPT</i> in the Process field.
3	Enter the term in the Term field.
4	Enter A (for advisor) in the Role field.
5	Enter an advisor type in the Attribute/Type field.



Section B: Set Up

Lesson: Viewing Transcripts and Grades in the Electronic Gradebook (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	Click the Active checkbox.
7	Click the Include radio button.
8	Click the Save icon.
9	Click the Rollback icon.
10	Enter <i>DISPLAYGRADES</i> in the Process field .
11	Enter the term in the Term field.
12	Enter A (for advisor) in the Role field .
13	Enter an advisor type in the Attribute/Type field.

Note: This procedure does not allow for data entry in Attr/Type field. It works if this field is left blank.

14	Click the Active checkbox.
15	Click the Include radio button.
16	Click the Save icon.
17	Click the Exit icon.



Section B: Set Up

Lesson: Viewing Transcripts and Grades in the Electronic Gradebook (Continued)

◀ Jump to TOC

Procedure

Follow these steps to allow all advisors to see transcripts and marks (alternate approach).

Note: If you follow these steps, then all persons identified on the Faculty Information Form (SIAINST) as an "advisor" will be able to see transcripts and marks that are entered in the Electronic Gradebook for their advisees.

Step	Action
1	Access the Crosswalk Validation Form (GTVSDAX).
2	Click the Enter Query icon.
3	Enter <i>ADVRTYPE</i> in the Code field.
4	Click the Execute Query icon.
5	Enter <i>N</i> in the External Code field.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors

◀ Jump to TOC

Introduction

The Program Definition Rules Form (SMAPRLE), the Crosswalk Validation Form (GTVSDAX), the Term Control Form (SOATERM), the WebCAPP Rules Form (SMAWCRL), and the Program Definition Rules Form (SMAPRLR) are used to set up degree compliance processing for faculty and advisors.

Banner form

Program Definition Rules Form (SMAPRLE)

Procedure

Follow these steps to web-enable programs.

Step	Action
1	Access the Program Definition Rules Form (SMAPRLE).
2	Click the Enter Query icon.
3	Enter a program name in the Program field.
4	Click the Execute Query icon.
5	Select the Web checkbox.



Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	Click the Save icon.

Note: Repeat the steps for each program for which you want to be able to generate degree evaluations using WebCAPP.

7	Click the Exit icon.
---	-----------------------------



Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Fields

Use the information in the table to complete the procedure that follows.

Field or Checkbox	Value
Evaluation Term	Leave blank
Course Usage Order	Enter the code for the order in which you want courses or course attributes to be processed. You have three choices: C = Chronological Term Order T = Descending Term G = Descending Grade (default)
Minimum Numeric Grade Value	Enter the lowest numeric grade value allowed for courses or course attributes brought in for consideration for compliance. You can use this field, for example, to restrict withdrawals or courses taken for audit from being considered for compliance.
Apply Degree Courses Only,	Select these check boxes as appropriate for your institution.
Update Applied Courses	Refer to <i>Using Curriculum, Advising, and Program Planning with SCT Banner Student</i> for details on how these check boxes work.
Use In-Progress Courses	Select this check box only if you want to include in-progress courses (non-graded courses in registration) in a degree evaluation. If you do select this check box, then you also have to enter values in both the Minimum In-Progress Term and Minimum In-Progress Term fields.



Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Field, continued

Field or Checkbox	Value
Create Unused Area Records	If you want SCT Banner to create output records for unused areas when a degree evaluation is run, select this check box.
Create Unused Course/Attributes	Select this check box if you want SCT to create output records for unused courses or course attributes when a degree evaluation is run.
Create Rejection Records	Select this check box if you want SCT Banner to create output records for rejected courses or course attributes when a degree evaluation is run.
Create Course Select Report	Select this check box if you want SCT Banner to create the Compliance Course/Attribute Selection Report (SMRCMPL) when a degree evaluation is run.
Advisor/Class Term	Typically, this feature is used in testing, but because it is a long report, you might consider turning it off after testing. Enter the term code for the system to use when selecting the student classification and advisor information for hardcopy output.
Minimum In-Progress Term	Enter the earliest term from which in-progress courses will be selected for a degree evaluation. The term entered must be the same as or earlier than the maximum in-progress term.
Maximum In-Progress Term	Enter the latest term from which in-progress courses will be selected for consideration for a degree evaluation.
Minimum Cut-Off Term	Enter the earliest term from which any courses will be selected for consideration for a degree evaluation. The term entered must be the same as or earlier than the maximum cut-off term.



Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ [Jump to TOC](#)

Field, continued

Field or Checkbox

Maximum Cut-Off Term

Value

Enter the latest term from which any courses will be selected for consideration for a degree evaluation.

The term entered must be the same as or later than the maximum cut-off term.



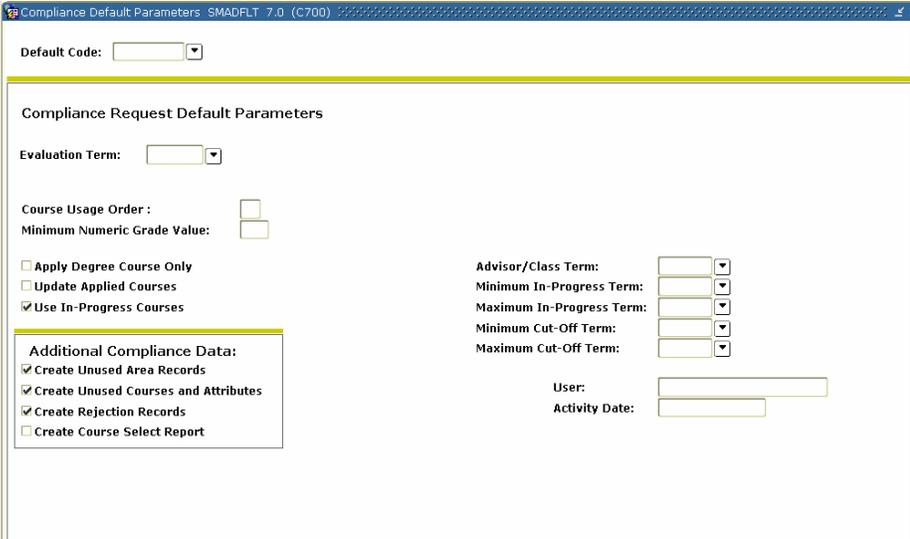
Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the procedure.

Step	Action
1	<p>Access the CAPP Compliance Default Parameter Form (SMADFLT).</p> 
2	<p>Enter <i>WEB</i> in the Default Code field.</p> <p><u>Note:</u> This value is defined on the Compliance Default Codes Validation Form (STVDFLT) and is required by the system.</p>
3	<p>Perform a Next Block function.</p>
4	<p>Enter values in the fields, using the table on the previous pages.</p>
5	<p>Click the Save icon.</p>
6	<p>Click the Exit icon.</p>

Verifying fields

Go to the Crosswalk Validation Form (GTVSDAX) to verify that the following fields are entered as desired. Complete the fields if necessary.



Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ [Jump to TOC](#)

Verifying fields

The internal code of WEBCURR uses this hierarchy to determine where and in what order to retrieve the current curriculum record.

- 1 = DEG: Degree record on the Degree and Other Formal Awards Form (SHADEGR)
- 2 = GST: General student record on the General Student Form (SGASTDN)
- 3 = ADM: Applicant record on the Admissions Application Form (SAAADMS)
- 4 = REC: Recruiting record on the Recruiting Prospect Information Form (SRARECR)

The sequence number (1, 2, 3, or 4) associated with the external code determines the order in which records will be displayed on the Current Curriculum page (the first page of the Degree Evaluation option).

For example, if DEG is specified for sequence 1, the Degree record will be displayed first. If DEG is sequence 1 and the student does not have a Degree record, the system looks for the record type specified for sequence 2; if that record does not exist for sequence 2, it goes on to the next sequence number, and so on. If no record is found, the “No Curriculum Record Found” message will be displayed.

Each of the four **Sequence** fields must have a value. To have only one record be used (for example, the Degree record) enter the associated external code for that record for all four sequence numbers or enter an unknown value, such as xxx in the other three. If the record(s) in the hierarchy do not exist, the “No Curriculum Record Found” message is displayed.



Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Verifying fields

Use the information in the tables to review and enter values, if needed, in the fields on GTVSDAX.

Field	Value
Code	WEBCURR
Sequence	2
Group	WEBCAPP
External Code	GST
Description	WebCAPP Curriculum Source
System Requirements	Selected

Field	Value
Code	WEBCURR
Sequence	3
Group	WEBCAPP
External Code	ADM
Description	WebCAPP Curriculum Source
System Requirements	Selected

Field	Value
Code	WEBCURR
Sequencep	4
Group	WEBCAPP
External Code	REC
Description	WebCAPP Curriculum Source
System Requirements	Selected



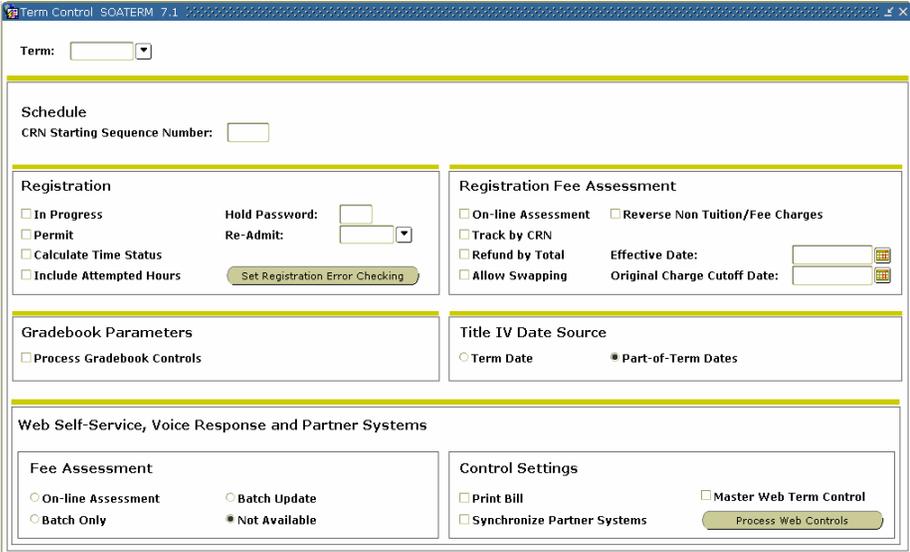
Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the procedure.

Step	Action
1	<p>Access to the Term Control Form (SOATERM).</p> 
2	Enter the term in the Term field.
3	Perform a Next Block function.
4	Click the Process Web Controls checkbox or select <u>Web Processing Controls</u> from the Options menu.

