

Faculty and Advisors Self-Service Manual

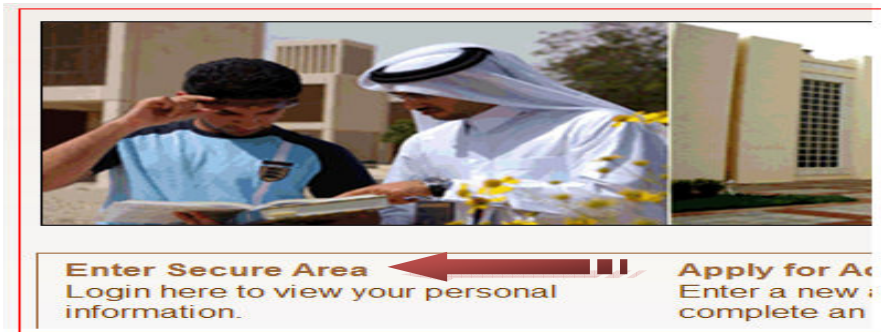
Prepared by:
Banner Team

Contents

<i>How to Login to Faculty and Advisor SSB:</i> -----	3
<i>Faculty and Advisor Main Menu:</i> -----	<i>Error! Bookmark not defined.</i>
1 Personal Information: -----	3
1.1 Change Security Question: -----	3
1.2 View Address and Phones: -----	3
1.3 Update Address and Phones.-----	3
1.4 View Email Address. -----	Error! Bookmark not defined.
1.5 Change Your PIN -----	Error! Bookmark not defined.
2 Faculty and Advisors: -----	4
2.1 Student Information Menu: -----	4
2.1.1 Term Selection -----	5
2.1.2 ID Selection -----	5
2.1.3 Student Information-----	5
2.1.4 Student Address and Phones -----	Error! Bookmark not defined.
2.1.5 Student Email Address: -----	6
2.1.6 Student Schedule -----	6
2.1.8 Active Registrations -----	6
2.1.9 Registration History -----	7
2.1.10 Advisee Listing -----	7
2.1.11 View Test Scores -----	8
2.1.12 View Holds -----	8
2.2 Term Selection -----	8
2.3 CRN Selection -----	8
2.4 Faculty Detail Schedule -----	9
2.5 Detail Class List -----	9
2.6 Summery Class List -----	10
2.7 Final Grades -----	10
2.8 Active Assignments -----	10
2.9 Assignment History -----	11
2.10 Class Schedule -----	11
2.11 Office Hours -----	12
<i>Help and support</i> -----	143

How to Login to Faculty and Advisor SSB:

Click on “Enter Secure Area”



Enter your ID and PIN and then Press “Login”

Sign In

Please enter your User Identification Number (User ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: The User ID is Case Sensitive

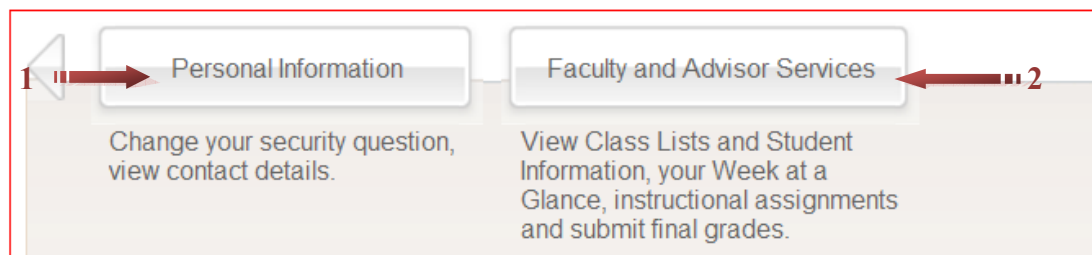
User ID:

PIN:

Note: A login security question will populate your screen, if this is your first time accessing Banner Web BSS. In the enter question box: enter a question (example: What is your middle name?) In the answer box: enter the response (example: Ahmad)

* Click the *Personal Information* tab to view your personal information.

