



**GRAND VALLEY
STATE UNIVERSITY**
www.gvsu.edu

SELF-SERVICE BANNER (SSB)

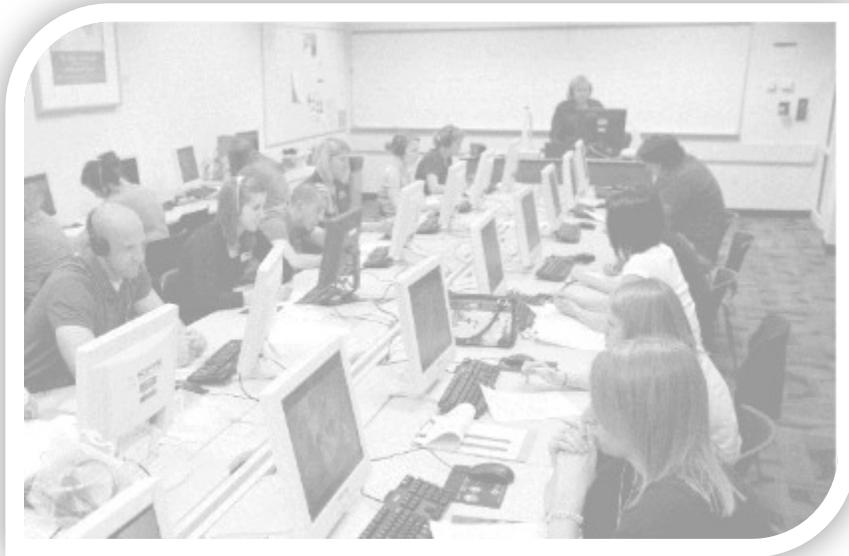




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Introduction

Hours: .25**Objective:** Introduce and Access Banner***What is Banner?***

Banner is a web-based software application developed specifically for higher education institutions by a company called Ellucian. Banner provides an online environment that allows GVSU to efficiently perform computing functions as all data is integrated and shared among different departments across the University.

Banner comes in two modalities: Self-Service Banner (SSB) and Internet Native Banner (INB). Self-Service Banner is a more user friendly interface. It is more intuitive and less intensive than that of INB; however, not all Banner processes can be completed with Self-Service Banner.

What is Self-Service Banner?

SSB is a web interface that allows users to locate faculty information such as class schedules, posted office hours, class lists, course catalogs, student information such as major and advisors, demographics, detailed student class schedules, transcripts, and degree history. Faculty also uses SSB to enter midterm and final grades for students.

Logging into Student Self-Service

Self-Service is a web-based program. To use it, open an Internet browser and log in to Self-Service Banner. (Examples of browsers: Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, etc.)

1. Open a browser
2. Type: <http://banner.gvsu.edu> in the address line and press enter
3. Locate Self-Service Banner (it is the first option in screen shot below)
4. Click the link named **Banner Self-Service (including e~print)**

Majors & Programs Future Students Current Students Fac/Staff Families Alum & Friends Employers Bb  

Banner

[Banner Self-Service \(including e-Print\)](#)

[Internet Native Banner \(INB\)](#)

[GVSU Faculty/Staff Additional Student Information](#)
(Advisee List, Student by Major List, Class List, View Midterm and Final Grades by Student, and Grade Report)

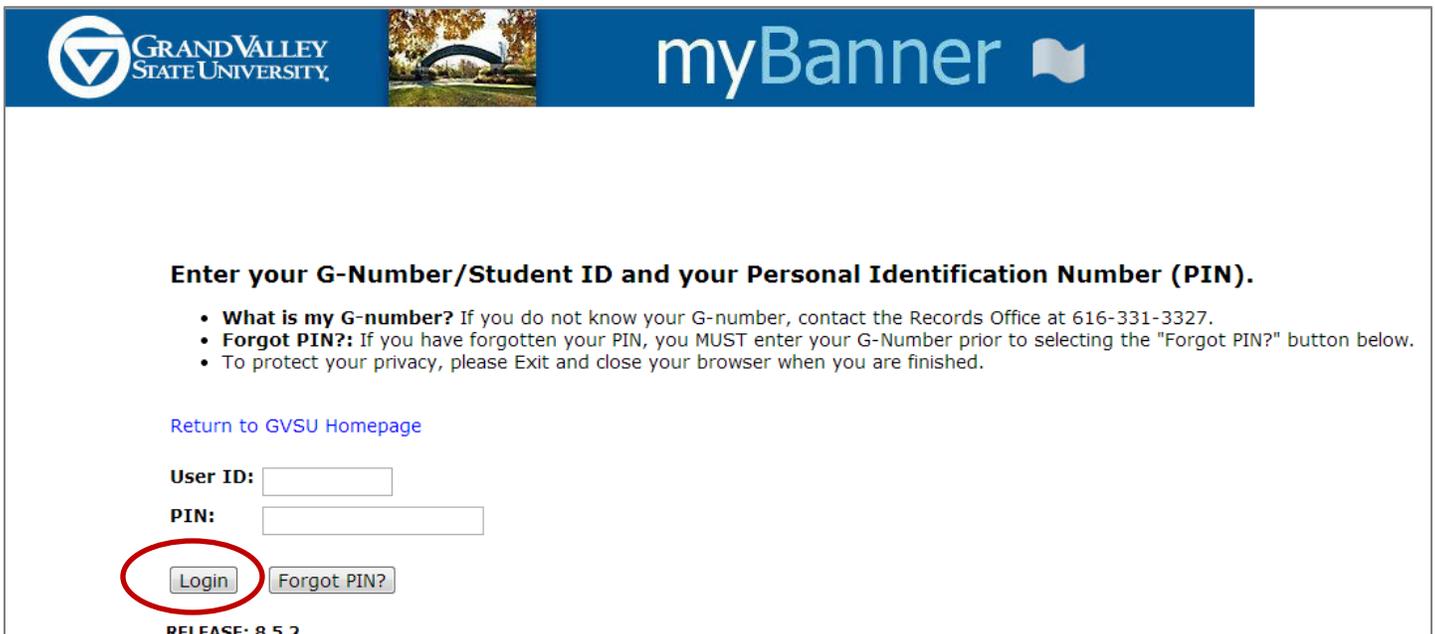
[Banner Workflow](#)

[Banner Faculty Training Manuals](#)

This login (User ID and PIN) has been issued solely for individual use. It is not to be shared with or delegated to others, and the individual to whom it is assigned is responsible for all transactions made and information accessed with this login. Banner users must comply with all applicable Federal and State laws and University policies regarding confidentiality, security and privacy of data. Failure to adhere to these requirements may result in revocation of Banner access rights, University disciplinary action and/or civil or criminal legal action. [Click here for additional FERPA information.](#) The [GVSU Confidentiality Agreement & Security Policy](#) is available in the [Grand Valley Manual](#).

5. The login screen appears as illustrated below.

6. Enter User ID and PIN and click the **Login** button.



  **myBanner** 

Enter your G-Number/Student ID and your Personal Identification Number (PIN).

- **What is my G-number?** If you do not know your G-number, contact the Records Office at 616-331-3327.
- **Forgot PIN?:** If you have forgotten your PIN, you MUST enter your G-Number prior to selecting the "Forgot PIN?" button below.
- To protect your privacy, please Exit and close your browser when you are finished.

[Return to GVSU Homepage](#)

User ID:

PIN:

RELEASE: 8.5.2

 Quick Tips

- Banner Self-Service login credentials are case sensitive.
- The login screens may vary based on system access
- Banner Self-Service has a 30 minute timeout limit.

7. **When logging in for the first time only**, Banner automatically prompts users to reset their PINs AND to choose a Security Question and Answer for the future PIN resets.
8. PINs can be 6 to 10 characters (letters or numbers). The following screen appears. Follow the prompts to reset your PIN.

HELP EXIT

Change PIN

 Your PIN will need to be RESET under these conditions:

- This is your first time logging into myBanner
- You were given a temporary pin
- You were locked out and your PIN was reset
- Your pin has expired

Pin number must be six to ten characters long, which may include a combination of both numbers and letters. Capitalization does not matter.

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

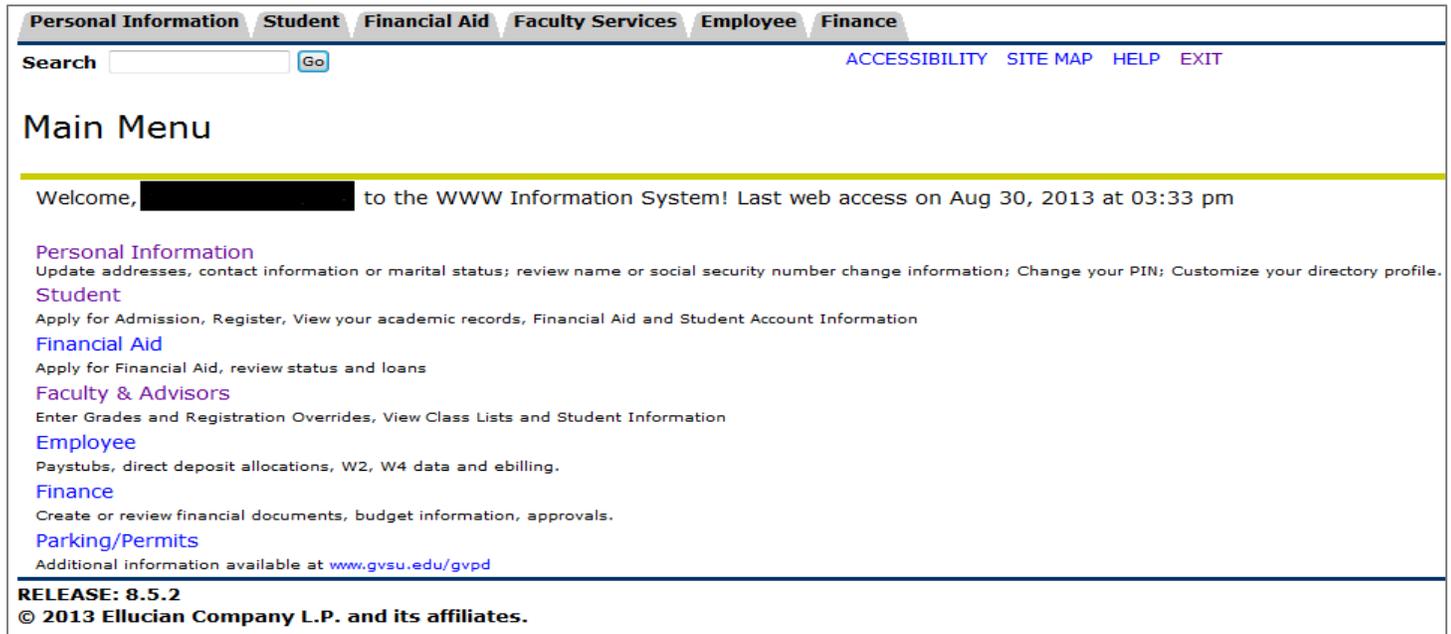
Login

9. **Type** the security question and answer and **Click** the **Submit** button to access the Main Menu.