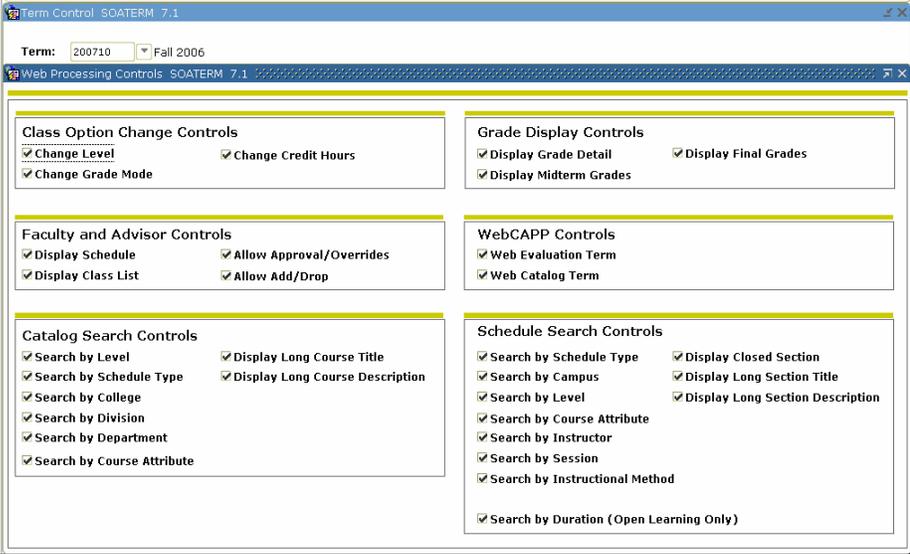


Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
5	<p>Click the Web Evaluation Term and Web Catalog Term checkboxes to allow this term to be used as the evaluation term for the degree evaluation and the catalog term.</p> 
6	Click the Save icon.
7	Click the Exit icon.



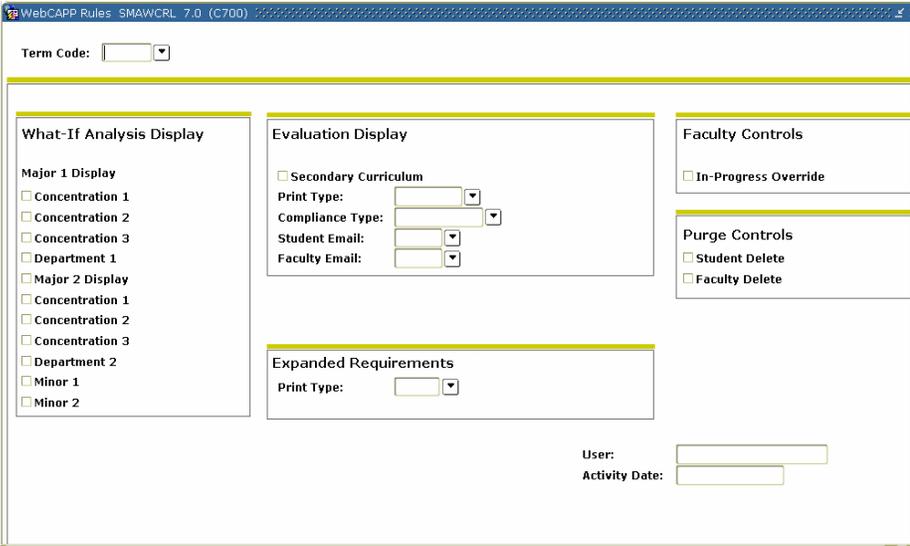
Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the procedure.

Step	Action
1	<p>Access to the WebCAPP Rules Form (SMAWCRL).</p> 
2	Enter the term in the Term field.
3	Perform a Next Block function.
4	<p>Select the options that your institution is using in CAPP for degree evaluations (Concentration 1 – 3 for Major 1, Major 2, Concentration 1 – 3 for Major 2, Minor 1, and/or Minor 2) for performing a “What-If Analysis”.</p> <p><u>Note:</u> This will enable them for selection by the faculty or advisor when running a “What-If Analysis” for a student.</p>
5	Click the Secondary Curriculum checkbox if your institution uses secondary curriculum on the General Student Form (SGASTDN) and want degree evaluations to be able to be generated for them.
6	<p>Select a value in the Print Type or Compliance Type field.</p> <p><u>Note:</u> If your institution has created text for compliances, they have a choice of selecting Print Type or Compliance Type. Print Type only allows one print code to be defined (STVPRNT), whereas the Compliance Type (STVCPRT) you select may have multiple print types assigned to it (SMACPRT).</p>



Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	Enter an e-mail type in Student Email and/or Faculty Email field if your institution stores e-mail addresses for students or for faculty/advisors. <u>Note:</u> This will allow students to e-mail their advisor or advisors to e-mail their students, if an active e-mail address exists on the Email Address Form (GOAEMAL) for the person being e-mailed.
8	Select a value in the Print Type field if your institution uses SCT Banner to create an electronic educational plan for students to display Expanded Requirements on the degree evaluation.
9	Select In-Progress Override under Faculty Control if you want faculty or advisors to be able to override your choice of whether in-progress courses should satisfy requirements. <u>Note:</u> This choice defaults from SMADFLT.
10	Select the Student Delete and Faculty Delete checkboxes to allow faculty, advisors, and students to delete the degree evaluations that they have generated themselves.
11	Click the Save icon.
12	Click the Exit icon.



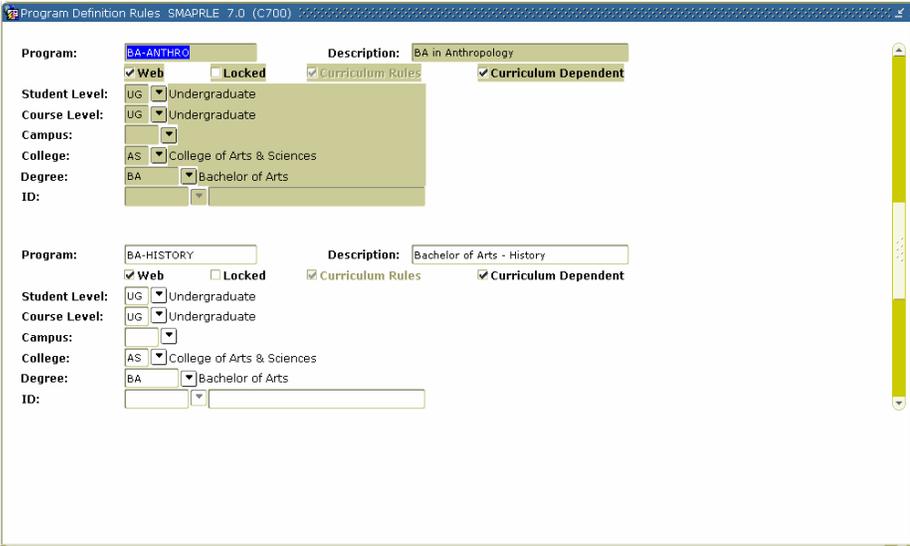
Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Procedure

Follow these steps to web-enable programs.

Step	Action
1	<p>Access the Program Definition Rules Form (SMAPRLE).</p> 
2	Perform an Insert Record function.
3	Enter <i>PREREQ</i> in the Program field.
4	Enter <i>Prerequisite Checking</i> in the Description field.
5	Uncheck the Web checkbox.
6	Enter <i>00</i> in the Student Level field.
7	Enter <i>00</i> in the Course Level field.
8	Enter <i>00</i> in the College field.
9	Enter <i>000000</i> in the Degree field.
10	Click the Save icon.
11	Click the Exit icon.



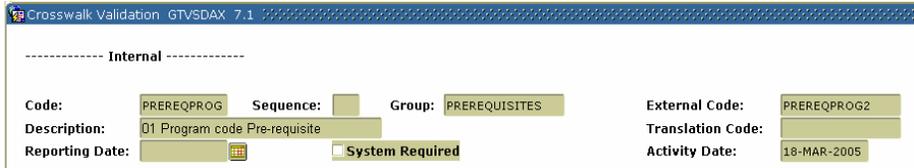
Section B: Set Up

Lesson: Setting Up Degree Compliance Processing for Faculty and Advisors (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Crosswalk Validation Form (GTVSDAX). 
2	Click the Insert Record icon.
3	Enter <i>PREREQPROG</i> in the Code field.
4	Enter <i>PREREQUISITES</i> in the Group field.
5	Enter <i>PREREQ</i> in the External Code field. Note: This is the code you created on SMAPRLE.
6	Enter <i>Prerequisite/WebCAPP</i> in the Description field.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Using the Section Syllabus Form

◀ Jump to TOC

Introduction

The Section Syllabus Form (SSASYLB) is used to house descriptions of learning objectives, required materials, and technical requirements, to be used in the production of the section syllabus. This information is displayed on the Web to aid students in selecting and registering for course sections. The syllabus information may be copied to the section level at the user's request.

Banner form

Section Syllabus SSASYLB 7.0 (C700)

Term: 200402 CRN: 20002 Subject: CHEM Course: 1131 Course Title:

Section Long Title

Copy from Course:

URL: Activity Date:

Learning Objectives

Schedule Type: Instructional Method: Copy from Course:

Activity Date:



Section B: Set Up

Lesson: Using the Section Syllabus Form (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Note: The information entered here should help the student make an informed decision about which section to select. A long section title, learning objectives, required materials, and technical requirements are optional. These can be copied from the Catalog module, and modified if you choose.

Step	Action
1	Access the Section Syllabus Form (SSASYLB).
2	Enter the effective term in the Term field.
3	Enter the CRN in the Course Ref. Number field, and tab to populate the Subject , Course , and Course Title fields. <u>Note:</u> If you select a CRN from SSASECQ, the subject, course, and course title are populated.
4	Perform a Next Block function to access the Section Long Title block.
5	Enter the long section title or copy the title from the Catalog module with revision capabilities. <u>Note:</u> The Comments button opens an SCT Banner Editor window so you can enter, search on, or display text. The Copy From Course button is used to copy long course title information that has been established for the course for the effective term.
6	Enter the URL for the section in the URL field.
7	Perform a Next Block function to access the Learning Objectives block.
8	Enter the learning objectives information. <u>Note:</u> The Comments button opens an SCT Banner Editor window so you can enter, search on, or display text. The Copy From Course button is used to copy learning objectives information for the course for the effective term.



Section B: Set Up

Lesson: Using the Section Syllabus Form (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
9	<p>Perform a Next Block function or select <u>Required Materials</u> from the Options menu to access the Required Materials window.</p> <p><u>Note:</u> The Comments button opens an SCT Banner Editor window so you can enter, search on, or display text. The Copy From Course button is used to copy required materials information for the course for the effective term.</p>
10	<p>Perform a Next Block function or select <u>Technical Requirements</u> from the Options menu to access the Technical Requirements window.</p> <p><u>Note:</u> The Comments button opens an SCT Banner Editor window so you can enter, search on, or display text. The Copy From Course button is used to copy technical requirements information for the course for the effective term.</p>
11	Click the Save icon.
12	Click the Exit icon.