* Click the *Faculty and Advisors* to view tasks you can accomplish using banner self-service



1 Personal Information:

You can do the following:

1. Change Security Question
2. View Address and Phones.
3. View Email Address
4. .View Emergency Contacts

Home > **Personal Information**

Personal Information | Faculty and Advisor Services

Change Security Question	View Addresses and Phones	View E-mail Address	View Emergency Contacts
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2 Faculty and Advisors:

Below is a list of tasks that you can accomplish using banner self-service

Personal Information | **Faculty and Advisor Services**

Student Information Menu ▼	Term Selection	Course Reference Number (CRN)	My Detailed Schedule
My Week at a Glance	Class List	Detailed Class List	Final Grades
My Active Instructional Assignments	Instructional Assignment History	Class Schedule	Course Catalog
My Office Hours	View Teaching Evaluation Results ▼ View Survey Results by Course, by Faculty and Personal Results		

2.1 Student Information Menu:

Student Information Menu ▲ | Term Selection | Course Reference Number (CRN) | My Detailed Schedule

■ Term Selection	■ ID Selection	■ Student Information
■ Student E-mail Address	■ Student Schedule	■ Active Registrations
■ Registration History	■ Advisee Listing	■ View Holds

2.1.1 Term Selection

You can select a term from the list. If no term is selected initially, any other page will prompt the selection of a term.

To conduct a query, please select the appropriate semester.

Select a Term:

2.1.2 ID Selection

You may enter the Student ID of the student that you want to process.

You need to specify a combination of partial names and/or a student search type.

Note: you can use % in the first name or last name if you don't know the exact name.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee:

Note: You will be directed to the Advisor Menu page. The information displayed belongs to the selected student.

2.1.3 Student Information

This will display the student's general information

Student Information effective from Fall 2009 to The End of Time

Registered for Term:	Yes
First Term Attended:	Fall 2009
Last Term Attended:	Spring 2010
Status:	Active
Residence:	In State Resident
Citizenship:	Non Qatari Citizen
Student Type:	Regular - Full Time
Rate:	Other Citizens Rate
Class:	Freshman
Primary Advisor:	Talaat A. Youssef
Primary Advisor Type:	Instructor

Curriculum Information

Current Program	
Bachelor of Science	
Level:	Undergraduate
Program:	BS,Biology
Admit Term:	Fall 2008



2.1.4 Student Email Address:

Information for Ee ael

E-mail Addresses

Personal Email Address
 drr ani@yahoo.com

University Email Address
 fiC 7@qu.edu.qa **Preferred**

2.1.5 Student Schedule

Student Schedule page provides you with information related to the detailed schedule for that student as shown below.

Total Credit Hours: 6.000 Find a page...

Microbiology - BIOL 241 - B51

Associated Term:	Fall 2010
CRN:	11630
Status:	**Web Registered** on Apr 11, 2010
Assigned Instructor:	Naeema R. Al-Banai, Roda F. Al-Thani
Grade Mode:	Standard Letter
Credits:	0.000
Level:	Undergraduate
Campus:	Female

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:00 am - 1:50 pm	U	Women's College of Science C109	Sep 19, 2010 - Dec 30, 2010	Lab	Naeema R. Al-Banai (P), Roda F. Al-Thani

2.1.6 Active Registrations

Active Registrations page provides you with information about the Active Registrations for the student.

English Language I Post Foundation - ENGL 202 - 102			
Associated Term	Summer 2010	Credits	3.000
CRN	30079	Grade Mode	Standard Letter
Status	**Web Registered** Apr 11, 2010	Course Level	Undergraduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	English Language Section	Grade Detail	
Campus	Female	Associated Instructor	Ahmed F. Selim
		Course URL	
Microbiology - BIOL 241 - B51			
Associated Term	Fall 2010	Credits	0.000
CRN	11630	Grade Mode	Standard Letter
Status	**Web Registered** Apr 11, 2010	Course Level	Undergraduate
Schedule Type	Lab	Midterm Grade	
Instructional Method	English Language Section	Grade Detail	
Campus	Female	Associated Instructor	Naeema R. Al-Banai, Roda F. Al-

2.1.7 Registration History

Registrations History page provides you with information about the active registered classes as well as completed classes, withdrawn classes, dropped classes, and/or cancelled classes.

