Self Service Banner (SSB)

Banner is the official student system of record at Montclair State University. It contains information on students, faculty, staff, and alumni for various aspects of their involvement with MSU. Banner consists of two areas: INB and SSB.

Internet Native Banner (INB) is the location where the administration of the system occurs. Data can be entered, edited, and changed within INB by a select group of users typically in the Administrative roles. To request access to INB, *Banner INB Navigation Demonstration* training must be completed, and a request must be submitted via a SNOW ticket.

Self Service Banner (SSB) is the front end of the system which allows faculty/advisors to view select information regarding their courses, advisees as well as student information. Faculty and advisers automatically have access to SSB. Staff must request access via a SNOW ticket.

ServiceNow (SNOW) ticket can be opened with the IT Service Desk by calling ext. 7971 option 5.

To Access Self Service Banner:

1) Navigate to **www.montclair.edu**
2) Click **Menu** on the right
3) Click **Employee Services**
4) Click **Quicklinks**
5) Select **Nest**
6) Login with your NetID and Password
7) Click **Sign In**
8) Under **Faculty Resources** select **Self-Service Banner**
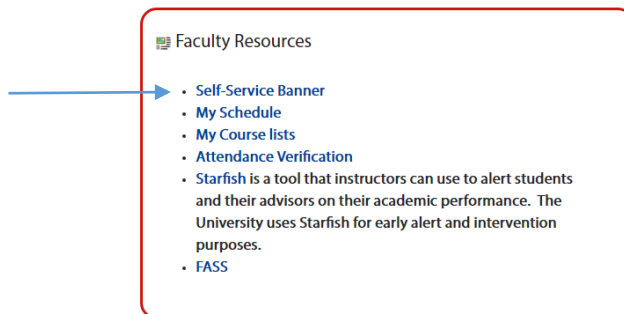
9) Click the **Faculty/Advisor Services** button
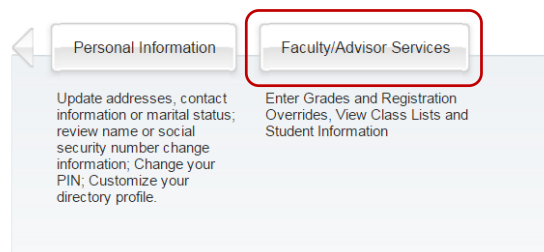
The main page contains a number of buttons that may vary depending on your role in the system. Below is an explanation of each along with steps to complete some common tasks.

Student Information Menu

This feature is not enabled for all users. Faculty advisors are granted access by default and staff members needing access to **Student Information** can put in a request by filling out a SNOW ticket.

Faculty advisors and staff who have been granted access are able to view the following information regarding a student:

- Student Address/Phone/Email
- Academic Transcript
- Student Schedule (Concise/Week at a Glance)
- Active Registrations
- Test Scores
- Registration History
- View Holds
- Advisee Listing
- Student Information*

*This area contains information on terms attended, status, class, advisor, expected graduation date, curriculum information.

To Look Up a Student's Information:

1) Select the **Student Information Menu**
2) Click **Term Selection**
3) **Select a Term** and click **Submit**
4) Click on the **Student Information Menu** again
5) Click **ID Selection**
6) Enter the **Student's CWID** under **Student or Advisee ID**

Or ~

1) Enter students **Last Name** and/or **First Name**
2) Select a **Search Type**
3) Click **Submit**
4) Select the student from the drop down list
5) Click **Submit**

Once you have searched for the student, you can then lookup their information by clicking on any of the options under the **Student Information Menu**.

To view another student's information, repeat the above steps.

To View a List of Your Advisees:

1) From the **Student Information Menu** click **Term Selection**
2) **Select a Term** and click **Submit**
3) Click back on the **Student Information Menu**
4) Select **Advisee Listing**

Here you will be able to view the following information:

- Students Name
- CWID
- Student Information
- Holds
- Test Scores
- Transcripts

Email Advisee List

1) At the bottom of the advisee list, click **Email your advisees**

This will send an email to a list that will include all advisees. The list address is as follows:

advisor_<NetID-of-advisor>@lists.montclair.edu

Term Selection

Term Selection does one thing: it allows you to select the term for which you want information.

CRN Selection

You can locate a course either by entering the CRN number directly or by selecting the course from the drop down arrow.

To Locate a Course by the CRN Number:

1) Click the **Faculty/Advisor Services** button if necessary to return to main page
2) Click **Term Selection**
3) **Select a Term** and click **Submit**
4) Click **CRN Selection**
5) Select the course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
6) Click **Submit**

Faculty Detail Schedule

The **Faculty Detailed Schedule** displays information regarding the course including:

- Status
- Dates for Registration
- College
- Department
- # of Credits
- Level (Grad/Undergrad)
- Course Date/Time/Location
- Enrollments

You will also have the ability to upload a syllabus as well as access student enrollments.

To Access Faculty Detailed Schedule:

1) Click the **Faculty/Advisor Services** button if necessary to return to main page
2) Click **Term Selection**
3) **Select a Term** and click **Submit**
4) Click **Faculty Detailed Schedule**

Week at a Glance

A **Week at a Glance** is a calendar view of your schedule.