Section B: Set Up

Lesson: Self Check

◀ [Jump to TOC](#)

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Which form is used to give a general person a faculty or advisor record?

Question 2

Which form is used to create the hierarchy for record types used for CAPP compliance?

Question 3

Which form is used to allow faculty to register students?



Section B: Set Up

Lesson: Answer Key for Self Check

◀ [Jump to TOC](#)

Question 1

Which form is used to give a general person a faculty or advisor record?

Faculty/Advisor Information Form (SIAINST)

Question 2

Which form is used to create the hierarchy for record types used for CAPP compliance?

Crosswalk Validation Form (GTVSDAX)

Question 3

Which form is used to allow faculty to register students?

Term Control Form (SOATERM)



Section C: Day-to-Day Operations

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to explain the regular processes and detail the procedures to use Faculty Self-Service.

Intended audience

Faculty and Advisors; staff who will be using Faculty Self Service.

Objectives

At the end of this section, you will be able to

- log in to Faculty Self-Service either as a faculty member or as an advisor
- view class lists, wait lists, and faculty schedules
- enter mid-term and final grades
- enter Electronic Gradebook component scores
- change class options
- use the Faculty Self-Service WebCAPP feature
- view a student's personal information, including street and e-mail addresses.

Prerequisites

To complete this workbook, you should have completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7.x Fundamentals,” or have equivalent experience navigating in the SCT Banner system. Additionally, you must be able to

- create an SCT Banner ID for a faculty member or advisor on the Identification Form (SPAIDEN)
- create an active faculty record on the Faculty Information Form (SIAINST)
- describe how SCT Banner Student is used to assign faculty members to a section of a course for a specific term
- explain how the SCT Banner Student registration feature functions
- describe how SCT Banner Student handles grade scales and grade modes.

You will need administrative rights to create the rules and set the validation codes in SCT Banner.



Section C: Day-to-Day Operations

Lesson: Overview (Continued)

◀ [Jump to TOC](#)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

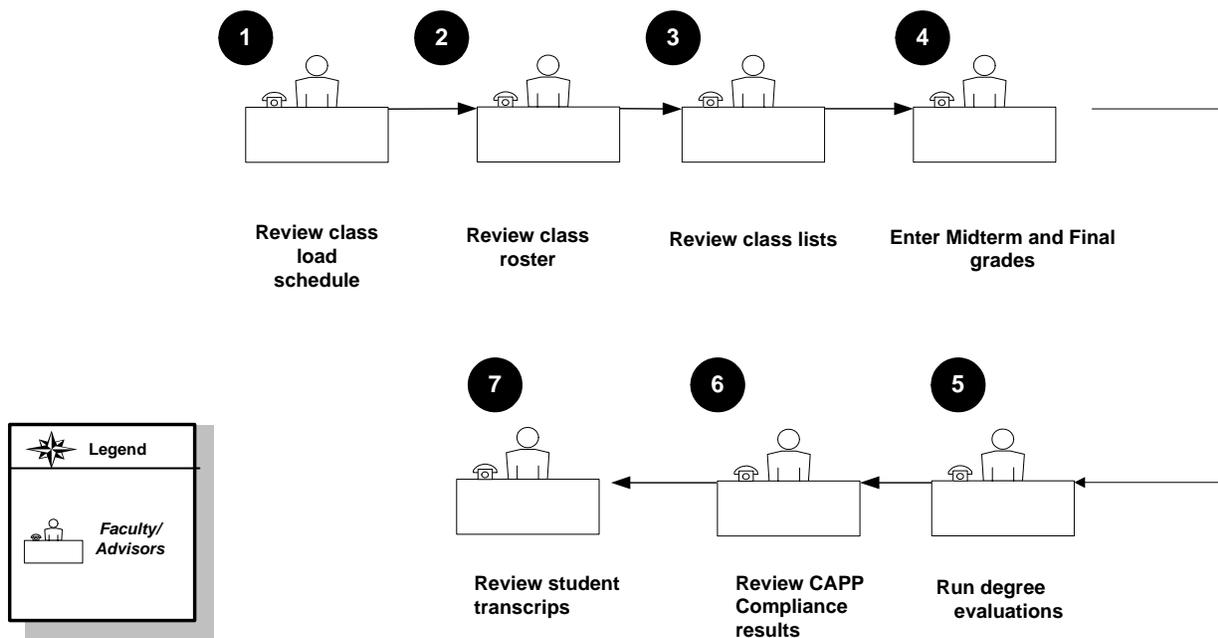
◀ Jump to TOC

About the process

This course is intended to teach the participant about the Self-Service processes that are designed to assist faculty and advisors with such activities as student course registration, grading, generation of degree evaluations, and the review of student transcripts.

Flow diagram

This is a high-level flow diagram that represents a day-to-day perspective of the Faculty & Advisors process.



What happens

The stages of the process are described in this table.

Stage	Description
Faculty & Advisors	
1	Review class load schedule
2	Review class roster
3	Review class lists
4	Enter Midterm and Final grades
5	Run degree evaluations
6	Review CAPP Compliance results

7	Review student transcripts.
---	-----------------------------



Section C: Day-to-Day Operations

Lesson: Working with Faculty Schedules, Class Lists, and Wait Lists

◀ Jump to TOC

Faculty schedule: detail and day time views

Faculty members can see information about all classes assigned to them in a term, including enrollment and location, on the *Faculty Detail Schedule* page on the SCT Banner Self Service web application. Faculty members can see a weekly calendar view of all classes assigned to them for a term on the *Faculty Schedule by Day and Time* page.

To see detailed information about a class, faculty can click the link that appears on the class name. This opens the Faculty Detail Schedule page, but this time, information about that one class only is displayed.

Faculty can also see their schedules for parts of a term if they are a teaching a class that is held for only part of the term.

For a class to appear on these pages, the **Display Schedule** checkbox in the Web Processing Controls window of SOATERM must be selected.

Class list: summary and detail views

Faculty can see a class list for each of their assigned classes in a term. For class lists to appear on these pages, the **Display Class List** checkbox in the Web Processing Controls window of SOATERM must be selected.

The *Summary Class List* page shows a list of students enrolled in this class. Wait-listed students are not included. This page displays details about the students registered in the section, such as name, ID, level, credit hours, and grades. The **Reg Status** field displays the registration status code; if you need to know what the code represents, you can view the Detail Class List, where the registration status code description is displayed. Each student's name is a link that allows you to view that student's address and phone number details.

The *Detail Class List* page displays all the details about the students who are included on the Summary Class List page, plus the student's program, college, department, degree, major, class, and registration status date.



Section C: Day-to-Day Operations

Lesson: Working with Faculty Schedules, Class Lists, and Wait Lists (Continued)

◀ Jump to TOC

Wait list: summary and detail views

Faculty can see a wait list for each of their assigned classes in a term. For wait lists to appear on these pages, the **Wait List** checkbox in the Base Part of Term block of SOATERM must be selected for each part of term.

The *Summary Wait List* page displays details about the students, such as name, level, ID, credits. It also shows information about actual enrollment and the wait list. The **Reg Status** field displays the registration status code; if you need to know what the code represents, you can view the Detail Wait List, where the registration status code description is displayed.

Each student's name is a link that will allow you to view that student's address and phone number details.

The *Detail Wait List* page displays all details about the students that are included on the Summary Faculty Wait List page, plus the student's program, college, degree, major, class, and department. Just like the Summary Wait List, each student's name is a link that will allow you to view that student's address and phone number details.



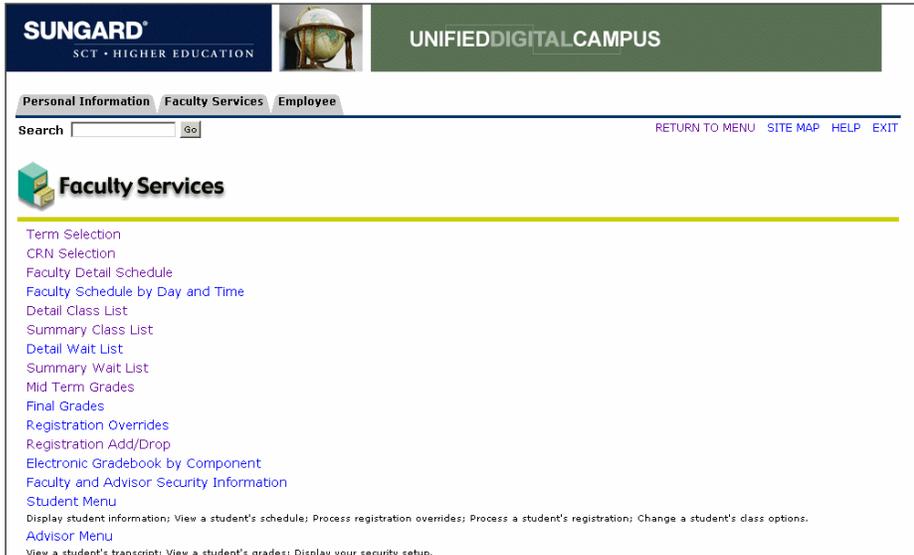
Section C: Day-to-Day Operations

Lesson: Working with Faculty Schedules, Class Lists, and Wait Lists (Continued)

◀ Jump to TOC

Procedure

Follow this process to view schedule, class list, and wait list pages.

Step	Action
1	Open your Web browser and go to the SCT Banner homepage. Your instructor will provide you with the correct URL.
2	Click the Enter Secure Area link.
3	Enter your new faculty member's SCT Banner ID in the User ID field and the PIN in the PIN field. (Depending on institution settings, these fields may be case-sensitive.) Click the Login button. <u>Note:</u> The first time you enter the secure area of SCT Banner Self-Service, your PIN will expire and prompt you to enter a new PIN. This protects the user's security. Enter your old PIN and a new PIN in the spaces provided and click the Login button.
4	Click the <u>Faculty Services</u> tab.  <p>The screenshot shows the SUNGARD SCT - HIGHER EDUCATION website. At the top, there is a navigation bar with 'SUNGARD' and 'SCT - HIGHER EDUCATION' on the left, a globe icon in the center, and 'UNIFIEDDIGITALCAMPUS' on the right. Below this is a secondary navigation bar with tabs for 'Personal Information', 'Faculty Services', and 'Employee'. The 'Faculty Services' tab is selected. Below the navigation bar is a search box with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Faculty Services' and contains a list of links: Term Selection, CRN Selection, Faculty Detail Schedule, Faculty Schedule by Day and Time, Detail Class List, Summary Class List, Detail Wait List, Summary Wait List, Mid Term Grades, Final Grades, Registration Overrides, Registration Add/Drop, Electronic Gradebook by Component, Faculty and Advisor Security Information, Student Menu, and Advisor Menu. A small note at the bottom of the list reads: 'Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.'</p>

5	<p>Using the term, faculty member, PIN, and CRN you used in previous topics, look at these pages in Faculty Self-Service:</p> <ul style="list-style-type: none">• Faculty Detail Schedule• Faculty Schedule by Day and Time• Detail Class List• Summary Class List• Detail Wait List• Summary Wait List
---	--



Section C: Day-to-Day Operations

Lesson: Working with Mid-term and Final Grades

◀ Jump to TOC

Mid-term and final grades

Faculty can enter mid-term and final grades in Faculty Self-Service.