Fall 2010						
CRN	Course	Course Title	Credits	Level	Status	
11630	BIOL 241	Microbiology	0.000	Undergraduate	**Web Registered** Apr 11, 2010	
11629	BIOL 241	Microbiology	3.000	Undergraduate	**Web Registered** Apr 11, 2010	

2.1.8 Advisee Listing

Only the advisor can see the list of his/her advisees. Advisee Listing page provides you with the following information:

- Student's current student facts
- Student's holds
- Student's transcript
- Student's test scores

Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
El laz B.	20 22			View	View	View	View	View

[Email your advisees](#)

Term : Fall 2007

College: Foundation Program
Major: Foundation-Engineering
Student Type: Regular - Full Time
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
DAWA	111	UG	Islamic Culture	A	3.000	12.00	
ENGL	004	FN	English For Foundation (4)	C+	6.000	15.00	
MATH	004	FN	Mathematics For Foundation(4)	A	3.000	12.00	

Term Totals (Foundation Program)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	9.000	9.000	9.000	9.000	27.00	3.00
Cumulative:	9.000	9.000	9.000	9.000	27.00	3.00

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	3.000	3.000	3.000	3.000	12.00	4.00

Select the transcript level and transcript type.

Transcript Level:

Transcript Type:

Select the transcript Level and Type.

2.1.9 View Test Scores

View Test Scores page provides you with information about tests taken by the student such as SAT, TOEFL and other test scores.

Test Description	Test Score	Date Taken
Computer Placement Test 1	031	Jul 11, 2007
Mathematics Placement Test	190	Jul 07, 2007
Mathematics Placement Test	210	Sep 05, 2007
TOEFL_Inst Testing Prog	520	Sep 08, 2008

2.1.10 View Holds

View Holds page provides you with information about the student's active holds. You can see the student's holds such as registration holds, graduation holds, transcript requests, etc.

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Tuition and Fees	Jun 28, 2009	Aug 12, 2011		You have outstanding balance	Registration Department	Registration Transcripts Graduation Grades

2.2 Term Selection

You can select a term from the list. If no term is selected initially, any other page will prompt the selection of a term. To specify a term:

1. Select a term from the list.
2. Click Submit.

To conduct a query, please select the appropriate semester.

Select a Term: ▼

2.3 CRN Selection

A CRN (Course Reference Number) is a unique number that identifies each of the course sections in any given term.

1. Select the CRN from list.

2. Click Submit

CRN:	ACCT 110 L01: Financial Accounting, 13106 (5) ▼
<input type="button" value="Submit"/>	

2.4 Faculty Detail Schedule

The Faculty Detail Schedule page provides you with information about the course, enrollment counts, and scheduled meeting times.

← Home > Faculty and Advisor Services > My Detailed Schedule	
<u>Financial Accounting - 13106 - ACCT 110 - L01</u>	
Status:	Active
Available for Registration:	Apr 04, 2010 - Oct 23, 2010
College:	Business and Economics
Department:	Accounting and Info System
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Male
Override:	No
Syllabus:	Add
Rosters:	Classlist
Office Hours:	Add

2.5 Detail Class List

The Detail Class List page provides you with information about the course, enrollment counts and detailed list of students enrolled in this class.

Course Information

Financial Accounting - ACCT 110 L01

CRN: 13106

Duration: Sep 19, 2010 - Dec 30, 2010

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	40	5	35
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	Abdulla, Yusuf M.	200914682	**Web Registered**	13

Current Program

Undeclared

Level: Foundation Program

Program: Undeclared, Found-Bus & Econ

2.6 Summary Class list

The Summary Class List page provides you with information about the course, enrollment counts and summarized list of students enrolled in this class.

