

## View Any Class Section Information and Course Information (Course Catalog)

- Login to Banner (you can also search these from the log in page prior to logging in).
- Choose faculty/Staff Services.
- Choose class Schedule (or Course Catalog).
- Choose a Term, pick Submit.
- Enter or choose the criteria to find what you are looking for (see search tips section).
- Choose Class Search (or Get Courses).

You may find that you have results that match your criteria, or you may find you need to modify the criteria you entered.

Use the links on the screen to view additional information. The sections title (for class section information) link will give you detailed class information including enrollment information.

- You can use the back button on your browser to return to the main Faculty/Staff Services screen. The site map link is another alternative.

## Class/Course Search Tips

### Search tips (terminology):

- Subject: Area of study
- Course Number: The number following the three letter code for a course: i.e. HIS116, the course number is 116.
- Title: The official number of the course. If you search by title, you can enter any part of the title for it display upon search.
- Credit Range: You can search for courses that match credit criteria/
- Course Level: e.e. Undergraduate, graduate etc.
- Attribute Type: i.e. GE2KA, GE2KB etc. qualifying courses.

## View the Classes You are Scheduled to Teach

- Login to Banner.
- Choose Faculty/Staff Services.
- **NOTE: See Term and CRN Section.**
- Choose Faculty Detail Schedule. Use links on the page to view additional information, including quick access to your class list (enrollments link).
- You can use the Back button on your browser or click on faculty services to continue working in Banner from the main Faculty/Staff Services screen.

**\*\*Do NOT change the syllabus information.**

## Banner Tips

- High speed internet access or on-campus connection is recommended
- Banner will not run with Norton Anti-Virus. Disable the Norton software before trying to use Banner
- The following are the recommended Internet browsers
  - Microsoft Internet Explorer 6.0 or 7.0
  - Netscape 7.01 or 7.2
  - Mozilla 1.7
  - Microsoft Internet Explorer 5.2 for Macintosh OS X
  - Macintosh client - Safari 1.2 for Mac OS X
- Go ahead, use the "Back" button in your browser to navigate
- Check the Banner Web site for important Banner information

<http://www.buffalostate.edu/banner>

## Entering Final Grades

- Log into Banner and select Faculty/Staff Services.
- Select term.
- Click on Final Grades.
- Select the course you want to grade from the drop down menu.
- Select the grade for each student from the drop down menu. Use the Submit button to save your grades.

**Please Note: Save your grades often. You will be logged out of Banner after 15 minutes and if you have not saved your grades, they will be lost.**

**Banner for Faculty/Staff Web site:**  
<http://www.buffalostate.edu/banner/faculty.xml>

**Email:** [CHD@buffalostate.edu](mailto:CHD@buffalostate.edu)



**BSC Help Desk:** 878-4357

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## Banner Faculty Guide

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## What Can I Do in Banner?

- View class list(s)
- Access General and Academic Student Information
- View general personal information
- Grant registration overrides
- View the class schedule (all sections) and the course catalog (all courses)
- Enter final semester grades

## Login to Banner

- Use a computer with high-speed internet access.
- Open your internal browser (see Banner Tips section).
- Go to <http://www.buffalostate.edu/banner>.
- Choose Log in.
- Enter your Banner ID (starting with a capital "B")

### Banner ID

- \* Your Banner ID is a nine(9) character unique value that identifies you in the Banner system. Your Banner ID will always begin with a capital "B" followed by eight(8) numbers, i.e. B12121212.
- \* To find your Banner ID contact your department or Banner Help for lookup instructions.
- \* Enter your Banner Pin (six(6) characters)

### Banner PIN

#### The first time you login:

- \* Your default PIN is your date of birth in the MMDDYY six(6) number format. For example, if your birthday is January 3, 1985, your initial PIN is 010385.
- \* You will be prompted to change your PIN during your first login.
- \* You will be asked to create a security question/answer. Keep your answer concise as you will need it if you forget your PIN.
- \* Choose Log in.

## If You Forget Your PIN

### If you forget your PIN (and you have logged in previously):

- On the login screen enter your Banner ID. Make sure you use a capital B.
- Click the Forgot PIN option on the login screen.
- Type the answer to the security question you created and choose Submit Answer.
- On the "reset your PIN" screen, enter a new PIN of your choice twice and choose Reset PIN.

If you continue to have a problem using your Banner PIN, please contact the Computing Help Desk at 878-4357 or visit them in E. H. Butler Library.

## Choices After You Login

- **Personal Information:** Use this option to change your PIN and/or Security Question. You can also view your e-mail information.
- **Faculty/Staff Services:** This option allows you to view class lists and student information, grant overrides and enter final grades.