To enter mid-term grades, use the Mid-Term Grade page.

To enter final grades, use the Final Grade page.

The process to enter grades is the same on both pages.

By default, only the “primary” instructor for a class may enter grades. The primary instructor for a class is identified on the Schedule Form (SSASECT). You can change this on the Crosswalk Validation Form (GTVSDAX).

When the instructor selects a term and CRN, a listing of the students in the class is displayed along with the registration status of each student.

If the student has already received a grade for the course through automatic grading, that grade is displayed and cannot be changed, if they are set to not be entered manually. Values for automatic grades are entered on the Course Registration Status Code Validation Form (STVRSTS).

Grades entered in Faculty Self-Service are not automatically rolled to academic history. The standard SCT Banner roll process still controls which grades are rolled to academic history. To review grades entered by faculty, faculty and advisors can use the Class Attendance Roster Form (SFAALST) or the Class Roster Form (SFASLST) in SCT Banner.

Time limits

Your institution will establish a time limit for using the **Mid-term** and **Final Grade** pages. If you reach this time limit without clicking the **Submit** button, your changes will not be saved. To avoid this, you should click the **Submit** button often. If you have not saved by the time the time limit is reached, you will be automatically logged out of Faculty Self-Service and all changes since your last save will be lost.

The time limit is entered in Web Tailor. It is the same time limit that, if passed without any activity, will cause a user to be automatically logged out of all SCT Banner Self-service applications.



Section C: Day-to-Day Operations

Lesson: Working with Mid-term and Final Grades (Continued)

◀ Jump to TOC

When can a faculty member enter grades?

Faculty members can enter grades using Faculty Self-Service as soon as the **Mid Term Grades** and the **Final Grades** checkboxes on the Term Control Form (SOATERM) are selected. Both of these checkboxes are in the Base Part of Term block.

In practice, you will not want to select these checkboxes until your institution is ready for the grades to be entered.

Faculty can continue entering (and changing) final grades until grades have been rolled to academic history or SOATERM's **Final Grades** checkbox has been cleared. Mid-term grades are never rolled to Academic History; faculty can continue entering mid-term grades until SOATERM's **Mid Term Grades** checkbox is cleared.

If you need to change a grade after the grades are rolled, you must notify the appropriate staff.

Relationship to the electronic gradebook

Your institution may be using the Electronic Gradebook feature. We will cover this feature more thoroughly later on. For the moment, though, it is helpful for you to understand a few facts about the relationship between entering grades in Faculty Self-Service and using the Electronic Gradebook to enter grades.

If components have been created for entry in the Electronic Gradebook, the results of the Gradebook scores will override any manually entered grades.

Final grades posted to the SFRSTCR record in the final grade field will now create registration audit trail records that can be viewed on the Student Course Registration Audit Form (SFASTCA). Database triggers will write the audit trail records on the table SFRSTCR, so final grades posted or changed in SFRSTCR will be reflected in audit trail records. Audit trail records for grades will include the message 'Grade update to x', where 'x' is the entered final grade value. This message will be issued whether the change is to enter the first final grade, or whether a final grade already existing in SFRSTCR is changed to another value. This change applies to final grades entered or changed using the Final Grade page or to final grades calculated and posted as a result of Electronic Gradebook processing. Grade changes in Academic History will not be reflected in the Registration Audit Trail, but are audited in the academic history grade table.



Section C: Day-to-Day Operations

Lesson: Working with Mid-term and Final Grades (Continued)

◀ Jump to TOC

Mid-term grades

Follow these steps to enter mid-term grades.

Step	Action
1	<p>In Faculty Self-Service, access the Mid-Term Grade page by clicking on the <u>Mid Term Grades</u> link in the Faculty Services Menu.</p> <p>Note: You will be asked to select a term and CRN.</p>
2	<p>Pick a student for whom you want to enter a grade. For this student, select a grade from the Grade pulldown list. Only grades that have been web-enabled will appear in the Grade list.</p>
3	<p>Click the Submit button.</p> <p>Note: You can also track the last date that a student attended a class as well as how many hours, in total, the student has attended.</p>
4	<p>Enter today's date in the Last Attend Date field.</p>
5	<p>Enter 22 in the Attend Hours field.</p>
6	<p>Click the Submit button.</p>



Section C: Day-to-Day Operations

Lesson: Working with Mid-term and Final Grades (Continued)

◀ Jump to TOC

Final grades

Follow these steps to enter final grades.

Step	Action																														
1	<p>Access the Final Grade page by clicking on the <u>Final Grades</u> link in the Faculty Services Menu.</p> <p>Final Grades</p> <table border="1"> <thead> <tr> <th>Record Number</th> <th>Student Name</th> <th>ID</th> <th>Credits</th> <th>Registration Status</th> <th>Grade</th> <th>Rolled</th> <th>Last Attend Date MM/DD/YYYY</th> <th>Attend Hours 0-999.99</th> <th>Registration Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Neutron, James I.</td> <td>@00010024</td> <td>3.000</td> <td>**Registered** Mar 14, 2005</td> <td>A</td> <td>N</td> <td>03/15/2005</td> <td>37</td> <td>2</td> </tr> <tr> <td>2</td> <td>Student, Michael W.</td> <td>@00010297</td> <td>3.000</td> <td>**Registered** Mar 14, 2005</td> <td>B</td> <td>N</td> <td>03/15/2005</td> <td>37</td> <td>1</td> </tr> </tbody> </table>	Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	1	Neutron, James I.	@00010024	3.000	**Registered** Mar 14, 2005	A	N	03/15/2005	37	2	2	Student, Michael W.	@00010297	3.000	**Registered** Mar 14, 2005	B	N	03/15/2005	37	1
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number																						
1	Neutron, James I.	@00010024	3.000	**Registered** Mar 14, 2005	A	N	03/15/2005	37	2																						
2	Student, Michael W.	@00010297	3.000	**Registered** Mar 14, 2005	B	N	03/15/2005	37	1																						
2	<p>Select a final grade for a student from the Grade drop-down list.</p> <p><u>Note</u>: Only grades that have been web-enabled will appear in the Grade list. Enter a grade for the same student for which you entered a mid-term grade.</p>																														
3	Click the Submit button.																														
4	Enter today's date in the Last Attend Date field.																														
5	Enter 37 in the Attend Hours field.																														
6	Click the Submit button.																														



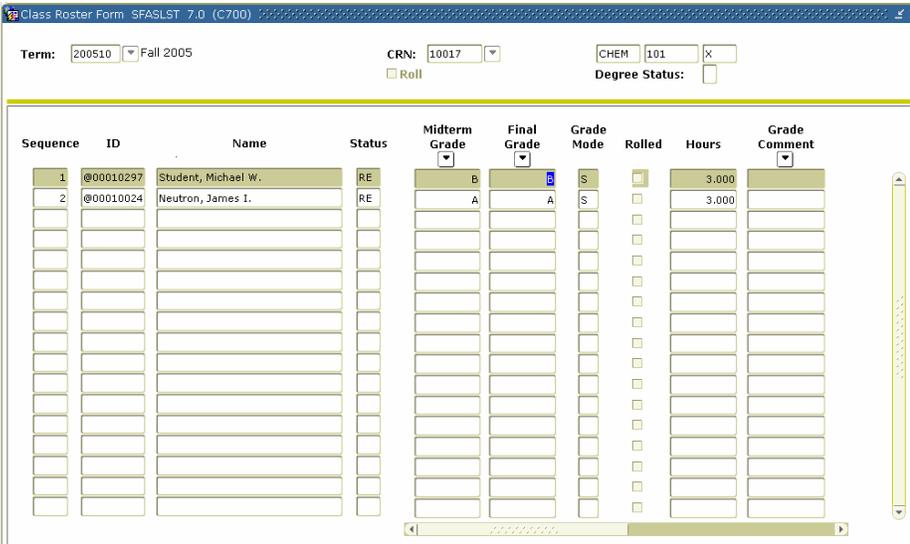
Section C: Day-to-Day Operations

Lesson: Working with Mid-term and Final Grades (Continued)

◀ Jump to TOC

Reviewing grades

Follow these steps to review mid-term and final grades in SCT Banner.

Step	Action
1	<p>Access the Class Roster Form (SFASLST) in SCT Banner Student.</p> 
2	Enter the term in the Term field.
3	Enter the course reference number in the CRN field.
4	Perform a Next Block function.
5	Find the student for whom you entered mid-term and final grades, then look at the values in the Midterm Grade and Final Grade fields.
6	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Allowing Registration Overrides and Add/Drop

◀ [Jump to TOC](#)

Registration overrides

Registration overrides allow faculty members to override registration restrictions for a student. A typical example of an override is to allow a primary instructor to enroll a student in a class that is full.

You create override codes on the Registration Permit-Override Code Validation Form (STVROVR) and then define them on the Registration Permit-Overrides Control Form (SFAROVR). In order to use an override code in a specific class for a term in Faculty Self-Service, you need to select the **Allow Approval & Overrides** checkbox in the Web Processing Controls window of the Term Control Form (SOATERM). The Allow Approvals & Overrides on SOATERM creates an opportunity for a faculty to override restrictions set on the “Set Registration Error Checking” block of SOATERM. The concept of using the Registration Permit-Overrides Control Form is to create an override in advance for a particular student or students before they register on the self-service product, so the override will be in place and the restriction will not stop the student when attempting to register.

Overriding registration restrictions

There are two ways to override registration restrictions, when registering from the self-service application.

Create override codes on the Registration Permit-Override Code Validation Form (STVROVR) and then define them on the Registration Permit-Overrides Control Form (SFAROVR). After defining the override, you can assign it to a student for a CRN on Student Registration Permit-Override Form (SFASRPO).

Check the **Allow Approval & Overrides** checkbox in the Web Processing Controls window of the Term Control Form (SOATERM). This will allow faculty and advisors to override registration restrictions for their classes only using Faculty Self Service.