Course Information

Financial Accounting - ACCT 110 L01

CRN: 13106





Duration: Sep 19, 2010 - Dec 30, 2010

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	40	5	35
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	Abdulla, Yusuf M.	200914682	**Web Registered**	Undergraduate	3.000	Enter	
2	Al Shereiqi, Abdulrahman	200809577	**Web Registered**	Undergraduate	3.000	Enter	
3	Al Thani, Soud J.	200804666	**Web Registered**	Undergraduate	3.000	Enter	
4	Al-Mehaiza, Eisa M. Confidential	200770738	**Web Registered**	Undergraduate	3.000	Enter	

2.7 Final Grades

Here you can submit your final grades

Note: you have 30 minutes to submit the grades before session time out , it's recommended to submit the grades often every 20 minutes at least

Financial Accounting - ACCT 110 L01

CRN: 13106

Students Registered: 5

⚠ Please submit the grades often. There is a 30 minute time limit starting at 02:52 pm on Oct 11, 2010 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Abdul M.	200	32 3.000	**Web Registered** Jun 17, 2010	None	N			13	
2	Al: Ad.	200	77 3.000	**Web Registered** Jun 12, 2010	None	N			12	
3	Al: J.	200	56 3.000	**Web Registered** Apr 11, 2010	None	N			2	
4	Al: Co Eisa M.	200	38 3.000	**Web Registered** Jun 02, 2010	None	N			11	
5	Hu: hnmud A.	200	90 3.000	**Web Registered** May 08, 2010	None	N			8	

2.8 My Active Instructional Assignments

View Active Assignments page provides faculty members of list of courses they teach currently and any other tasks they are assigned in the specified semester.

Active Assignments

Financial Accounting - ACCT 110 L01

Associated Term:	Fall 2010	Credits:	3.000
CRN:	13106	Grade Mode:	Standard Letter
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	English Language Section	Office Hours:	Add
Campus:	Male	Roster:	Classlist
Available for Registration:	Apr 04, 2010 to Oct 23, 2010		
	Detail Schedule:	Display	

2.9 Assignment History

This page provides faculty members of list of courses they teach currently and previously and any other assignments they have.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instructional Method	Open for Registration	Status
Fall 2010	13106	ACCT 110	Financial Accounting	3.000	Undergraduate	Male	English Language Section	Yes	Active

View Active Instructional Assignments ■ My Week at a Glance ■ Detailed Class List ■ Final Grades ■ Class List

2.10 Class Schedule

Class Schedule Search page provides you with a search for classes functionality. You can search by term or by date range. After specifying one of them, click Submit.

Search by Term:

None

You will see the page below where you can search by subject, number, title...etc. to search for a section in the schedule:

1. Enter the search criteria
2. Click Class Search

Subject: Accounting
Arabic Language
Architecture

Course Number:

Title:

Schedule Type: All
Internship
Lab

Instructional Method: All
Arabic & English Section
Arabic Language Section

Credit Range: hours to hours

Campus: All
Female
Male

Course Level: All
Certificate
Diploma

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

Instructor: All
Abaalzamat, Khalid H.
Abdel-Hady, Zakaryya M.

Attribute Type: All
MBA Course

2.11 Office Hours

Office Hours page provides you with information about the course, scheduled meeting times and scheduled office hours. To schedule your office hours:

1. Enter the office hours starting time in the field From Time.
2. Enter the office hours finishing time in the field To Time.
3. Check the Days of week where you want the office hours to be.
4. Enter the office hours starting date in the field From Date.
5. Enter the office hours finishing date in the field To Date.
6. Click Submit.

Course Information

Financial Accounting - 13106 - ACCT 110 - L01

CRN: 13106

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 4:45 pm	MW	Men's Business & Economics 0201	Sep 19, 2010 - Dec 30, 2010	Lecture	Raed I. Ismail (P), Mohammed Hossai Jahedul Hossain

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"/>	<input type="text"/>	M T W F S U <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To:

Help and support

If you have any question, please contact SIS team members on the e-mail listed below:

Student Information System

SIS@qu.edu.qa