## Term/Student Selection

After choosing "Faculty/Staff Services":

Before you begin working in Banner, you may want to select the Term and CRN. If you do not, when you perform a function, you will be asked to do so. Also, if you are looking at student information you should choose the student now. If you do not, the last student accessed may be displayed. The chosen student remains active until you either select a different one or exit Banner.

To choose a Term, CRN or Student: Under Faculty/Staff Services go to "Term Selection", "CRN Selection", or "Student ID Selection".

Tips for Student Id Selection:

1. Enter the student's Banner ID if you know it.
2. If you do not know the BID, enter as much of the last name as you know. If you do not know the entire last name, put a % at the end of what you do know. All of the names that match the criteria will be displayed and you can pick the one that is correct.
3. Under "Search Type", always leave "All" selected.

**TIP!**

**CRN = Course Reference Number.**  
Identifies a specific section of course.  
It is a four digit number.

## Office Hours

It is optional to list your office hours in Banner. Use the link from the Faculty/Staff Services menu. Instructions are on the screen.

## View Your Class List (Roster)

In Banner you can view your class list in either a detailed or summary format.

**Detail Class List:** Shows general academic information such as major and class for each student.

**Summary Class List:** Quick list of registered students.

- Login to Banner and choose Faculty/Staff Services.
- Choose a Term and CRN (See Term and CRN section).
- Choose either Detail or Summary Class list to view the roster for the selected term and CRN.


To view the list for another CRN, repeat the CRN selection process.

You can use the back button to return to the main Faculty/Staff menu and continue working in Banner or you can click on one of the quick links at the bottom of the page.

**TIP!**

**REMEMBER: PRIOR TO VIEWING A CLASS LIST, MAKE SURE THAT THE CRN AND TERM ARE CORRECT.**

## E-Mailing Students From Banner

- By clicking on the envelope  icon an address will appear in the To: section of an e-mail. If there is no icon, the student does not have an e-mail address in the system.
- E-mail your class quickly by clicking on "Email Class" at the bottom of your class list screen (see Class List Section). Each of your students' addresses will be inserted in the BCC: section.

**Note: You will not be able to use this feature if there are more than 60 students in your course. You can use your internet browser E-mail.**

If you are not logged on to your campus computer (with Outlook configured) the default email on the computer you are using will be opened. You will need to copy and paste the addresses into that e-mail system. In this case, you are using Banner to get the e-mail addresses for you. It is best when mailing the entire class to use the BCC feature of the mailer so that all the students' email addresses are not displayed.

For Outlook support please contact the Computing Help Desk at 878-4357 or visit them in Information Commons at E. H. Butler Library.

## View Student Information

- Login to Banner
- Choose Faculty/Staff Services
- Choose Select Term, pick a term and choose submit.
- Choose Select Student, pick a student and choose submit.

Tips for Student Id Selection:

1. Enter the student's Banner ID if you know it.
  2. If you do not know the BID, enter as much of the last name as you know. If you do not know the entire last name, put a % at the end of what you do know. All of the names that match the criteria will be displayed and you can pick the one that is correct.
  3. Under "Search Type", always leave "All" selected.
- Choose from the many links available on the Student Information menu.

## Registration Overrides

Course restrictions are handled in Banner through registration overrides for students. The types of overrides are:

- **Level:** grad/undergrad
  - **Class:** freshman, sophomore, junior, senior
  - **Major**
  - **Instructor Permission:** Allow student to register for a Special Permission Course.
  - **Capacity:** Allows a student to register for a full course. Check fire codes at <http://www.buffalostate.edu/banner/faculty.xml>.
- Credit hour overrides (more than 19 hours)** will be done by the registrar's office. See your department for further information.
- Note: Before granting an override, confirm the student meets all prerequisites for the course.
- Choose Faculty/Staff Services, then Student Information menu.
  - Choose Select Term, pick the term, choose submit.
  - Choose Select Student, pick the student, choose submit.
  - Choose Registration Overrides.
  - Confirm the student listed at the top, choose the appropriate override and class, choose submit.
  - Confirm your work and choose submit again.

**Additional Override Information:**

- Faculty can only override restrictions in their own courses (primary instructor).
- Speak to your department about the policy on overrides.
- There is an audit trail on overrides.
- Overrides are performed per student, per course.
- A class may have more than one restriction. You need to override each restriction for each student.
- Communication is not automatic in Banner. The instructor must contact the student and let him/her know the status of the override request regardless if it was granted or denied.