Section C: Day-to-Day Operations

Lesson: Allowing Registration Overrides and Add/Drop (Continued)

◀ [Jump to TOC](#)

Overrides on SFAROVR

The list below shows the kind of overrides that you can define on SFAROVR.

- Capacity (course is full)
- Duplicate courses
- Course links not met
- Co requisite requirement not met
- Prerequisite requirement not met
- Time conflicts
- Special approvals
- Major restriction
- College restriction
- Level restriction
- Classification restriction
- Campus restriction
- Degree restriction
- Program restriction

Registration add/drop

Faculty members can add or drop classes for any student.

If a student is registered in at least one of the faculty member's classes or is an advisee of the faculty member, then the faculty member does not need to enter the SCT Banner ID.

In these situations, the faculty or advisor can perform a name search on the ID Selection page. The student's PIN *does* need to be entered; for security reasons, SCT suggests that you always have the student enter the PIN. Advisors are assigned to students on the Multiple Advisors Form (SGAADVR).

If the student is not enrolled in any classes assigned to that faculty member nor is a current advisee of that faculty member, then both the student's SCT Banner ID and PIN need to be entered.

You may recall that in the Part-of-Term and Web Registration Controls block of SOATERM you need to enter start and end dates for Web Registration. These dates apply only to students who register for classes in Student Self-Service; they do not apply to faculty and advisors who register students in Faculty Self-Service.

As with registration that occurs in SCT Banner, you also need to associate registration status codes with your term on the Course Registration Status Form (SFARSTS).



Section C: Day-to-Day Operations

Lesson: Allowing Registration Overrides and Add/Drop (Continued)

◀ Jump to TOC

Screen image

[Personal Information](#) | [Faculty Services](#) | [Employee](#)

Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

ID Selection
 @00010012 Shawn M. Dinnocenti
 Fall 2005
 Mar 15, 2005 09:09 am

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type:
 Students
 Advisees
 Both

Procedure

Follow these steps to add two classes for a student.

Step	Action
1	Click the <u>Registration Add/Drop</u> link from the Faculty Services menu of Faculty Self-Service. <u>Note:</u> You may be prompted to select a term.
2	Enter the students ID in the Student or Advisee ID field.
3	Click the Submit button.
4	Click the Submit button to confirm the student name.
5	Enter your student's PIN in the PIN field. <u>Note:</u> For this exercise, you can get the student's PIN by accessing the student's record on GOATPAD. For security reasons, SCT recommends that, in a real life situation, you always have the student enter his or her PIN. Faculty and Advisors should never have access to GOATPAD or GOATPAC.

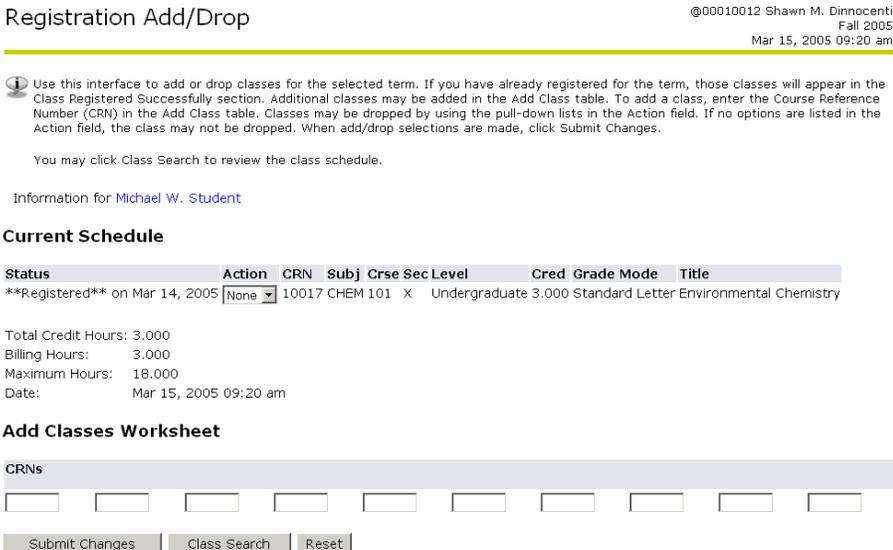


Section C: Day-to-Day Operations

Lesson: Allowing Registration Overrides and Add/Drop (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																			
6	<p>Click the Submit button.</p> <p><u>Result:</u> The Registration Add/Drop page opens.</p>  <p>Registration Add/Drop @00010012 Shawn M. Dinnocenti Fall 2005 Mar 15, 2005 09:20 am</p> <p>Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the pull-down lists in the Action field. If no options are listed in the Action field, the class may not be dropped. When add/drop selections are made, click Submit Changes.</p> <p>You may click Class Search to review the class schedule.</p> <p>Information for Michael W. Student</p> <p>Current Schedule</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Action</th> <th>CRN</th> <th>Subj</th> <th>Crse</th> <th>Sec Level</th> <th>Cred</th> <th>Grade Mode</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>**Registered**</td> <td>on Mar 14, 2005</td> <td>None</td> <td>10017</td> <td>CHEM</td> <td>101 X</td> <td>Undergraduate</td> <td>3.000</td> <td>Standard Letter</td> <td>Environmental Chemistry</td> </tr> </tbody> </table> <p>Total Credit Hours: 3.000 Billing Hours: 3.000 Maximum Hours: 18.000 Date: Mar 15, 2005 09:20 am</p> <p>Add Classes Worksheet</p> <p>CRNs</p> <p><input type="text"/> <input type="text"/></p> <p><input type="button" value="Submit Changes"/> <input type="button" value="Class Search"/> <input type="button" value="Reset"/></p>	Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title	**Registered**	on Mar 14, 2005	None	10017	CHEM	101 X	Undergraduate	3.000	Standard Letter	Environmental Chemistry
Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title												
Registered	on Mar 14, 2005	None	10017	CHEM	101 X	Undergraduate	3.000	Standard Letter	Environmental Chemistry											
7	<p>Enter the course reference number(s) of the course(s) you would like to add in the CRNs fields under the Add Classes Worksheet heading.</p>																			
8	<p>Click the Submit Changes button.</p> <p><u>Notes:</u> One CRN is now added to the student's schedule. You can now see it in the Current Schedule listing. This class appears as **Web Registered** in the Status column.</p> <p>If CRN has a time conflict with an existing class, you will see an error message for this class. In the Status column, you can see the reason for the error. To add this class, access the next procedure.</p>																			



Section C: Day-to-Day Operations

Lesson: Allowing Registration Overrides and Add/Drop (Continued)

◀ Jump to TOC

Procedure

Follow these steps to apply an override, then add a class for a student.

Step	Action
1	Click the Registration Overrides link at the bottom of the Registration Add/Drop page.
2	On the Registration Overrides page, select these values <ul style="list-style-type: none">• Override list: a time conflict override code• Course list: the course you were not able to add in the previous exercise. <p><u>Note:</u> A faculty member can only establish overrides for classes that he or she is assigned to as the primary instructor.</p>
3	Click the Submit button.
4	On the Faculty Registration Overrides Confirmation page, verify the override information that is displayed and then click the Commit Changes button.
5	Take a moment to look at the information displayed on this page.
6	Click the Registration Add/Drop link at the bottom of the page.
7	When you are prompted, enter the student's PIN again and click the Submit button. You are returned to the Registration Add/Drop page.
8	Enter the course reference number of the course for which you established an override in the CRNs fields under the Add Classes Worksheet heading enter the CRN.
9	Click the Submit Changes button. <p><u>Result:</u> The CRN is now added to the student's schedule. You can now see it in the Current Schedule listing.</p>



Section C: Day-to-Day Operations

Lesson: Using Electronic Gradebook by Component

◀ Jump to TOC

How the electronic gradebook works

By using the Electronic Gradebook, faculty members can create "gradable components" for a class. They can then assign these components individual weights and assign all components a grade scale. For example, a class may have these components and weights:

Gradable component	Weight
Mid-term exam	25
Research paper	30
Final exam	45

In Faculty Self-Service, faculty can enter marks for each component. The Electronic Gradebook then evaluates the marks against the grade scale that is assigned to the Gradebook and calculates the grade for each component. When all components have received a grade, the Gradebook calculates a final grade. The final grade uses a value that is entered on the Grade Code Maintenance Form (SHAGRDE).

Once a final grade is calculated, it is entered into the Class Roster Form (SFASLST) for the class and the student. When final grades are rolled to academic history, SCT Banner checks to make sure that the final grade mode corresponds with the grade mode specified for the course on the Basic Course Information Form (SCACRSE) or the class on the Schedule Form (SSASECT).

Even after final grades are rolled to academic history, faculty can still use the Electronic Gradebook to change component marks. In this case, the newly calculated final overall grade will be uploaded to the student's registration record (as seen on SFASLST).

Who can enter and see grades in the Electronic Gradebook?

By default, only the faculty member identified as the primary instructor for a class can enter grades in Faculty Self-Service using the Electronic Gradebook. The primary instructor for a class is identified in the Instructor window of the Schedule Form (SSASECT). All other instructors assigned to the class can review marks entered in the Electronic Gradebook, but they cannot enter or change marks.

You can change this setting so that all instructors assigned to a class can enter grades in the Electronic Gradebook. This is done on the Crosswalk Validation Form (GTVSDAX).



Section C: Day-to-Day Operations

Lesson: Using Electronic Gradebook by Component (Continued)

◀ Jump to TOC

Procedure

Follow these steps to enter grades using the Electronic Gradebook.

Step	Action
1	Click the Electronic Gradebook by Component link on the Faculty Services tab.
2	Select a term, if needed, in the Select a Term field.
3	Click the Submit button.
4	Select a course, if needed, in the CRN field.
5	Click the Submit button.
6	On the Electronic Gradebook by Component page, look at the information that is displayed. Notice how the information you entered on SHAGCOM appears here.

[Personal Information](#) | [Faculty Services](#) | [Employee](#)

Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Electronic Gradebook

 @00010012 Shawn M. Dinnocenti
 Fall 2005
 Mar 15, 2005 09:43 am

Select any of the highlighted grade components to enter student scores for the component. You may also select an individual student and enter scores for their components.