 Quick Tip

The question and answer used for resetting your PIN are not designed to help you remember your PIN, only to access the function for changing your current PIN.

9. Click the **Faculty & Advisors** menu option (or the **Faculty Services** tab) as displayed below:



Personal Information Student Financial Aid **Faculty Services** Employee Finance

Search ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, [REDACTED] to the WWW Information System! Last web access on Aug 30, 2013 at 03:33 pm

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student
Apply for Admission, Register, View your academic records, Financial Aid and Student Account Information

Financial Aid
Apply for Financial Aid, review status and loans

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

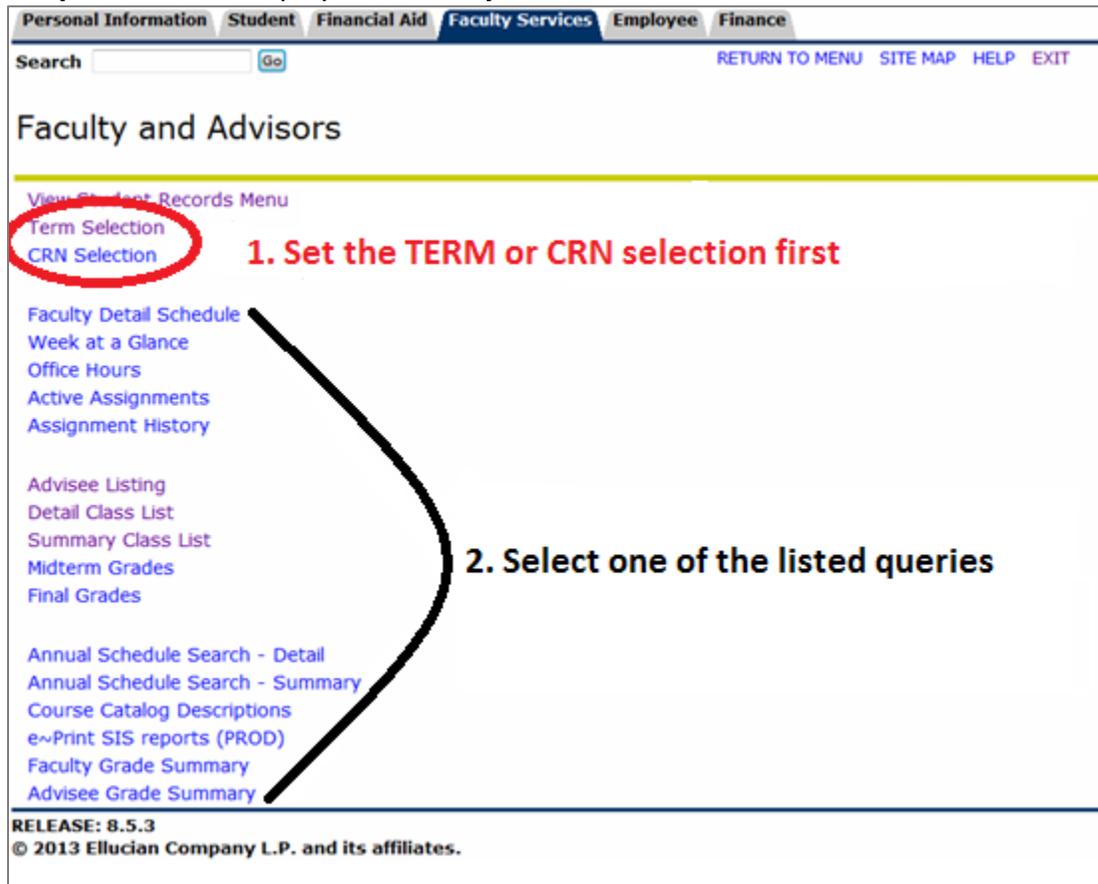
Employee
Paystubs, direct deposit allocations, W2, W4 data and ebilling.

Finance
Create or review financial documents, budget information, approvals.

Parking/Permits
Additional information available at www.gvsu.edu/gvpd

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The **Faculty Services** tab displays the **Faculty and Advisors** menu:



Personal Information Student Financial Aid **Faculty Services** Employee Finance

Search RETURN TO MENU SITE MAP HELP EXIT

Faculty and Advisors

View Student Records Menu

- Term Selection
- CRN Selection

1. Set the TERM or CRN selection first

- Faculty Detail Schedule
- Week at a Glance
- Office Hours
- Active Assignments
- Assignment History

- Advisee Listing
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades

2. Select one of the listed queries

- Annual Schedule Search - Detail
- Annual Schedule Search - Summary
- Course Catalog Descriptions
- e~Print SIS reports (PROD)
- Faculty Grade Summary
- Advisee Grade Summary

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Unit 2: Faculty Services Tab

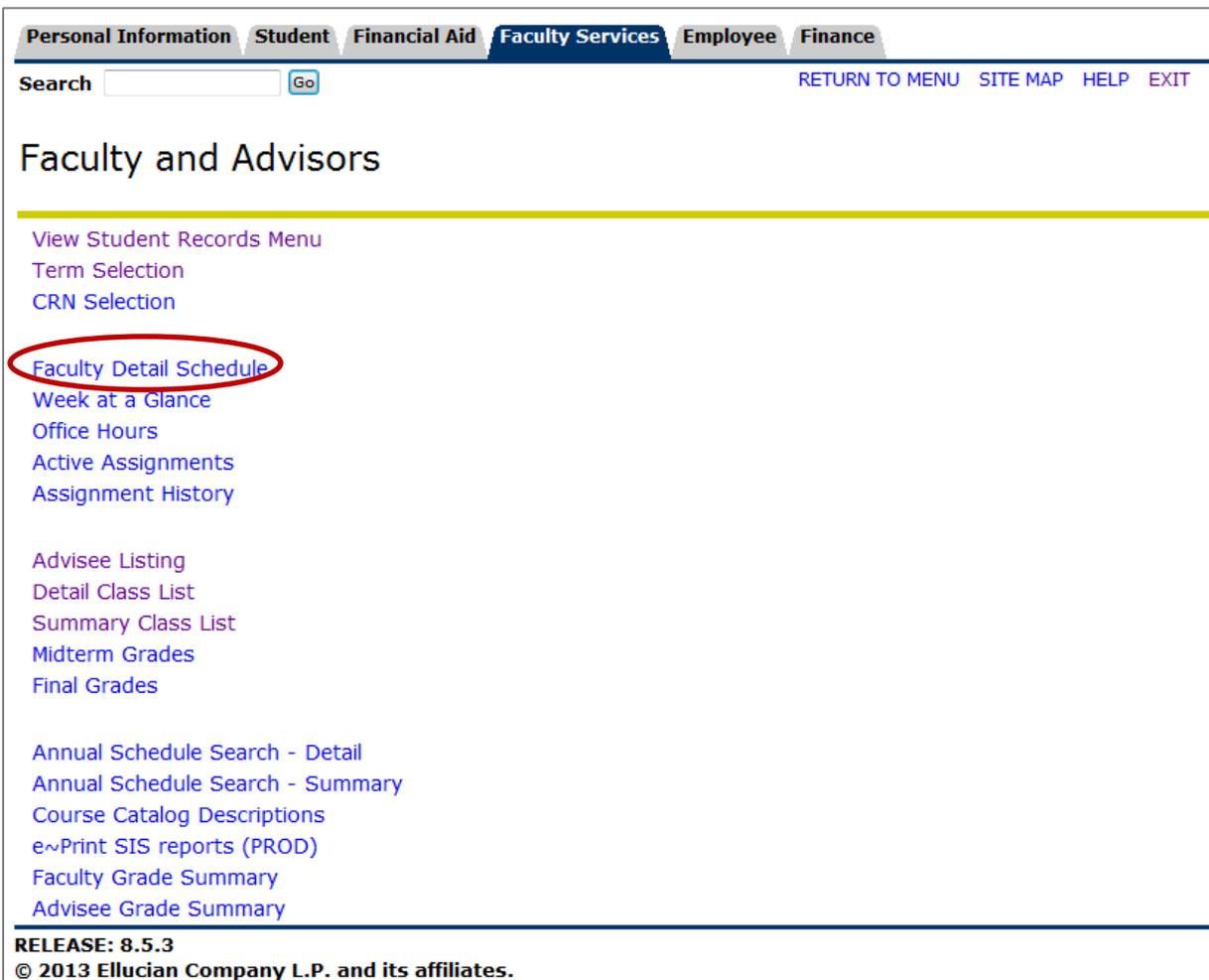
Hours: .50

Objective: Locate Faculty information in Student Self-Service Banner

Faculty Services Tab

Information available in the **Faculty Services** tab is viewable by each user based on the user's personal profile. Once a user has logged in with their G-number, all menu commands return information associated with the logged-in user.

Faculty Detail Schedule



The screenshot shows the Faculty Services tab selected in the navigation menu. The page title is "Faculty and Advisors". A search bar is present at the top left, and navigation links (RETURN TO MENU, SITE MAP, HELP, EXIT) are at the top right. The main content area lists various menu items, with "Faculty Detail Schedule" circled in red. The footer contains the release version and copyright information.

Personal Information Student Financial Aid **Faculty Services** Employee Finance

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

Faculty and Advisors

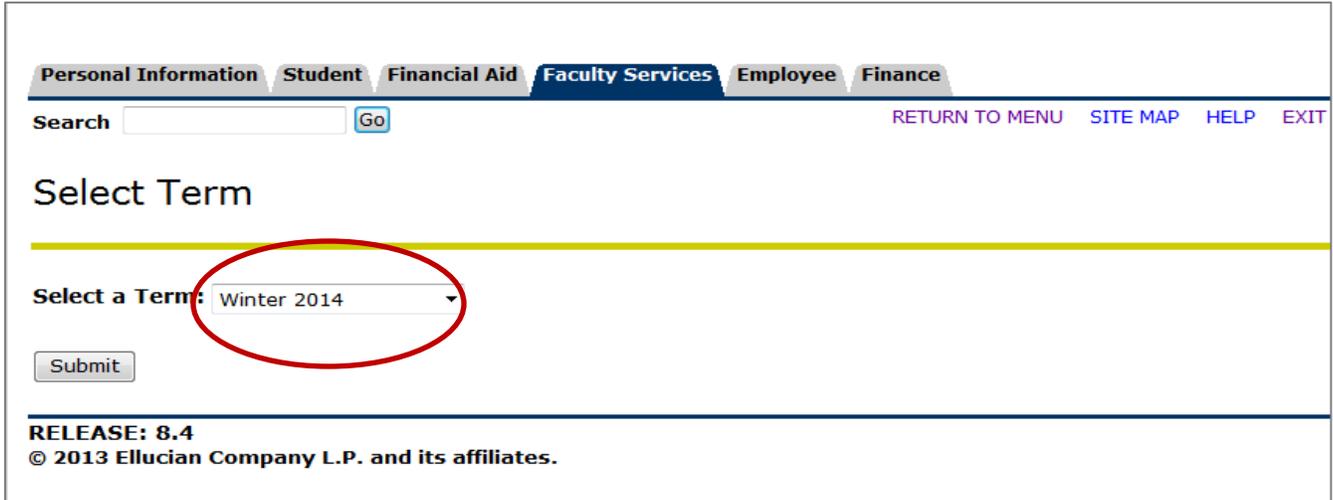
- [View Student Records Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Office Hours](#)
- [Active Assignments](#)
- [Assignment History](#)

- [Advisee Listing](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Midterm Grades](#)
- [Final Grades](#)

- [Annual Schedule Search - Detail](#)
- [Annual Schedule Search - Summary](#)
- [Course Catalog Descriptions](#)
- [e~Print SIS reports \(PROD\)](#)
- [Faculty Grade Summary](#)
- [Advisee Grade Summary](#)

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1. Click on the **Term Selection** menu item and the following window appears:



2. From the drop down menu, select the desired term and click **Submit**. This will bring you back to the **Faculty and Advisors** menu.