To View a Week at a Glance:

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Term Selection**
3. **Select a Term** and click **Submit**
4. Click **Week at a Glance**

The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY): [   ] Submit

Previous Week | **Week of Jan 23, 2017** (21 of 36) | Next Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10am			NUFD 304-02 25143 Class 10:00 am-12:30 pm UNIV 2002				
11am							

Detail Class List

The **Detail Class List** will display all the information mentioned in the Summary Class List as well as display additional information on the student such as Admit Term, Year, Major, Concentration and Minor.

To View a Detailed Class list:

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Term Selection**
3. **Select a Term** and click **Submit**
4. Click **Detail Class List**
5. Select a course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
6. Click **Submit**

Summary Class List

The **Summary Class List** will display the course name/section, CRN #, enrollment counts, student's name, CWID, registration status and level. On this page you will be able to email an individual student or the entire class. You are also able to click on a student's name and access their personal information such as phone and address.

To View a Summary Class List:

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Term Selection**
3. **Select a Term** and click **Submit**
4. Click **Summary Class List**
5. Select a course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
6. Click **Submit**

*Students names and ID's have been hidden.

Final Grades

This is the official area where faculty enter a student's midterm and/or final grade for the course.

To Enter Midterm and/or Final Grades:

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Final Grades**
3. **Select a Term** and click **Submit**
4. Select a course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
5. Click **Submit**

6. Select the grade for each student from the **Grade** column
7. Click **Submit** once you have graded all students

Note: If you are entering a grade of "F" you will be required to enter the last date of attendance under **Last Attend Date**. **Attend Hours** is not a required field and should be left blank.

If you see "confidential" next to the student's name, there is a FERPA block in place, preventing release of Directory Information. FERPA guidelines can be reviewed at http://www.montclair.edu/policies/employee/ferpa-faculty-staff/

To confirm Final Grades have been posted correctly click the link **Summary Class List.**
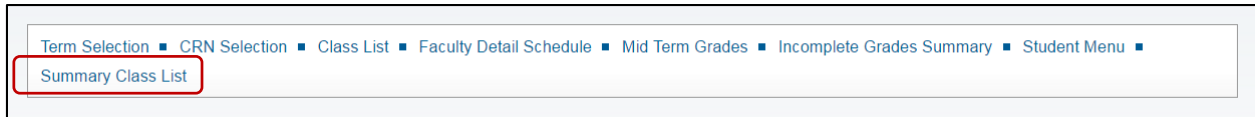
Once the grading period has ended and is closed, final grades can be found under **Faculty Grade Summary**.

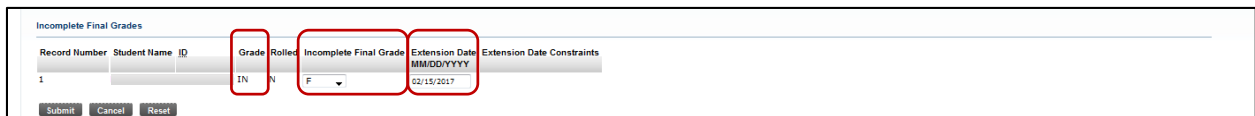**NOTE**: There is a 15-minute time limit when entering grades. The system will log you off and you will lose any data not saved. Remember to hit SUBMIT often to ensure the data is saved in the system in case you are signed out.

Incomplete Grade Summary

An **Incomplete** grade must be entered in two steps: on the grade roster and then on an additional confirmation page where you will see the scheduled "F" conversion date by which the final grade must be submitted to the Registrar (see below). Completing this two-step process is necessary for the incomplete grade to be recorded properly. A paper grade change form must be submitted for the later grade change request.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1			IN	N	F	02/15/2017	

Submit   Cancel   Reset

Class Schedule

Class Schedule takes you to the same Class Schedule search window as the **University Schedule of Classes** link on the NEST landing page. It uses a large pull-down menu of subject listings, allowing the user to filter within a subject by course number, instructional type, credits offered, course level, and meeting time. It also has a pull-down menu of Course Attributes, including General Education attributes and University World Cultures and World Languages. If you select all the subjects (click, shift, scroll, click) you can search by any one Gen Ed category and get a list of all courses that meet that requirement regardless of department or subject.

Course Catalog

The **Course Catalog** allows you to search for a course(s) by Subject, Course Number, Title, Level, Credit Range and Attribute.

To Look Up a Course(s):

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Course Catalog**
3. **Select the Term**
4. Click **Submit**
5. Enter the search criteria (Subject, Course Number Range, Title, Attribute or Level)
6. Click **Get Courses**

This will display a list of courses that meet the search criteria.

Faculty Grade Summary

To confirm **Final Grades** have been posted correctly after grading period has ended and is closed.

Look Up Classes

Look Up Classes allows you to search/find a course and its associated sections.

To Look Up Classes:

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Look Up Classes**
3. **Select the Term**
4. Click **Submit**
5. Select a **Subject**
6. Click **Course Search**

To View the Sections:

1. Click **View Sections** to the right of the course

You will be able to view the day/time, teacher information, location, CRN#, enrollment and credit information.