Course Attributes

Title: Environmental Chemistry
Course: CHEM 101 - X
CRN: 10017
Students Registered: 2

Components

Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores	Subcomponents
MID - Mid Term	25/100	50-100	Yes	M	2	None
PAPER - Research Paper	30/100	50-100	Yes	F	2	None
FINAL - Final Exam	45/100	50-100	Yes	F	2	None



Section C: Day-to-Day Operations

Lesson: Using Electronic Gradebook by Component (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																																																
7	<p>Click the blue link for the first component.</p> <p>Result: This Enter Marks page opens.</p> <p>Enter Marks @00010012 Shawn M. Dinnocenti Fall 2005 Mar 15, 2005 09:45 am</p> <hr/> <p><i>Course Attributes</i></p> <p>Title: Environmental Chemistry Course: CHEM 101 - X CRN: 10017</p> <p><i>Component</i></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Weight</th> <th>Grade Scale</th> <th>Must Pass</th> <th>Include in Midterm or Final</th> <th>Incomplete Scores</th> </tr> </thead> <tbody> <tr> <td>MID - Mid Term</td> <td>25/100</td> <td>50-100</td> <td>Yes</td> <td>Mid-Term</td> <td>2</td> </tr> </tbody> </table> <p><i>Grade Submission Cutoff Dates</i></p> <p>Midterm: Mar 31, 2005 Final: Jun 01, 2005</p> <p><i>Component Marks</i></p> <table border="1"> <thead> <tr> <th>Record Number</th> <th>Student ID</th> <th>Student Name</th> <th>Status</th> <th>Score</th> <th>Out of</th> <th>Percent</th> <th>Grade</th> <th>Due Date (MM/DD/YYYY)</th> <th>Submission Date (MM/DD/YYYY)</th> <th>Extension Date (MM/DD/YYYY)</th> <th>Marker</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>@00010024</td> <td>Neutron,James</td> <td>**Registered**</td> <td><input type="text" value="100"/></td> <td>100</td> <td></td> <td>A</td> <td>Mar 15, 2005</td> <td><input type="text" value="03/15/2005"/></td> <td><input type="text"/></td> <td>Dinnocenti</td> </tr> <tr> <td>2</td> <td>@00010297</td> <td>Student,Michael</td> <td>**Registered**</td> <td><input type="text" value="88"/></td> <td>100</td> <td></td> <td>B</td> <td>Mar 15, 2005</td> <td><input type="text" value="03/15/2005"/></td> <td><input type="text"/></td> <td>Dinnocenti</td> </tr> </tbody> </table>	Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores	MID - Mid Term	25/100	50-100	Yes	Mid-Term	2	Record Number	Student ID	Student Name	Status	Score	Out of	Percent	Grade	Due Date (MM/DD/YYYY)	Submission Date (MM/DD/YYYY)	Extension Date (MM/DD/YYYY)	Marker	1	@00010024	Neutron,James	**Registered**	<input type="text" value="100"/>	100		A	Mar 15, 2005	<input type="text" value="03/15/2005"/>	<input type="text"/>	Dinnocenti	2	@00010297	Student,Michael	**Registered**	<input type="text" value="88"/>	100		B	Mar 15, 2005	<input type="text" value="03/15/2005"/>	<input type="text"/>	Dinnocenti
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8	Enter any score you wish (but it must be numeric) in the Score field for each of the students who are enrolled in this class.																																																
9	Click the Submit button.																																																
	Note: The page is updated and will display the appropriate letter grades for the numeric values you just entered. (The letter grades come from the grade scale you created in a previous exercise.)																																																
10	Click the <u>Gradable Components</u> link at the bottom of the page.																																																
11	Repeat steps 7-9 for the second gradable component.																																																



Section C: Day-to-Day Operations

Lesson: Using Electronic Gradebook by Component (Continued)

◀ Jump to TOC

Procedure

Review the final grade in Faculty Self-Service and in SCT Banner. Now that you have entered grades for all the components, you will want to see the calculated final grade. Follow these steps to complete the process.

Step	Action
1	<p>Click the View Final Composite Grades link on the Electronic Gradebook by Component page in Faculty Self-Service.</p>
2	On the Electronic Gradebook (Final Composite Grades) page, you will see the final calculated grade for each student in this class. Notice the overall percentage and grade.
3	Access the Class Roster Form (SFASLST).
4	Enter the term in the Term field.
5	Enter the course reference number in the CRN field.
6	<p>Perform a Next Block function.</p> <p><u>Note:</u> You will see a message telling you that if you enter grades here, they will be overwritten by the Electronic Gradebook.</p>
7	Click the OK button.
8	You can now see each student enrolled in this class and their final grades.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Working with the Faculty and Advisor Security Information Page

◀ [Jump to TOC](#)

Faculty and Advisor Security Information page

Faculty members and advisors can use this page to review the authorization they have been assigned by their institution and to review the security setup for their institution's SCT Banner Self-Service applications.

The page shows user information, transcript and compliance access, CRN access, value-based security, faculty attributes, and advisor types.

User information

This section indicates which information you are authorized to access or to update and includes whether you are an active faculty member or advisor in the SCT Banner Student System.

Transcript and compliance access

This section indicates what access is available for transcripts and compliances, including:

- 'All faculty' may see information on all students
- 'All advisors' may see information on all students
- 'Advisor must enter student pin' to access student transcripts and compliances
- 'Advisor type control' – additional security controlling access based on advisor types
- 'Faculty member must enter student pin' to access student transcripts and compliances
- 'Faculty attribute control' – additional security controlling access based on faculty attributes.

CRN access

This section identifies the access you have with CRNs, including:

- Primary instructor control – May only the primary instructor enter grades?
- Faculty attribute control – May only faculty with certain attributes enter/view grades?
- Advisor type control – May only advisors with certain types enter/view grades?



Section C: Day-to-Day Operations

Lesson: Working with the Faculty and Advisor Security Information Page (Continued)

◀ [Jump to TOC](#)

Value-based security

This section identifies value-based security access privileges available to you, including

- process
- profile
- access group
- module privileges.

Faculty attributes

This section identifies which faculty attributes are attached to the faculty member and which privileges they control, including

- view transcript
- enter grades
- display grades
- run Compliance.

Advisor types

This section identifies which advisor types are attached to the advisor and which privileges they control, including

- view transcript
- enter grades
- display grades
- run compliance.



Section C: Day-to-Day Operations

Lesson: Working with the Faculty and Advisor Security Information Page (Continued)

◀ Jump to TOC

Screen image

[Personal Information](#) | [Faculty Services](#) | [Employee](#)

Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

@00010012 Shawn M. Dinnocenti
 Fall 2005
 Mar 15, 2005 10:18 am

User Information

Active Faculty Member: YES
 Active Advisor: YES
 Oracle Username: WWW_USER

Transcripts and Compliance Access

All Faculty: Active
 All Advisors: Active
 Advisor Must Enter Student PIN: Not Active
 Advisor Type Control: Not Active
 Faculty Must Enter Student PIN: Not Active
 Faculty Attribute Control: Not Active

CRN Access

Primary Instructor Control: Not Active
 Faculty Attribute Control: Not Active
 Advisor Type Control: Not Active

Faculty Attributes

	Transcript	Enter Grades	Display Grades	Compliance
Display Grades:	N/A	N/A	N/A	N/A
Enter Grades:	N/A	N/A	N/A	N/A
Undergraduate Courses Only:	N/A	N/A	N/A	N/A

Advisor Types

	Transcript	Enter Grades	Display Grades	Compliance
None				

Procedure

Follow these steps to complete the process.

Step	Action
1	Click the <u>Faculty and Advisor Security Information</u> link on the Faculty Services tab.
2	Scroll through the page to review the information.



Section C: Day-to-Day Operations

Lesson: Working with the Student Menu

◀ Jump to TOC

Faculty and advisors student menu

The Student Information Menu allows faculty members and advisors to view a variety of information about a selected student. Information displayed on these pages is based on a term.

Faculty and advisors can select, by name, any student who is enrolled in one of their classes or who is assigned to them as an advisee. They can see information about other students by entering that student's SCT Banner ID.

Faculty and advisors can see this information about students:

- Basic student information
- Addresses, phone numbers, and e-mail addresses
- Schedules.

Faculty can process registration overrides; advisors can view their list of advisees.

View student information

This option displays a variety of information including first term attended, whether currently registered, residency, citizenship, student type, status, admit term, catalog term, class, and curriculum details including program, level, college, degree, majors, minors, and concentrations.

Click the link on the student's name to see addresses, e-mail addresses, and telephone numbers.



Section C: Day-to-Day Operations

Lesson: Working with the Student Menu (Continued)

◀ Jump to TOC

Procedure

Follow these steps to view basic student information.

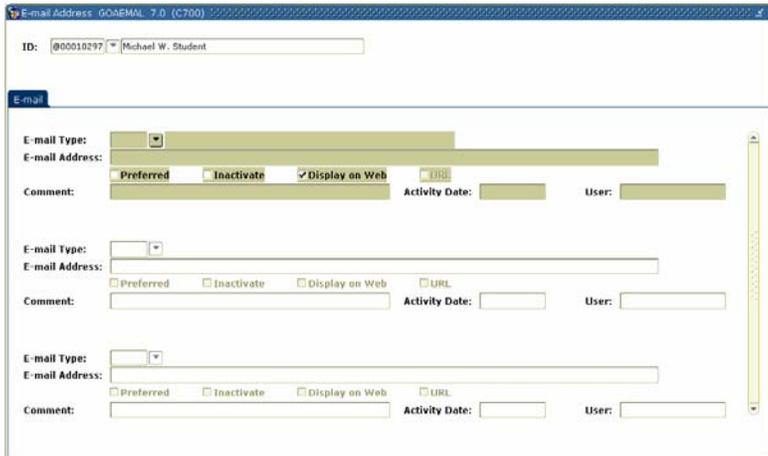
Step	Action
1	Click the <u>Student Information Menu</u> link on the Faculty Services tab.
2	Click the <u>View Student Information</u> link. <u>Note:</u> You may be prompted to select a term.
3	Look at the information that is displayed.

View student address and phones

On this page, faculty and advisors can see all Web-enabled address and phone numbers for the student.

Procedure

Follow these steps to verify that the student has e-mail address information.

Step	Action
1	Go to the E-mail Address Form (GOAEMAL). 
2	Enter your student's SCT Banner ID in the ID field.
3	Perform a Next Block function.
4	Click the Display on Web checkbox. <u>Note:</u> If it is not selected, the e-mail address will not appear in Faculty Self-Service or Student Self-Service even if it is assigned a type that is Web-enabled.



Section C: Day-to-Day Operations

Lesson: Working with the Student Menu (Continued)

◀ Jump to TOC

View student schedule

On the View Student schedule page, faculty and advisors can see the student's schedule for the selected term. Only Web-enabled classes are shown in the schedule.

Procedure

Follow these steps to verify that the student's schedule is in SCT Banner.

Step	Action
1	<p>Go to the Student Course Registration Form (SFAREGS).</p>
2	Enter your term and your student's SCT Banner ID in the Term and ID fields.
3	Perform a Next Block function.
4	Verify that the student is registered for classes in this term.
5	Look at the values in the Status field for each course.
6	Go to the Course Registration Status Code Validation Form (STVRSTS).
7	Find the status code(s) you saw on SFAREGS for the student's classes.
8	<p>Select or clear appropriate Print on Sched checkboxes.</p> <ul style="list-style-type: none"> • <i>Selected</i>: the class will appear in the Student Schedule page in Faculty Self-Service and Student Self-Service. • <i>Cleared</i>: the class will not appear in the Student Schedule page.
9	Click the Save icon.
10	Click the Exit icon.