3. Click on the **Faculty Detail Schedule** menu item and the **Faculty Detail Schedule** is returned as displayed below:



Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	29	1
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 8:50 pm	W	AuSable Hall 2107	Aug 26, 2013 - Dec 14, 2013	Lecture and Discussion	Theresa L R

4. Scroll down the page to view the remainder of detailed schedule information.
5. Note that some of the information presented is in a different color. Run the cursor over the **blue** items and notice that the cursor changes to a pointer. These items are links to more detailed information.
6. Click on the **Class list** item to link to summary student information for this class as presented on the next page:



Quick Tip

Banner provides navigational tips and information via the “i” callout icon as displayed in the example below. Look for these tips on many different screens for quick information.

i An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

Personal Information
Student
Financial Aid
Faculty Services
Employee
Finance

Search RETURN TO MENU SITE MAP HELP EXIT

Summary Class List

i An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Introduction to Liberal Education - LIB 100 14

CRN: 12122
Duration: Aug 26, 2013 - Dec 14, 2013
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	29	1
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level
1	██████████	G00 ██████████	**Web Registered**	Undergraduate
2	██████████	G00 ██████████	**Web Registered**	Undergraduate
3	██████████	G01 ██████████	**Web Registered**	Undergraduate

 **Quick Tips**

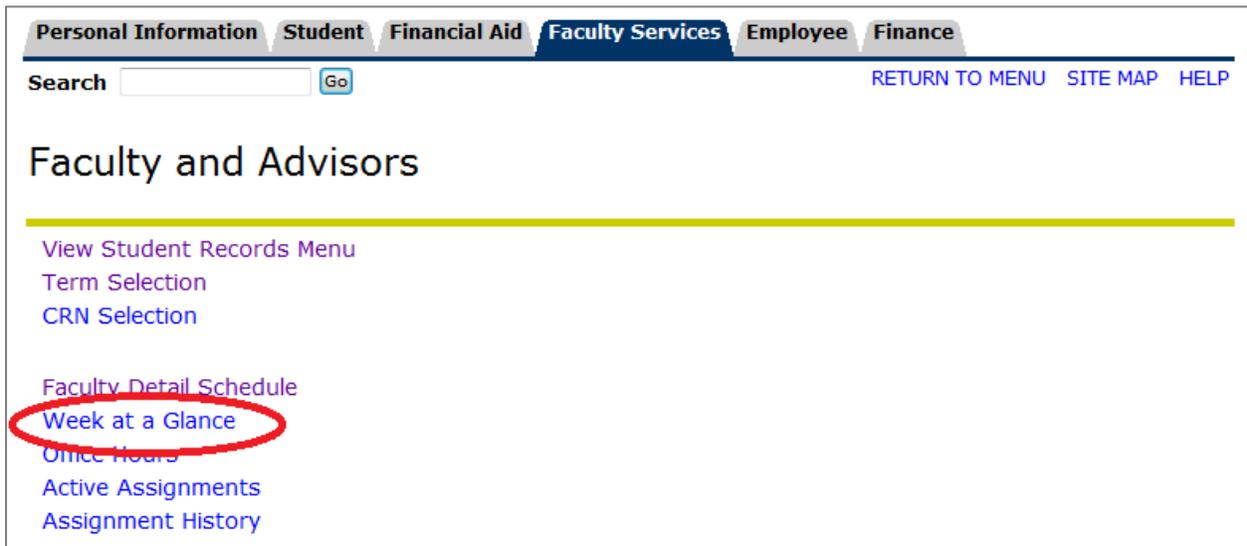
- Much of the information for a class is available either on the **Summary Class List** screen or via the **blue** hyperlinks. Additionally, quick links are provided at the bottom of the screen for easy access to further information.
- From the **Summary Class List** users can email the entire class or class members individually by clicking on the envelope buttons along the right side or bottom of the class list.

CAUTION: *Email functionality should be tested before relying on it for important class directives or assignments. Internet browser settings must be checked as some truncation problems have been encountered with this functionality – especially for larger class sizes. We recommend using Blackboard or the email tool in GVSU Faculty/Staff Additional Information for important communication to students.*

7. Click the **Faculty Services** tab at the top of the page to return to the **Faculty and Advisors** menu.

Week at a Glance

1. **Click** on the **Week at a Glance** menu item to view a weekly class schedule as displayed below:



The screenshot shows the Banner Self-Service interface. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, Faculty Services (highlighted), Employee, and Finance. Below the tabs is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, and HELP. The main content area is titled 'Faculty and Advisors' and contains a list of menu items: View Student Records Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance (circled in red), Office Hours, Active Assignments, and Assignment History.

- Continue scrolling down the screen to view the entire schedule for one week.

Personal Information
Student
Financial Aid
Faculty Services
Employee
Finance

Search
RETURN TO MENU
SIT

Week at a Glance

The following is your class schedule by day and time. Classes that do not have scheduled meeting times are hyperlinked courses for more detail.

Week at a Glance displays one week of the semester at a time. Enter a date in the box below or click

Go to (MM/DD/YYYY):

Previous Week

Week of Sep 02, 2013 (158 of 191)

	Monday	Tuesday	Wednesday	Thursday	Friday
6pm			LIB 100-14 12122 Class 6:00 pm-8:50 pm ASH 2107		
7pm					

- Note again that any item in [blue](#) represents a link to more detailed information. Either click on the linked information, or click the **Faculty Services** tab to return to the **Faculty and Advisors** menu.

Quick Tip

Click on [Previous Week](#), [Next Week](#), or type a specific date in the [Go to](#) field to view other weeks of the semester.

Office Hours

- Click on the **Office Hours** menu item to enter/review office hours for classes in which the user is the instructor of record.

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)
[Finance](#)

Search [RETURN TO MENU](#)

Faculty and Advisors

[View Student Records Menu](#)
[Term Selection](#)
[CRN Selection](#)

[Faculty Detail Schedule](#)
[Week at a Glance](#)
[Office Hours](#)
[Active Assignments](#)
[Assignment History](#)

The information is displayed as follows:

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)
[Finance](#)

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

Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may check the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

Course Information

Introduction to Liberal Education - 12122 - LIB 100 - 14

CRN: 12122

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 8:50 pm	W	AuSable Hall 2107	Aug 26, 2013 - Dec 14, 2013	Lecture and Discussion	Theresa L Rowland (P)

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week M T W R F S U	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To:

2. Enter office hours information. If you want your office hours visible to students enrolled in the classes you are teaching, check the **Display** checkbox. Click **Submit** to save changes as noted below:

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text" value="1600"/>	<input type="text" value="1800"/>	M T W R F S U <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	None				<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	None				<input type="checkbox"/>

Copy To:

 You have successfully changed your office hour information.

3. To copy office hours from one course to another, select the **CRN** (Course Reference Number) of the course to copy from (either the last CRN accessed for which information is “held” by the system OR select a course by following the prompts in the **CRN Selection** menu option).
4. **Select** the appropriate CRN from the **Copy To** dropdown box. Click **Submit** to copy.
5. Results can be viewed by returning to the **CRN Selection** menu option. Select the appropriate CRN and return to the **Office Hours** menu item and the following results are displayed:

Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students must have the Display indicator checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

Course Information

Introduction to Liberal Education - 12122 - LIB 100 - 14

CRN: 12122

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 8:50 pm	W	AuSable Hall 2107	Aug 26, 2013 - Dec 14, 2013	Lecture and Discussion	Theresa L Rowland (P)

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
1600	1800	M T W R F S U <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None		08/26/2013	12/14/2013	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/>	None				<input type="checkbox"/>

6. Click on the **Faculty Services** tab to return to the **Faculty and Advisors** menu.

Active Assignments

Personal Information
Student
Financial Aid
Faculty Services
Employee
Finance

Search RETURN TO

Faculty and Advisors

[View Student Records Menu](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Office Hours](#)

[Active Assignments](#)

[Assignment History](#)

[Advisee Listing](#)

[Detail Class List](#)

[Summary Class List](#)

[Midterm Grades](#)

The **Active Assignments** menu item provides the same information available in both the **Faculty Detail Schedule** and **Week at a Glance** menu items displayed in a different format as demonstrated below:

View Active Assignments

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Active Assignments

Introduction to Liberal Education - LIB 100 26

Associated Term:	Fall 2010	Credits:	3.000
CRN:	12159	Grade Mode:	Audit , Letter Grade , Credit/No Credit
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture and Discussion	Syllabus:	Maintain
Instructional Method:	Traditional	Office Hours:	Add
Campus:	Allendale	Roster:	Classlist
Available for Registration:	Mar 22, 2010 to Sep 03, 2010	Detail Schedule:	Display

Introduction to Liberal Education - LIB 100 15

Associated Term:	Fall 2012	Credits:	3.000
CRN:	12124	Grade Mode:	Audit , Letter Grade , Credit/No Credit
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture and Discussion	Syllabus:	Maintain
Instructional Method:	Traditional	Office Hours:	Add
Campus:	Allendale	Roster:	Classlist
Available for Registration:	Mar 19, 2012 to Aug 31, 2012	Detail Schedule:	Display

Assignment History

Personal Information
Student
Financial Aid
Faculty Services
Employee
Finance

Search [RETURN T](#)

Faculty and Advisors

[View Student Records Menu](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Office Hours](#)

[Active Assignments](#)

[Assignment History](#)

[Advisee Listing](#)

[Detail Class List](#)

[Summary Class List](#)

[Midterm Grades](#)

[Final Grades](#)

The **Assignment History** menu item provides information about past and present class assignments as demonstrated below

View Assignment History

Sep 05, 2013

The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instructional Method	Open for Registration	Status
Winter 2014	29587	LIB 201	SWS Diversity in the US	3.000	Undergraduate	Allendale	Traditional	Yes	Active
Fall 2013	12122	LIB 100	Introduction to Liberal Education	3.000	Undergraduate	Allendale	Traditional	No	Active
Winter 2013	29301	CTH 400	Touring Theatre Production	3.000	Undergraduate	Allendale	Traditional	No	Active
Winter 2013	29597	LIB 201	Diversity in the United States	3.000	Undergraduate	Allendale	Traditional	No	Active
Fall 2012	12124	LIB 100	Introduction to Liberal Education	3.000	Undergraduate	Allendale	Traditional	No	Active
Winter 2012	28112	ICE 100	Introduction to Intercultural Competence	3.000	Undergraduate	Allendale	Traditional	No	Active
Winter 2011	22498	LIB 314	SWS Life Journey	3.000	Undergraduate	Allendale	Traditional	No	Active
Fall 2010	12116	LIB 100	Introduction to Liberal Education	3.000	Undergraduate	Allendale	Traditional	No	Active
Fall 2010	12159	LIB 100	Introduction to Liberal Education	3.000	Undergraduate	Allendale	Traditional	No	Active
Fall 2010	12163	LIB 100	Introduction to Liberal Education	3.000	Undergraduate	Allendale	Traditional	No	Active

[[View Active Assignments](#) | [Week at a Glance](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Summary Class List](#)]

Remember that you may click the [blue](#) hyperlinks for more detail.

Note: pre-Banner history was not imported into SSB. To review information for courses that occurred prior to the implementation of Banner, please contact the Registrar's Office.

Advisee Listing

Personal Information
Student
Financial Aid
Faculty Services
Employee
Finance

Search [RETURN T](#)

Faculty and Advisors

- [View Student Records Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Office Hours](#)
- [Active Assignments](#)
- [Assignment History](#)
- [Advisee Listing](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Midterm Grades](#)
- [Final Grades](#)

Select the **Advisee Listing** menu option to view information about students who have been assigned to you.

Personal Information **Faculty Services**

Search
RETURN TO MENU SITE MAP HELP EXIT

Advisee Listing

Advisee Listing

Student Name	ID	Advisor Type	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
██████████	G00 ██████████	Major	View				
██████████	G00 ██████████	Minor	View				

[Email your advisees](#)

Click the [blue](#) hyperlinks for more detail.

REMINDER:

Email functionality should be tested. Internet browser settings must be checked as some truncation problems have been encountered with this functionality – especially for larger advisee list sizes.

Detail and Summary Class List

Personal Information
Student
Financial Aid
Faculty Services
Employee
Finance

Search RETURN T

Faculty and Advisors

View Student Records Menu
 Term Selection
 CRN Selection

Faculty Detail Schedule
 Week at a Glance
 Office Hours
 Active Assignments
 Assignment History

Advisee Listing
Detail Class List
Summary Class List
 Midterm Grades
 Final Grades

1. Click on the **Detail Class List** menu item. If a term has been previously selected for another menu option, the **Select a CRN** function appears as demonstrated below. (If a **CRN** has been selected for a previous menu option, Banner will not prompt users to select the CRN again.)

Select a CRN

CRN:

[Enter CRN Directly]

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2. **Select** the appropriate CRN/class and click the **Submit** button to view a detailed class list, including demographic information about each enrolled student, as demonstrated in the example below:

Detail Class List

 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one m curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Introduction to Liberal Education - LIB 100 14

CRN: 12122

Duration: Aug 26, 2013 - Dec 14, 2013

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	29	1
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	[REDACTED]	G00 [REDACTED]	**Web Registered**	7 

Current Program

Bachelor of Science

Level: Undergraduate

Program: Criminal Justice-BS

Admit Term: Fall 2012

Admit Type: High School Applicant

Catalog Term: Fall 2012

College: Col of Community & Public Serv

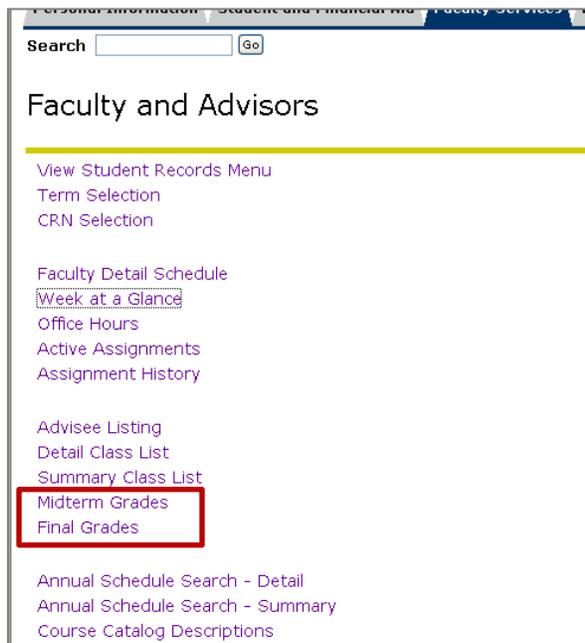
Major: Criminal Justice

Minor: Legal Studies

CAUTION: Email functionality should be tested before relying on it for important class directives or assignments. Internet browser settings must be checked as some truncation problems have been encountered with this functionality – especially for larger class sizes.

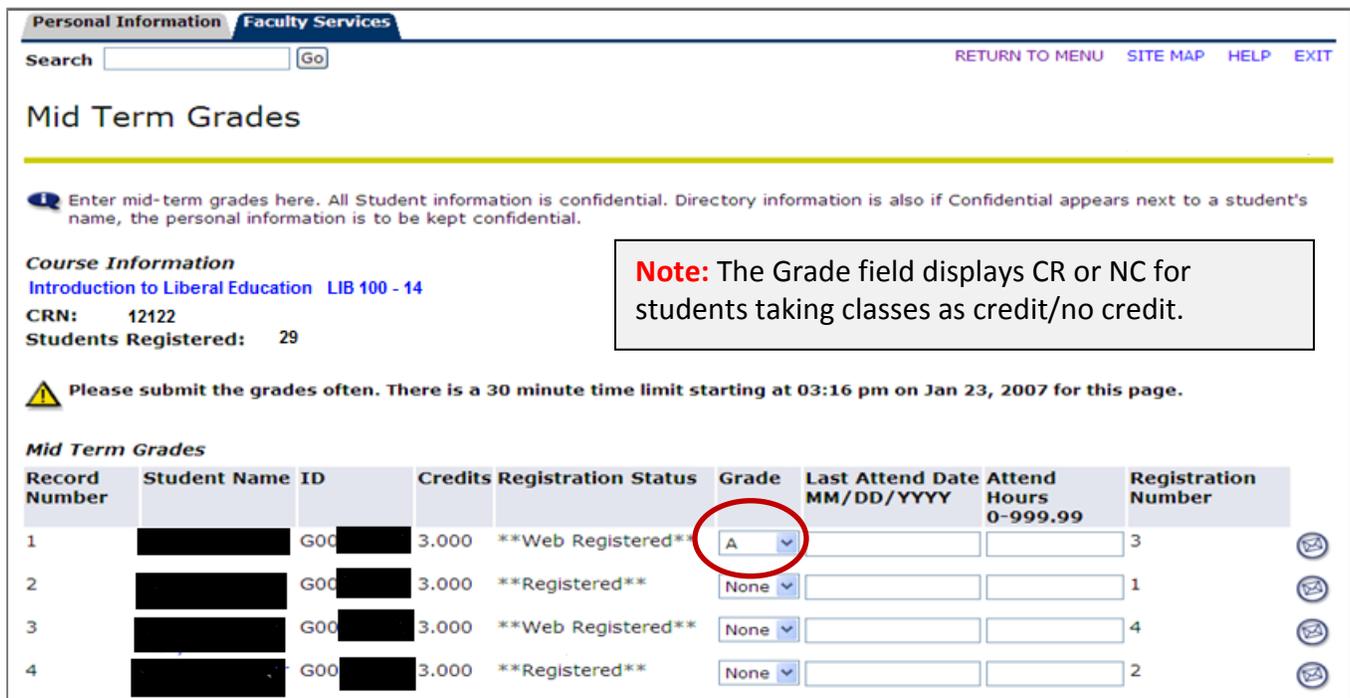
3. Click the **Faculty Services** tab to return to the **Faculty and Advisors** menu. You may also click the **Summary Class List** menu item to get the class list in a summarized format (as demonstrated above in the **Faculty Detail Schedule** link to [Class list](#)).
4. Return to the **Faculty and Advisors** menu by clicking the **Faculty Services** tab.

Midterm and Final Grades



The process is the same for entering both Midterm and Final grades. Just select the appropriate menu option and follow the steps as demonstrated for Midterm Grades below.

1. Click on the **Midterm Grades** menu option to begin entering grades.
2. Tab to the **Grades** field for the student and either enter the letter grade or **Select** a grade from the options in the drop down box as displayed below:



3. Click on the **Submit** button to save the new information. A message appears to confirm that your changes were saved.



Quick Tips

- The **Grade** field is empty for students who are auditing the class.
- The process for entering Final grades is exactly the same as for Midterm grades.
- Grades can be entered and reentered as many times as necessary until the changes are locked down by the Registrar.
- **CAUTION:** Grades entered and not submitted before a 30 minute timeout will be lost.

Annual Schedule Search – Detail and Summary

1. **Click** on the **Annual Schedule Search – Summary** menu option and then follow the prompts for **Term Selection** to begin the search.

Faculty and Advisors

View Student Records Menu
Term Selection
CRN Selection

Faculty Detail Schedule
Week at a Glance
Office Hours
Active Assignments
Assignment History

Advisee Listing
Detail Class List
Summary Class List
Midterm Grades
Final Grades

Use the **Annual Schedule Search** to search for classes. This search can be performed at the **Detail** or **Summary** level. Users may choose any combination of fields to narrow the search, but must select at least one subject.

Annual Schedule Search - Detail
Annual Schedule Search - Summary

Course Catalog Descriptions
e~Print SIS reports (PROD)
Faculty Grade Summary
Advisee Grade Summary

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2. In this example, selecting **Film and Video** from the Subject dropdown menu, then clicking **Course Search**, returns the results below:

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)
[Finance](#)

Search [RETURN TO MENU](#)

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to search when your selection is complete. To select more than one subject, hold down the control key.

ONLINE designated courses will have no on-campus meetings - delivery is all online; HYBRID designated delivery online; all students should anticipate that their courses may integrate web enhanced technology.

Subject:

- Entrepreneurship
- Environmental Studies
- Film And Video
- Finance
- French
- Full-Time Integrated MBA
- Geography
- Geology
- German
- Greek

3. Click **View Sections** to view section detail.

Look Up Classes

Fall 2013

Film And Video

123	Media Production Modes	<input type="button" value="View Sections"/>
124	Image and Sound	<input type="button" value="View Sections"/>
125	Media Production I	<input type="button" value="View Sections"/>
225	Film Culture	<input type="button" value="View Sections"/>

Look Up Classes

Fall 2013
Sep 05, 2013 12:41 pm

Select the box in front of the CRN - Course Reference Number (C next to the CRN identifies a closed class) and choose Register or Add to Worksheet. Click on a course's CRN to access detailed class information including required links (lab, lecture, discussion, etc), schedule type, course description, and more.