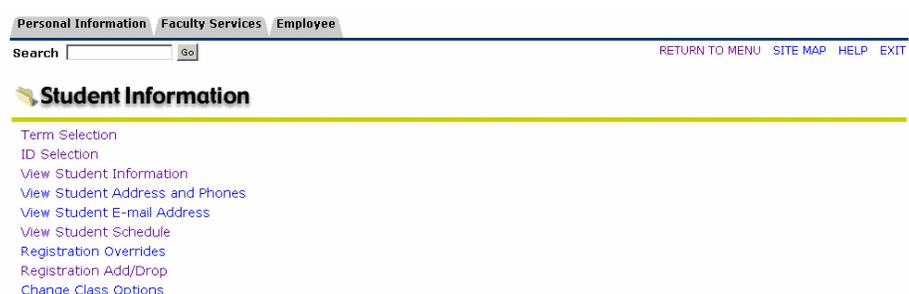
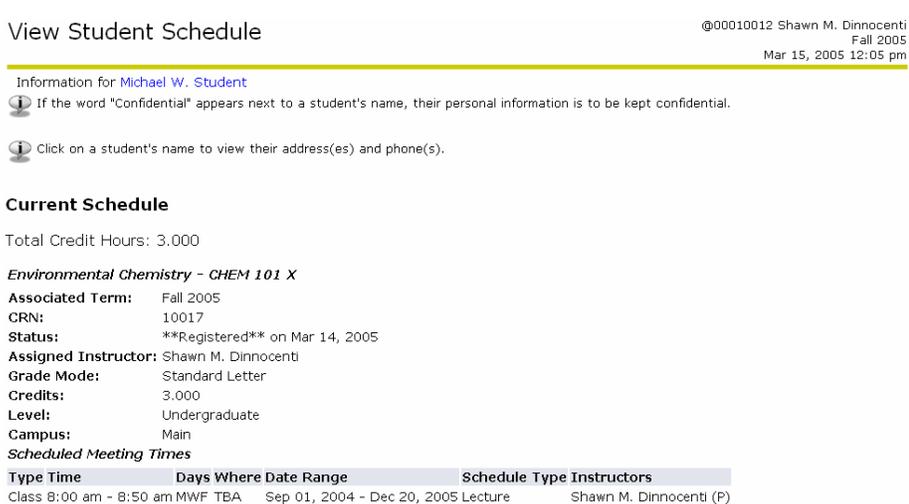
Section C: Day-to-Day Operations

Lesson: Working with the Student Menu (Continued)

◀ Jump to TOC

Procedure

Follow these steps to view the student's schedule in Faculty Self-Service.

Step	Action
1	<p>Click the <u>Student Menu</u> link on the Faculty Services tab.</p>  <p>The screenshot shows a navigation bar with tabs for Personal Information, Faculty Services, and Employee. Below the tabs is a search field and a 'Go' button. To the right are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The Student Information section is highlighted with a yellow underline and contains several links: Term Selection, ID Selection, View Student Information, View Student Address and Phones, View Student E-mail Address, View Student Schedule, Registration Overrides, Registration Add/Drop, and Change Class Options.</p>
	<p>Click the <u>View Student Schedule</u> link.</p> <p><u>Note:</u> You may be prompted to select a term.</p>
2	Enter the SCT Banner ID of the student/advisee in the Student or Advisee ID field or Search by Last Name and First Name for the Banner ID.
3	Select the student/advisee and click the Submit button.
4	<p>The Student Schedule page shows classes that</p> <ul style="list-style-type: none"> the student is enrolled in for the selected term have registration statuses whose Print on Sched checkbox on STVRSTS is selected.  <p>The screenshot shows the 'View Student Schedule' page for Michael W. Student. It includes a header with the user's name and the date/time (Mar 15, 2005 12:05 pm). Below the header, there are instructions about confidentiality and a link to view student addresses and phone numbers. The 'Current Schedule' section shows a total of 3.000 credit hours and details for the course 'Environmental Chemistry - CHEM 101 X', including associated term (Fall 2005), CRN (10017), status (**Registered**), assigned instructor (Shawn M. Dinnocenti), grade mode (Standard Letter), credits (3.000), level (Undergraduate), and campus (Main). A table at the bottom shows the scheduled meeting times: Class 8:00 am - 8:50 am MWF TBA, Sep 01, 2004 - Dec 20, 2005, Lecture, with instructor Shawn M. Dinnocenti (P).</p>



Section C: Day-to-Day Operations

Lesson: Working with the Student Menu (Continued)

◀ Jump to TOC

Registration permits/ overrides and add/drop

The Registration permits/overrides and add/drop pages function the same way as the corresponding pages on the Faculty & Advisor menu.

Change class options

The Change class options allow faculty members to change registration characteristics of the course(s) they are teaching. Characteristics that can be changed are credit hours, grading mode, and course level.

Procedure

Follow these steps to change class options for a student.

Step	Action
1	Click the Student Menu link on Faculty Services tab.
2	Click the Change Class Options link. <u>Note:</u> You may be prompted to select a term.
3	Select a student.
4	Enter the student's PIN in the PIN field. <u>Note:</u> Remember that, in practice, the student should always enter his or her PIN and not the faculty member or advisor.
5	Click the Submit button. <u>Note:</u> On the Change Class Options page, you will see a pull-down list next to any item that can be changed. <div style="border: 1px solid black; padding: 5px;"> <p>Change Class Options @00010012 Shawn M. Dinnocenti Fall 2005 Mar 15, 2005 12:11 pm</p> <hr/> <p>Information for Michael W. Student</p> <p> If you have selected a class which has multiple grading options, such as pass/fail or audit, variable credits, or different levels for which you can register, and you would like to change any of these available options, you may do so here.</p> <p>Environmental Chemistry</p> <p>Course: 10017 CHEM 101 X Credit Hours: 3.000 Grade Mode: Standard Letter Course Level: Undergraduate</p> <p><input type="button" value="Submit Changes"/> <input type="button" value="Reset"/></p> </div>
6	To change an option, open a list and select a new value.
7	Click the Submit Changes button.



Section C: Day-to-Day Operations

Lesson: Working with the Advisors Menu

◀ Jump to TOC

Advisors menu

From the Advisor Menu, faculty members and advisors can

- view Transcripts
- view Electronic Gradebook Detail
- view Faculty and Advisor Security Information
- view Degree Evaluation.

Security

The Student Academic Transcript feature can use SCT Banner's Value-based Security (VBS). Your institution can use VBS to control at a detailed level who can and cannot see transcripts and Electronic Gradebook components and grades. For complete information on VBS, please see your *SCT Banner Security Technical Reference Manual*.

Screen image



Procedure

Follow these steps to view a student's transcript.

Note: If there is a hold on a student's account, a warning appears. This warning does not prevent a faculty member or advisor from viewing a student's transcript.

Step	Action
1	Click the <u>Advisor Menu</u> link on the Faculty Services tab.
2	Click the <u>Student Academic Transcript</u> link. <u>Note:</u> You may be prompted for a term.
3	Enter a student ID in the Student or advisee ID field.
4	Click the Submit button.
5	Click the Submit button to verify the student selected.
6	Enter the student PIN number in the PIN field, if prompted.

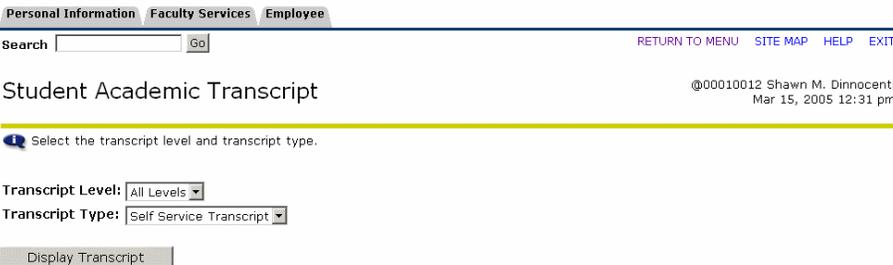


Section C: Day-to-Day Operations

Lesson: Working with the Advisors Menu (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	<p>Select a transcript level in the Transcript Level field.</p> <ul style="list-style-type: none"> Levels that exist in the student's degree information in Academic History are shown in the Transcript Level list. Transcript types that are Web-enabled on the Transcript Type Code Validation Form (STVTPRT) are shown in the Transcript Type list. 
8	<p>Select a transcript level in the Transcript Level field.</p>
9	<p>Click the Display Transcript button.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> Transcript contents are specified on the Transcript Type Rules Form (SHATPRT). If degree information is to be included in a particular transcript type, the degree code has to be Web-enabled on the Degree Code Validation Form (STVDEGC).



Section C: Day-to-Day Operations

Lesson: Working with the Advisors Menu (Continued)

◀ Jump to TOC

Procedure

Follow these steps to view a student's marks in the Electronic Gradebook.

Step	Action																																												
1	Click the <u>Advisor Menu</u> link on the Faculty Services tab.																																												
2	Click the <u>Electronic Gradebook for a Student</u> link. <u>Note:</u> You may be prompted for a term.																																												
3	Select the appropriate course reference number in the Select CRN field.																																												
4	Click the Submit button.																																												
5	Enter the student's ID in the Student ID field.																																												
6	Click the Submit button. Result: The Faculty Electronic Grade Book window opens. <div style="border: 1px solid black; padding: 5px;"> <p>Faculty Electronic Grade Book @00010012 Shawn M. Dinnocenti Fall 2005 Mar 15, 2005 01:23 pm</p> <hr/> <p>Information for Michael W. Student</p> <p>Course Information Environmental Chemistry - CHEM 101 X CRN: 10017</p> <p>Grade Submission Cutoff Dates Midterm: Mar 31, 2005 Final: Jun 01, 2005</p> <p>Components</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Score</th> <th>Weight of</th> <th>Out Percent</th> <th>Grade Scale</th> <th>Letter Grade</th> <th>Must Include Pass In</th> <th>Due Date</th> <th>Submission Date (MM/DD/YYYY)</th> <th>Extension Date (MM/DD/YYYY)</th> <th>Marker</th> </tr> </thead> <tbody> <tr> <td>MID - Mid Term</td> <td><input type="text"/></td> <td>25</td> <td>100</td> <td>50-100</td> <td>None</td> <td>Yes</td> <td>Mid-Term 15-MAR-05</td> <td>03/15/2005</td> <td></td> <td>Dinnocenti, Shawn</td> </tr> <tr> <td>PAPER - Research Paper</td> <td><input type="text" value="88"/></td> <td>30</td> <td>100</td> <td>88</td> <td>50-100</td> <td>None</td> <td>B C D</td> <td>Yes</td> <td>Final</td> <td>15-MAR-05</td> </tr> <tr> <td>FINAL - Final Exam</td> <td><input type="text" value="88"/></td> <td>45</td> <td>100</td> <td>88</td> <td>50-100</td> <td>None</td> <td>B C D</td> <td>Yes</td> <td>Final</td> <td>15-MAR-05</td> </tr> </tbody> </table> <p>Composite Grades</p> </div>	Description	Score	Weight of	Out Percent	Grade Scale	Letter Grade	Must Include Pass In	Due Date	Submission Date (MM/DD/YYYY)	Extension Date (MM/DD/YYYY)	Marker	MID - Mid Term	<input type="text"/>	25	100	50-100	None	Yes	Mid-Term 15-MAR-05	03/15/2005		Dinnocenti, Shawn	PAPER - Research Paper	<input type="text" value="88"/>	30	100	88	50-100	None	B C D	Yes	Final	15-MAR-05	FINAL - Final Exam	<input type="text" value="88"/>	45	100	88	50-100	None	B C D	Yes	Final	15-MAR-05
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Section C: Day-to-Day Operations

Lesson: Using CAPP on the Web – Degree Evaluations

◀ Jump to TOC

WebCAPP feature

If you are already using the Curriculum, Advising, and Program Planning (CAPP) feature in SCT Banner Student, then you can also use the WebCAPP feature in both Faculty Self-Service and Student Self-Service.