The 'Prereq Exists' column indicates if the class does (Y) or does not (N) have a pre-requisite. To view the course's pre-requisite, click on the course's CRN and then select 'View Catalog Entry.'

Sections Found

Film And Video

Select	CRN	Prereq Exists	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	Instructor	Date (MM/DD)	Location	Attribute
C	11282	Y	CFV	123	01	ALL	3.000	Survey of Media Production Modes	MW	09:00 am-10:50 am	30	31	-1	0	0	Brian J Day (P)	08/26-12/14	LSH 154	
NR	11283	Y	CFV	123	02	ALL	3.000	Survey of Media Production Modes	MW	03:00 pm-04:50 pm	30	29	1	0	0	Barbara M Roos (P)	08/26-12/14	LSH 174	

- Click the **New Search** button at the bottom of the page to return to the **Look Up Classes** screen, or click the **CRN** to view more detail in the **Class Schedule Listing**.
- Click the hyperlinked course title for capacity information, course restrictions, or to **View Catalog Entry**.

Class Schedule Listing

Sections Found

[Survey of Media Production Modes - 11283 - CFV 123 - 02](#)

Class is restricted to Film and Video Production majors, or permission of instructor.

Associated Term: Fall 2013

Registration Dates: Mar 18, 2013 to Aug 30, 2013

Levels: Undergraduate

Allendale Campus

Lecture and Discussion Schedule Type

Traditional Instructional Method

3.000 Credits

[Textbook Information](#)

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:00 pm - 4:50 pm	MW	Lake Superior Hall 174	Aug 26, 2013 - Dec 14, 2013	Lecture and Discussion	Barbara M Roos (P)

Detailed Class Information

Detailed Class Information

Survey of Media Production Modes - 11283 - CFV 123 - 02

Associated Term: Fall 2013

Levels: Undergraduate

Allendale Campus

Lecture and Discussion Schedule Type

Traditional Instructional Method

3.000 Credits

[Textbook Information](#)

[View Catalog Entry](#)

Registration Availability

	Capacity	Actual	Remaining
Seats	30	29	1

Restrictions:

Must be enrolled in one of the following Majors:

Film Video

Selecting the **Annual Schedule Search – Detail** option allows you to narrow your search by several criteria such as Title, Course Number, Instructor Name, etc. as illustrated below. See Appendix for Code/Name Lookup wildcard functionality.

Personal Information **Student** **Financial Aid** **Faculty Services** **Employee** **Finance**

Search [RETURN TO MENU](#)

Class Schedule Search

Subject: Accounting
Advertising/Public Relations
African/African American Stds
Allied Health Sciences
Anthropology
Arabic
Archaeology
Art
Athletic Training
Biology

Course Number:

Title:

Schedule Type: All
Clinical Study
Discussion

Instructional Method: All
Compressed Video
Hybrid

Credit Range: hours to hours

Campus: All
Allendale
Holland

Course Level: All
Doctorate
Masters

Part of Term: All
Non-date based courses only
Full Term

Instructor: All
Abbas, Fawzi K
Abnet, Dustin A

Attribute Type: All
Arts

7. Click the **Faculty Services** tab to return to the **Faculty and Advisors** menu.

Course Catalog Descriptions

1. Click the **Course Catalog Descriptions** menu item to search the course catalog. Users may choose any combination of fields to narrow the search, but must select at least one Subject.

Faculty and Advisors

[View Student Records Menu](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Office Hours](#)

[Active Assignments](#)

[Assignment History](#)

[Advisee Listing](#)

[Detail Class List](#)

[Summary Class List](#)

[Midterm Grades](#)

[Final Grades](#)

[Annual Schedule Search - Detail](#)

[Annual Schedule Search - Summary](#)

[Course Catalog Descriptions](#)

[e~Print SIS reports \(PROD\)](#)

[Faculty Grade Summary](#)

[Advisee Grade Summary](#)

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2. Follow the prompts for term selection and provide search criteria just like the **Class Schedule Search – Detail** and **Summary** above. In this example, **Film and Video** was the selected subject. Click the **Get Courses** button to view results as displayed below:

Course Catalog Search

CFV 123 - Survey of Media Production Modes

Introductory course in the critical study of the various modes of film/video/animation/new media production. Examines distincti the economic and cultural context of production and reception. A pre-requisite course for film and video production. Offered fal Restricted to Film Video majors.
3.000 Credit hours

Levels: Undergraduate

Schedule Types: [Lecture and Discussion](#)

School Of Communications Department

CFV 124 - Image and Sound

A beginning course in problem-solving skills, image-sound, and sequencing relationships applied to basic expression through v principles that guide the development of creative solutions and learn basic terminology used in production and critique. A pre-a production. Offered fall and winter semesters. Prerequisite: Restricted to Film Video majors.
0.000 OR 3.000 Credit hours

Levels: Undergraduate

Schedule Types: [Laboratory](#), [Lecture and Discussion](#)

School Of Communications Department

CFV 125 - Media Production I

Fundamentals of video production, including the techniques and the aesthetics of shooting, lighting, and editing. Emphasizes h video. A pre-admission course for film and video production. Offered fall and winter semesters. Prerequisites: Restricted to Film Studies, Health Communications, and Journalism majors.
0.000 OR 4.000 Credit hours

Levels: Undergraduate

Schedule Types: [Laboratory](#), [Lecture and Discussion](#)

[All Sections for this Course](#)

School Of Communications Department

3. Click the **Faculty Services** tab to return to the **Faculty and Advisors** menu.

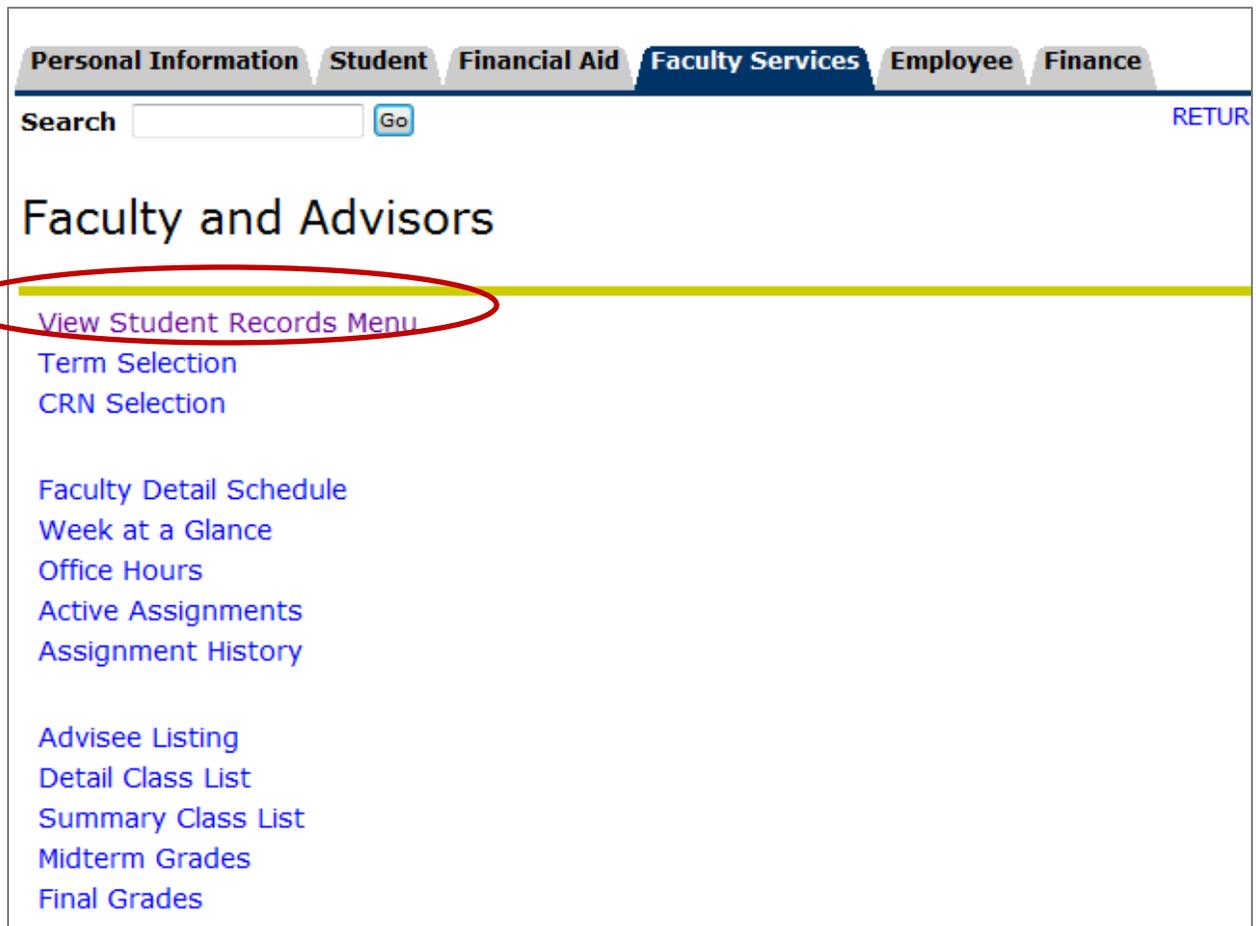
Unit 3: Student Records Menu

Hours: .25

Objective: Locate Student Demographics and Academic Information

Student Records Menu

The **View Student Records Menu** option on the **Faculty and Advisors** menu is actually a link to the **Student Information** menu. Menu options here provide information pertinent to individual students, as opposed to the class-type information available via the **Faculty and Advisors** menu covered previously in this manual.



The screenshot shows the Banner Self-Service interface. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, Faculty Services (highlighted), Employee, and Finance. Below the tabs is a search bar with a 'Go' button and a 'RETURN' link. The main heading is 'Faculty and Advisors'. A horizontal yellow line separates the heading from the menu items. The first item, 'View Student Records Menu', is circled in red. Other items include Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Office Hours, Active Assignments, Assignment History, Advisee Listing, Detail Class List, Summary Class List, Midterm Grades, and Final Grades.

Personal Information Student Financial Aid **Faculty Services** Employee Finance

Search Go RETURN TO MENU SITE

Student Information

[Term Selection](#)
[Student Search](#)

[Student Address and Phones](#)
[Student E-mail Address](#)
[View Student Major and Advisor Information](#)

[View Holds](#)
[View Test Scores](#)

[Registration History](#)
[Student Schedule](#)

[Academic Transcript](#)
[myPath - Degree Planning & Evaluation \(undergrad students entering Fall 2003 to present\)](#)

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1. Click on the **View Student Records Menu** option and Banner returns the **Student Information** menu as displayed above.
2. Click the **Student Search** menu option to locate the student for which information is needed and the **Student and Advisee ID Selection** search screen appears as demonstrated below:

Personal Information Student Financial Aid **Faculty Services** Employee Finance

Search [RETURN TO MENU](#)

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

3. Type the Student or Advisee number (G-number) in the search box if known, **OR** perform a search using last name or first name.

 **Quick Tip**

Can't remember a Name or Student ID number? Use the wildcard functionality (%) and search for it - see appendix for wildcard instructions.

4. Once the proper student name has been located, click the **Submit** button.
5. Click **Submit** again on the Student Verification screen to confirm your selection, or click **ID Selection** to choose a different student.

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)
[Finance](#)

Search

[RETURN TO MENU](#)
[SITE MA](#)

Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Lynn M. Blue-Test is the name of the student or advisee that you selected.

[\[ID Selection \]](#)

View Student Major and Advisor Information

1. Click **View Student Major and Advisor Information** to see a general summary of the previously selected student.

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)
[Finance](#)

Search

[RETURN TO MENU](#)

Student Information

- [Term Selection](#)
- [Student Search](#)

- [Student Address and Phones](#)
- [Student E-mail Address](#)
- [View Student Major and Advisor Information](#)

- [View Holds](#)
- [View Test Scores](#)

- [Registration History](#)
- [Student Schedule](#)

- [Academic Transcript](#)
- [myPath - Degree Planning & Evaluation \(undergrad students entering Fall 2003 to present\)](#)

General Student Information

Information for [Lynn M. Blue-Test](#)

Student Information effective from Fall 2013 to The End of Time

Registered for Term: No
First Term Attended: Fall 1984
Last Term Attended: Spring/Summer 2011
Status: Active
Residence: Resident
Citizenship: Refugee
Student Type: Graduate
Class: Senior
Primary Advisor: William Widmaier
Primary Advisor Type: Major 1 Advisor

Curriculum Information

Current Program

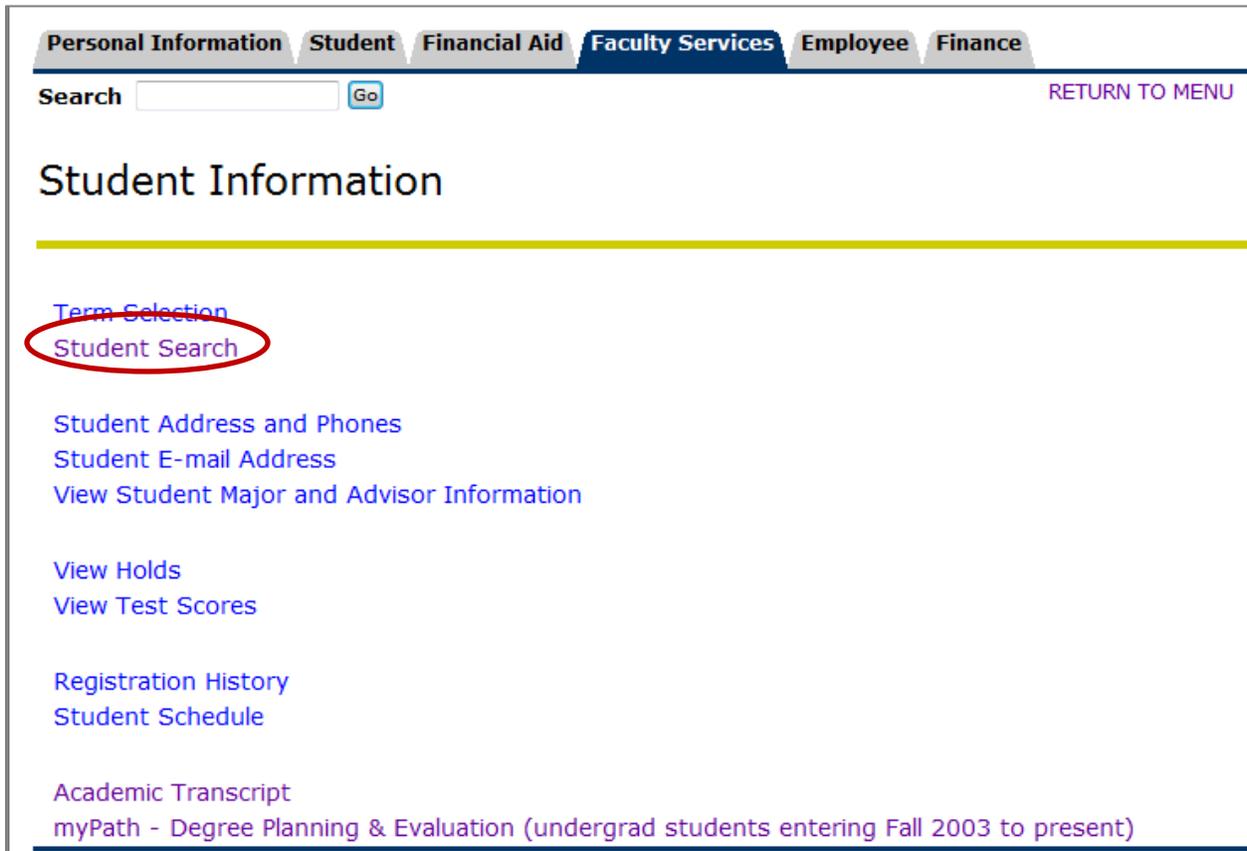
Bachelor of Science

Level: Undergraduate
Program: Diagnostic Medical Sonography
Admit Term: Fall 2013
Admit Type: Transfer Michigan 4 Year
Catalog Term: Fall 2013
College: College of Health Professions
Major: Diagnostic Medical Sonography

[[Student Schedule](#) | [Student Addresses and Phones](#) | [Student E-mail Addresses](#)]

RELEASE: 8 3

Other Student Demographic and Academic Information



The screenshot displays the Banner Self-Service interface. At the top, there is a navigation bar with tabs for Personal Information, Student, Financial Aid, Faculty Services, Employee, and Finance. Below the navigation bar is a search field with a "Go" button and a "RETURN TO MENU" link. The main content area is titled "Student Information" and contains a list of menu options: Term Selection, Student Search (circled in red), Student Address and Phones, Student E-mail Address, View Student Major and Advisor Information, View Holds, View Test Scores, Registration History, Student Schedule, Academic Transcript, and myPath - Degree Planning & Evaluation (undergrad students entering Fall 2003 to present).

Click on any of the queries under the **Student Information** menu option to view information about a specific student. Banner will hold the selected student in memory until a new student is selected. To choose a different student, click the **Student Search** query.

Return to the **Faculty and Advisors** menu by clicking on the **Faculty Services** tab.

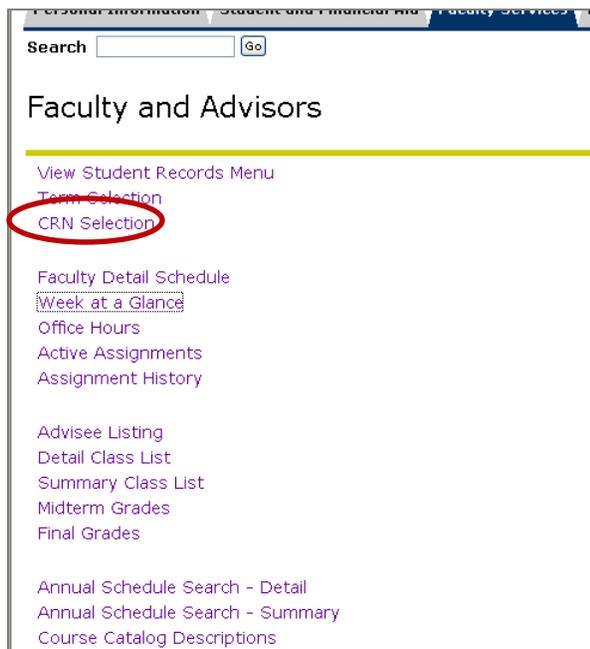
Unit 4: Dynamic Search Capabilities

Hours: .25

Objective: Perform CRN Selection Searches

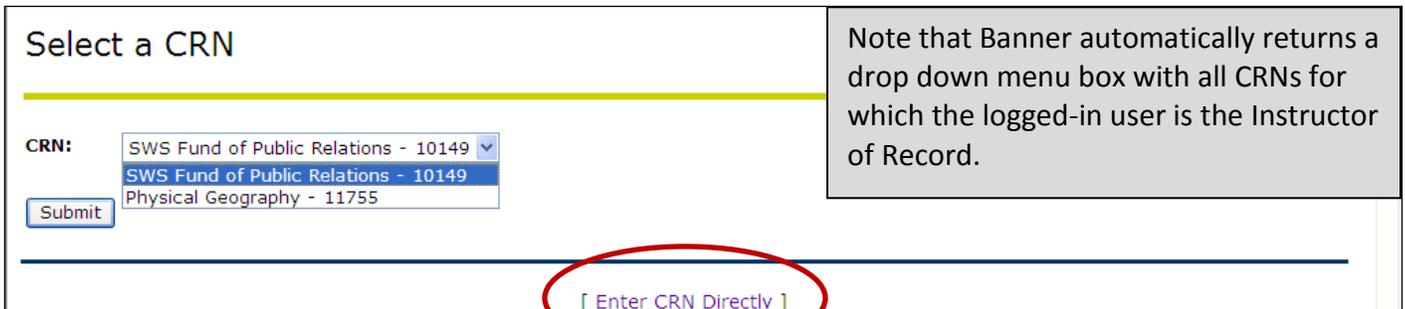
Additional Search Capabilities

As noted previously in this manual, informational queries performed in Banner typically return results for the logged-in user only. User profiles and security dictate what each individual user can see when browsing in SSB. This functionality is enough for most users; however, some staff members (like Advisors, Department Chairs, Administrative Staff, etc.) need access to more data than is available as an Instructor of Record of a course.