Using WebCAPP, faculty and advisors can audit a student's course work against selected primary and secondary programs. They can initiate an audit, view results, and print degree audit evaluations via the Web. WebCAPP interfaces with the SCT Banner Student system, providing uniform Web access functionality to CAPP information in SCT Banner.

For information on how to set up CAPP in SCT Banner Student, see the *Using Curriculum, Advising, and Program Planning with SCT Banner Student* handbook.

What is included in a degree evaluation?

The Degree Evaluation record lists the curriculum for which a degree evaluation can be run. It displays information for a student's curriculum program (primary and secondary). For each curriculum program, it displays the following information:

- Catalog term
- Program
- Level
- Campus
- College
- Degree
- Major (1 and 2)
- Department (1 and 2)
- Concentration (1,2, and 3)
- Minor (1 and 2)

If a program on the record has a link, faculty can view the last generated evaluation for that curriculum.



Section C: Day-to-Day Operations

Lesson: Using CAPP on the Web – Degree Evaluations (Continued)

◀ Jump to TOC

Viewing a degree evaluation on the web

Follow these steps to view a previous degree evaluation on the web.

Note: The evaluations that faculty sees in WebCAPP are *not* official evaluations.

Step	Action
1	Click the Advisor Menu link from the Faculty Services tab.
2	Click the Degree Evaluation link.
3	Select a term in the Term field.
4	Click the Submit button.
5	Enter a student ID in the Student or advisee ID field.
6	Click the Submit button.
7	Click the Submit button to verify the student selected.
8	Enter the student PIN number in the PIN field, if prompted.
9	Review the Degree Evaluation page. It has links that allow you to view the current evaluation, view previous evaluations, generate a what-if analysis, or generate a new evaluation.
10	Click the Previous Evaluation link at the bottom of the page.
11	If an evaluation has been generated in the past for an advisor and has not been purged from the system, a list of previous evaluations will be displayed as links. Click on the link of the evaluation to be viewed.
12	Select how the evaluation is to be display and click the Submit button.



Section C: Day-to-Day Operations

Lesson: Using CAPP on the Web – Degree Evaluations (Continued)

◀ Jump to TOC

Generating a new evaluation

Follow these steps to generate a new evaluation on the web.

Step	Action
1	Click the Generate New Evaluation link at the bottom of the Degree Evaluation page.
2	Select the radio button for the program to be evaluated on the Generate New Evaluation page.
3	Select the evaluation term in the Term field.
4	Click the Generate Request button.
5	Select the View General Requirements radio button on the Degree Evaluation Display Options page. Note: It might take several moments for the ‘Degree Evaluation Display Options’ page to be displayed because the system must run a process to calculate the data.
6	Click the Submit button. Result: The General Requirements page shows a summary of the degree evaluation. For example, it shows that the classes the student has taken toward requirements, including credit hours, grades, and course reference numbers (CRNs).
7	Repeat steps 1-6, however, you should now select the Detail Requirements radio button. <u>Result:</u> The Detail Requirements page shows the details of the degree evaluation. For example, it shows all the classes that the student needs to take to meet the program requirements and whether the requirement has been met. <u>Note:</u> You can generate a printer-friendly version of these views. To do this, select the Click for printer friendly version checkbox on the Degree Evaluation Display Options page before you click the Select Desired View button.



Section C: Day-to-Day Operations

Lesson: Using CAPP on the Web – Degree Evaluations (Continued)

◀ Jump to TOC

Performing what-if analyses for degree evaluations

Students can perform a What-If Analysis via the Web, comparing their coursework to any program/curriculum built in CAPP. The resulting output is itemized, showing requirements completed and the courses required to fulfill the program requirements.

Students follow these steps to generate a What-If Analysis.

Note: In a what-if analysis, only majors associated with the entry term for a program are displayed.

Procedure

Follow these steps to generate a What-If Analysis.

Step	Action
1	Select the What-if Analysis link at the bottom of the Degree Evaluation page.
2	Select a term from the Entry Term drop-down list
3	Click the Continue button.
4	Select the program to be evaluated from the Program drop-down list.
5	Click the Continue button.
6	Select a major from the Major 1 drop-down list.
7	Select a campus from the Campus drop-down list.
8	You can select the Add More button to add more options or select the Submit button to proceed with the evaluation. <u>Note:</u> If you choose to add more options, more pages are displayed, depending on your institution's setup, until no more options are available to be added. You then select the Submit button. After selecting the Submit button, the What-if Analysis (Evaluation Term) page (bwcksmds.P_WhatIf_Next_Step) is displayed.
9	Select a term from the Evaluation Term drop-down list.
10	Click the Generate Request button.



Section C: Day-to-Day Operations

Lesson: Using CAPP on the Web – Degree Evaluations (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
11	Select the type of display you want to view. <u>Note:</u> View types are: <ul style="list-style-type: none">• General Requirements• Detail Requirements• Additional Information.
12	Click the Submit button.



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

- reviewed and created validation forms that control Faculty Self-Service
- created a faculty member
- defined Faculty Self-Service access
- viewed a class load schedule
- viewed a class roster
- assigned grades to students
- set up and used the electronic Gradebook
- viewed student information
- performed a degree evaluation.

Now you are ready to begin determining the information related to your faculty that will be implemented within the SCT Banner Faculty Self-Service product. Decisions will need to be made based upon your organization's needs as to which code validation, control, and rules forms will be used as well as what your values will be on these forms.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ [Jump to TOC](#)

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Which link in the Self Service application would a faculty member click to see a student's level?

Question 2

How can SCT Banner and the Self Service application automatically calculate a student's grade?

Question 3

Grades entered through Faculty Self Service automatically rolls to a student's Academic History.

True or False



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ [Jump to TOC](#)

Question 1

Which link in the Self Service application would a faculty member click to see a student's level?

View Student Information

Question 2

How can SCT Banner and the Self Service application automatically calculate a student's grade?

By using Electronic Gradebook

Question 3

Grades entered through Faculty Self Service automatically rolls to a student's Academic History.

False. The Grade Roll to Academic History (SHRROLL) process must be run.



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook

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Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Faculty Member Attributes Code Validation	STVFATT		
Advisor Type Validation	STVADVR		
Role Definition Validation	STVROLE		
Process Control Code Validation	STVPROC		
Enterprise Access Control	GOAEACC		
Faculty Attribute/Advisor Type Control	SOAFAPC		
E-mail Address Type Validation	GTVEMAL		
Compliance Print Code Validation	STVPRNT		
Compliance Type Validation	STVCPRT		
WebCAPP Rules	SMAWCRL		
Compliance Default Codes Validation	STVDFLT		
Compliance Default Parameters	SMADFLT		
Originator Code Validation	STVORIG		
Registration Permit-Override Code Validation	STVROVR		
Registration Permit-Overrides Control	SFAROVR		
Course Registration Status Code Validation	STVRSTS		
Term Code Validation	STVTERM		
Term Control	SOATERM		
Transcript Type Validation	STVTPRT		
Transcript Type Rules	SHATPRT		
Crosswalk Validation	GTVSDAX		



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Web Display List Customization	SOAWDSP		
Faculty Information Form	SIAINST		
Third Party Access Audit Form	GOATPAD		
Schedule Form	SSASECT		
Grade Code Maintenance Form	SHAGRDE		
Grade Scale Definition Form	SHAGSCH		
Gradable Component Definition	SHAGCOM		
Multiple Advisors Form	SGAADVR		
Program Definition Rules Form	SMAPRLE		
Section Syllabus Form	SSASYLB		



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ [Jump to TOC](#)

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
SCT Banner Faculty and Advisors Self Service web application	<ul style="list-style-type: none">• All of the set up forms listed on the previous page are needed to use the SCT Banner Faculty and Advisors Self Service web application.



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
STVFATT	Faculty Member Attributes Code Validation	
STVADVR	Advisor Type Validation	
STVROLE	Role Definition Validation	
STVPROC	Process Control Code Validation	
GOAEACC	Enterprise Access Control	
SOAFAPC	Faculty Attribute/Advisor Type Control	
GTVMAL	E-mail Address Type Validation	
STVPRNT	Compliance Print Code Validation	
STVCPRT	Compliance Type Validation	
SMAWCRL	WebCAPP Rules	
STVDFLT	Compliance Default Codes Validation	
SMADFLT	Compliance Default Parameters	
STVORIG	Originator Code Validation	
STVROVR	Registration Permit-Override Code Validation	
SFAROVR	Registration Permit-Overrides Control	
STVRSTS	Course Registration Status Code Validation	
STVTERM	Term Code Validation	
SOATERM	Term Control	
STVTPRT	Transcript Type Validation	
SHATPRT	Transcript Type Rules	
GTVSDAX	Crosswalk Validation	
SOAWDSP	Web Display List Customization	
SIAINST	Faculty Information Form	
GOATPAD	Third Party Access Audit Form	
SSASECT	Schedule Form	



Section D: Reference

Lesson: Forms Job Aid (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Form Name	Form Description	Owner
SHAGRDE	Grade Code Maintenance Form	
SHAGSCH	Grade Scale Definition Form	
SHAGCOM	Gradable Component Definition	
SGAADVR	Multiple Advisors Form	
SMAPRLE	Program Definition Rules Form	
SSASYLB	Section Syllabus Form	



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 08/25/2005.