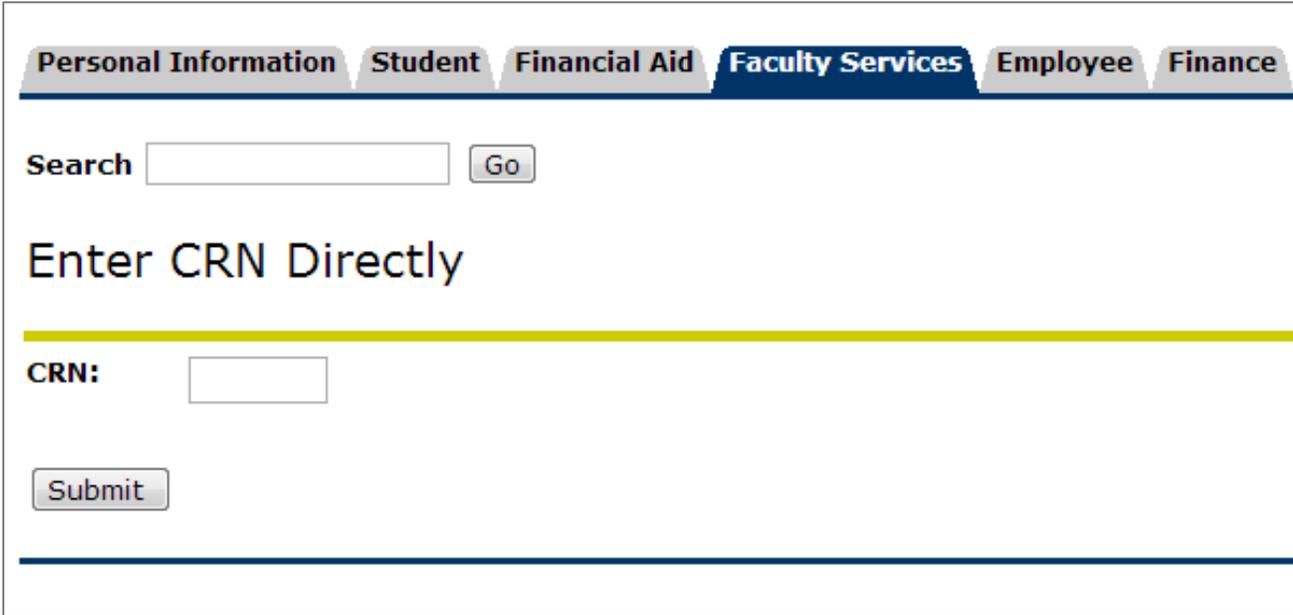


Use the CRN Selection menu item to view Classlists of courses for which you are not assigned as the Instructor of record.

1. Click on the **CRN Selection** menu option on the **Faculty and Advisors** menu and the CRN Selection screen appears as displayed below:

A screenshot of the 'Select a CRN' screen. It features a dropdown menu for 'CRN:' with the following options: 'SWS Fund of Public Relations - 10149' (selected), 'SWS Fund of Public Relations - 10149', and 'Physical Geography - 11755'. A 'Submit' button is located below the dropdown. At the bottom of the screen, the text '[Enter CRN Directly]' is circled in red. A grey callout box on the right contains the text: 'Note that Banner automatically returns a drop down menu box with all CRNs for which the logged-in user is the Instructor of Record.'

2. Click on the **[Enter CRN Directly]** option at the bottom of the screen and the following screen is returned:



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', 'Employee', and 'Finance'. The 'Faculty Services' tab is highlighted. Below the navigation bar is a search area with the label 'Search', a text input field, and a 'Go' button. The main heading is 'Enter CRN Directly'. Below this heading is a horizontal yellow line, followed by the label 'CRN:' and a text input field. At the bottom of this section is a 'Submit' button. A horizontal blue line is at the very bottom of the form area.

3. Enter the CRN in the box (for this example: **12122**) and click the **Submit** button to return to the **Faculty and Advisors** menu.
4. Click the **Detail Class List** menu option and the following results are returned:

Detail Class List

 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Introduction to Liberal Education - LIB 100 14

CRN: 12122

Duration: Aug 26, 2013 - Dec 14, 2013

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	30	0
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	[REDACTED]	G0 [REDACTED]	**Web Registered**	7 

Current Program

Bachelor of Science

Level:	Undergraduate
Program:	Criminal Justice-BS
Admit Term:	Fall 2012
Admit Type:	High School Applicant
Catalog Term:	Fall 2012
College:	Col of Community & Public Serv
Major:	Criminal Justice
Minor:	Legal Studies

**Note that this functionality does not always return results as noted above due to user profiles and security.*

APPENDIX

Self-Service Banner Terminology

CRN – Course Reference Number

- ❖ 5 – digit numerical identifier assigned to a course section

Term Codes

- ❖ 6 – digit numerical code
- ❖ First four digits correspond to the fiscal year in which term falls
- ❖ Last two digits signify which term within the fiscal year
 - 10 – Fall
 - 20 – Winter
 - 30 – Spring/Summer
- ❖ Banner Term Code Examples:

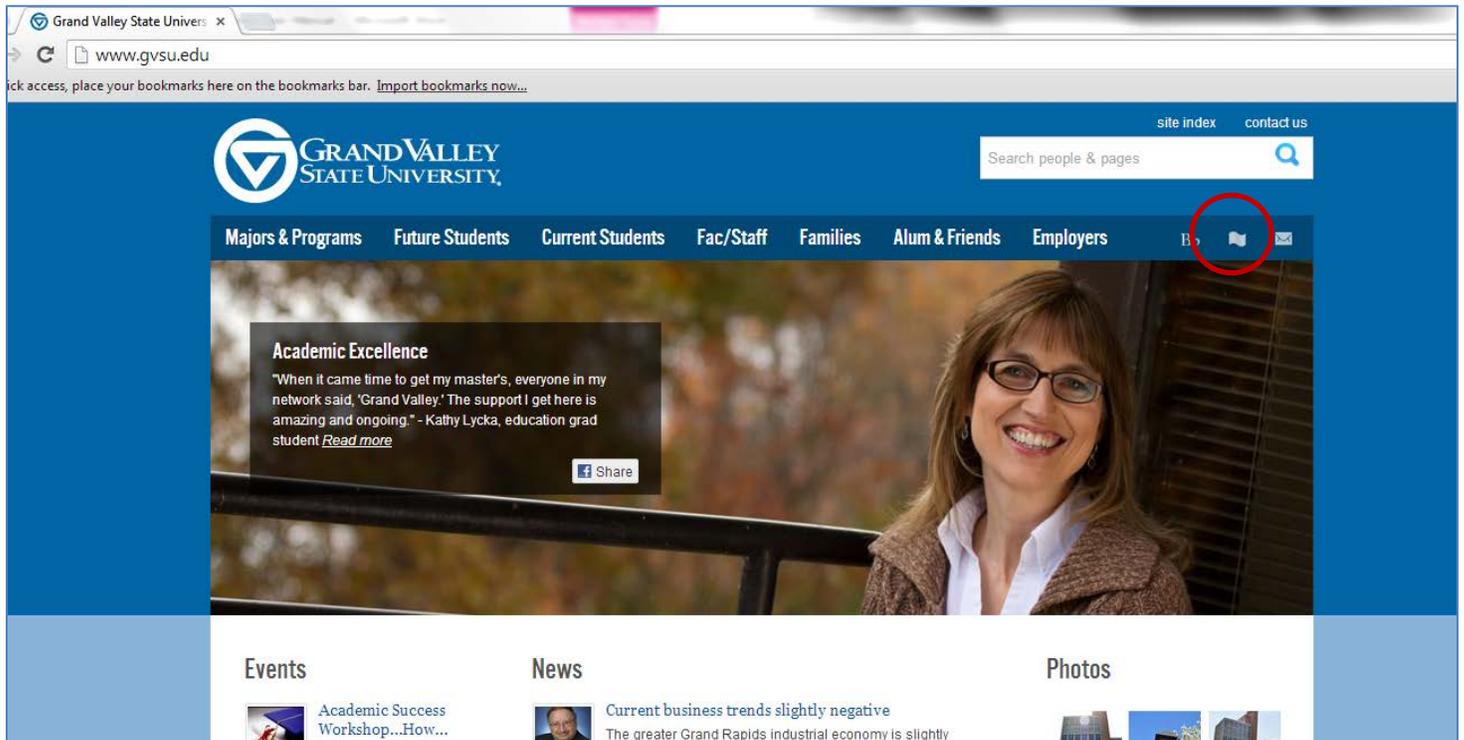
TERM	BANNER TERM CODE
Spring/Summer 2014	201430
Fall 2014	201510
Winter 2015	201520

G-Number – Unique 9-digit number beginning with G (GVSU) for all persons (students, faculty, staff, vendors, etc.) on file in Banner

Part of Term – Course sections that have start and end dates that differ from the semester’s start and end dates are assigned a part of term based on the first day the class begins. The Part of Term is used to determine course refund amounts.

Logging Into Self-Service Banner

1. Open an Internet browser.
2. Go to: www.gvsu.edu – the following page will display:



3. Click the small banner icon (circled in red above). The following screen is displayed:

Enter your G-Number/Student ID and your Personal Identification Number (PIN).

- **What is my G-number?** If you do not know your G-number, contact the Records Office at 616-331-3327.
- **Forgot PIN?:** If you have forgotten your PIN, you MUST enter your G-Number prior to selecting the "Forgot PIN?" button
- To protect your privacy, please Exit and close your browser when you are finished.

[Return to GVSU Homepage](#)

User ID:

PIN:

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NOTE: Menus presented after the login screen may appear different than in training due to security profiles and system access.

Resetting Your PIN in Self-Service Banner

To Reset Your PIN:

1. Enter your User ID (i.e., your G-number)
2. Click the **Forgot PIN?** button

Enter your G-Number/Student ID and

- **What is my G-number?** If you do not know your G-number, click the **Forgot PIN?** button.
- **Forgot PIN?:** If you have forgotten your PIN, click the **Forgot PIN?** button.
- To protect your privacy, please Exit and close the browser.

[Return to GVSU Homepage](#)

User ID: G00 [REDACTED]

PIN:

RELEASE: 8.5.2

3. Enter the **Answer** to the security question you set up the first time you logged in to SSB.
4. Click the **Submit Answer** button

Security Answer

User ID: G00 [REDACTED]

Question: What is your favorite sports team?

Answer:

Reset your PIN to a new PIN by following the prompts:

5. Enter your **New PIN**
6. Re-enter your **New PIN**
7. Then, click the **Reset PIN** button

Quick Tip

PINs must be six to ten characters long, and may include a combination or both numbers and letters.

! Your PIN has to be reset. Please change it now.

New PIN:

Re-enter new PIN:

Change PIN

! Your PIN will need to be RESET under these conditions:

- This is your first time logging into myBanner
- You were given a temporary pin
- You were locked out and your PIN was reset
- Your pin has expired

Pin number must be six to ten characters long, which may include a combination of both numbers and letters. Capitalization does not matter.

! Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Self-Service Banner Wildcard Instructions

The wildcard function in Banner allows you to enter partial search criteria when you do not know the entire name, numerical code, or title. Below is a list of examples of how to use the wildcard search function for both names and numerical codes.

NAMES

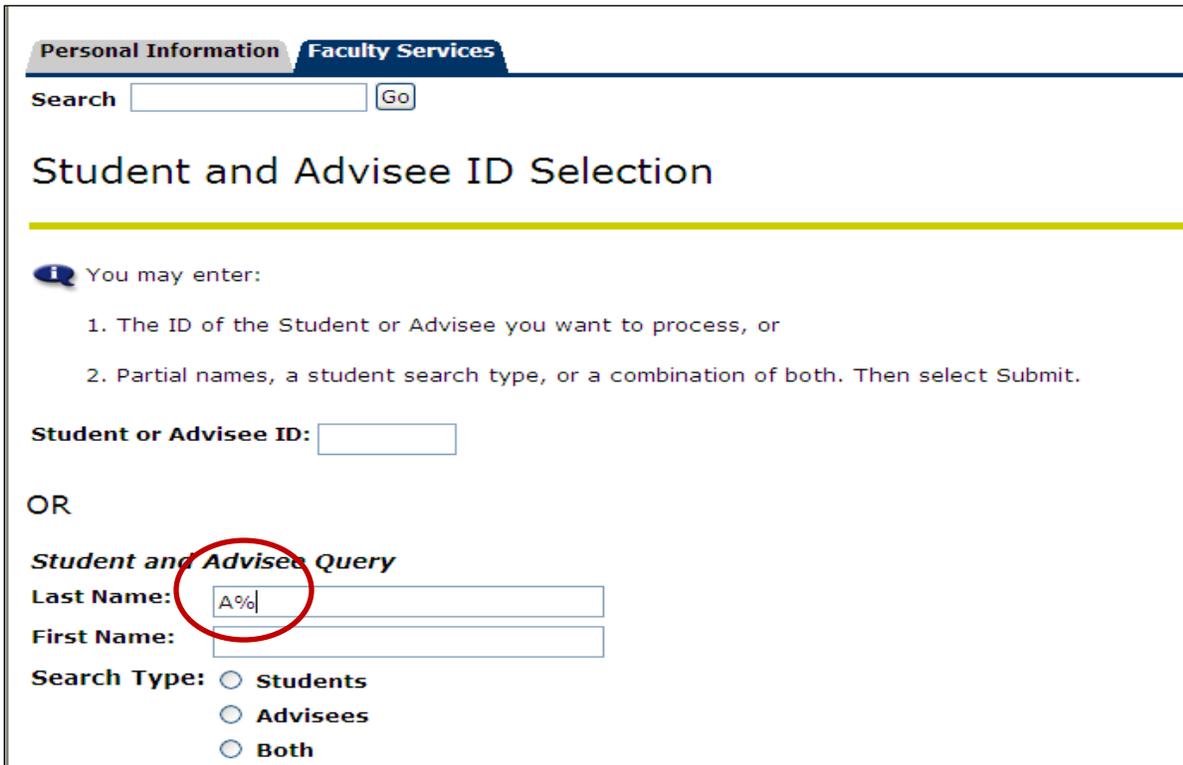
Example: Find a student whose last name contains the letters “son” somewhere in the name. I do not know the full name. How do I use the wildcard function?

- son%** (Displays all Last Names with son as the **first** part of the name e.g. “sonny”)
%son (Displays all Last Names with son as the **last** part of the name – e.g. “johnson”)
%son% (Displays all Last Names with son anywhere in the last name)

NUMERICAL CODES

Example: Find a fund number that contains the digits 813 somewhere in the fund’. I do not know the entire number. How do I use the wildcard function?

- 813%** (Displays all codes with 813 as the **first** numbers in the series)
%813 (Displays all codes with 813 as the **last** numbers in the series)
%813% (Displays all codes with 813 **anywhere** in the series)



The screenshot shows the Banner Self-Service interface. At the top, there are tabs for 'Personal Information' and 'Faculty Services'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Student and Advisee ID Selection'. An information icon indicates that users may enter: 1. The ID of the Student or Advisee you want to process, or 2. Partial names, a student search type, or a combination of both. Then select Submit. There is a text input field for 'Student or Advisee ID:'. Below this, the word 'OR' is displayed. Under the heading 'Student and Advisee Query', there are three input fields: 'Last Name:' containing 'A%', 'First Name:', and 'Search Type:'. The 'Search Type:' field has three radio button options: 'Students', 'Advisees', and 'Both'. The 'Last Name' field and its content are circled in red.

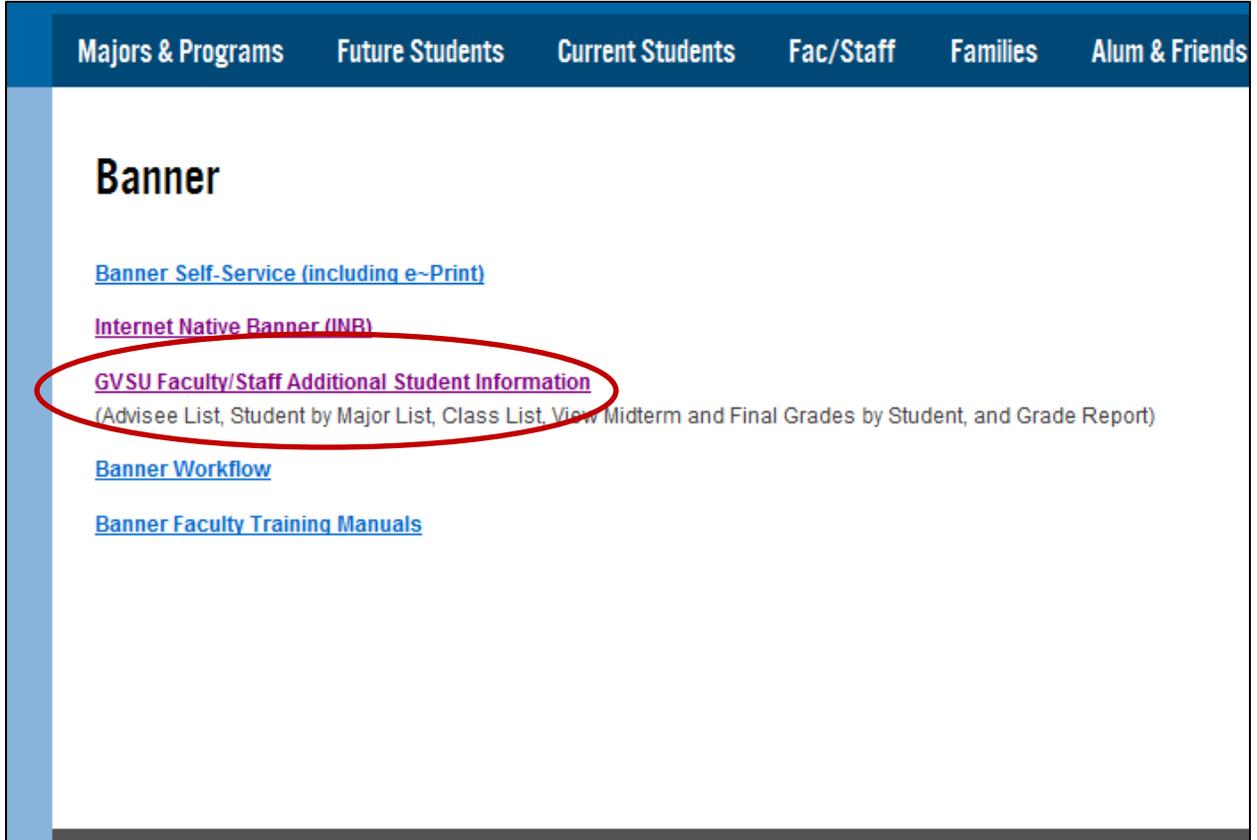
Self-Service Banner (SSB) Menu Options

Faculty and Advisors	
Menu Items	Description
Faculty Detail Schedule	Class status, College, Department, Credits Level etc. For all current assignments*
Week at a Glance	Class Schedule by day and time in a calendar format for all current assignments* - includes building ad room location
Office Hours	Maintains office hours for all current assignments* - optional display checkbox activates accessibility to students
Active Assignments	Same information as available in Faculty Detail Schedule option presented in a different format for all current assignments*
Assignment History	Past and Present assignments*
Advisee Listing	Review the students you are assigned to advise.
Detail Class List	Class roster information presented in detail by student for all current assignments
Summary Class List	Class roster information presented in a summarized worksheet format for all current assignments*
Midterm Grades	Enter, review, and change Midterm Grades for all active assignments*
Final Grades	Enter, review, and change Final Grades for all active assignments*
Annual Schedule Search - Detail	Search for classes using one or many criteria – results returned in detailed text format
Annual Schedule Search - Summary	Search for classes using one or many criteria – results returned in a summarized worksheet format
Course Catalog Descriptions	View catalog information for all classes
Student Information	
Menu Items	Description
Student Address and Phones	Review all addresses of the student on file with the University
Student Email Address	Review the e-mail addresses on file for the student
View Student Major and Advisor Information	Displays student curriculum and advisor information
View Holds	Check the student's record for active holds that may be applicable
View Test Scores	Displays test scores for the student
Registration History	Provides a summary of active as well as completed courses. Classes in which the student withdrew or dropped after the 100% deadline are also displayed.
Student Schedule	Review a student's schedule of classes
Academic Transcript	Review a student's academic coursework for all prior terms with display of the academic transcript
myPath - Degree Planning & Evaluation	Displays the student's progress toward degree completion. You may also request an audit of the student's coursework for other 'what if' degree programs

* In which the logged-in user is/was the Instructor of Record

GVSU Faculty/Staff Additional Student Information

Additional student information and reports can also be viewed by going to the **GVSU Faculty/Staff Additional Student Information** link as highlighted below.



The screenshot shows a navigation menu with the following items: Majors & Programs, Future Students, Current Students, Fac/Staff, Families, and Alum & Friends. Below the menu, the page title is "Banner". The main content area lists several links: "Banner Self-Service (including e~Print)", "Internet Native Banner (INB)", "GVSU Faculty/Staff Additional Student Information" (circled in red), "Banner Workflow", and "Banner Faculty Training Manuals". The text "(Advisee List, Student by Major List, Class List, View Midterm and Final Grades by Student, and Grade Report)" is positioned below the circled link.

1. To log in, enter your network User ID and password and click **Login**:



[home](#) | [search](#) | [apply](#) | [library](#) | [people finder](#) | [email](#) | [blackboard](#) | [contact us](#)

GVSU Faculty/Staff Additional Student Information

Advisee List, Student by Major List, Class List, View Midterm and Final Grades by Student, and Grade Report

Login using your Network client user ID and password. You do **NOT** need to include your department container.

User ID:	<input type="text"/>	
Password:	<input type="password"/>	
<input type="button" value="Login"/> <input type="button" value="Reset"/>		

This login (User ID and password) has been issued solely for individual use. It is not to be shared with or delegated to others, and the individual to whom it is assigned is responsible for all transactions made and information accessed with this login. Banner users must comply with all applicable Federal and State laws and University policies regarding confidentiality, security and privacy of data. Failure to adhere to these requirements may result in revocation of Banner access rights, University disciplinary action and/or civil or criminal legal action. [Click here for additional FERPA information.](#) The [GVSU Confidentiality Agreement & Security Policy](#) is available in the [Grand Valley Manual](#).

[Go back to Banner Page](#) | [Go to GVSU Homepage](#) | [Contact Us](#)

Grand Valley State University
 One Campus Drive
 Allendale, MI 49401-9403
 616.331.3327 voice
 616.331.2000 fax

2. Click on the blue links to view the reports listed below:

GVSU Faculty/Staff Additional Student Information Menu

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