Faculty and Advisor Guide to Self-Service Banner (SSB)

How do I access Banner?
- You will use Self-Service Banner (SSB). You can link to it by clicking on the My Banner icon in the O-Zone. Otherwise, you can click on Resources then Banner from the upper right hand corner of any page on the website.

How do I learn about Self-Service Banner?
- Keep reading – we have included a list of features found in SSB.
- Look on the Registrar’s web page for Banner Information. Find us by clicking on “Academics”, then “Registrar” from almost anywhere on the website.

Log in information – not necessary if you access Banner from the O-Zone
1. Your **User ID** is your Otterbein ID number with an “A” in the front. **You must use a capital “A” with your ID number.**
2. Your **PIN** is 6 digits and might be your birth date in a MMDDYY format.

Faculty and Advisors Menu/Faculty Services Tab

1. **Student Information Menu** - See section below – this link takes you to the student functions in SSB.

2. **Term Selection** -select a term to be the default for your current session of Self-Service Banner (SSB). This term will carry through until you are prompted to change it or you log out of Self-Service.

   - **CRN** – **Course Reference Number** – a unique identifying number assigned by Banner to each course section as it is created in each academic term.

3. **Course Reference Number (CRN) Selection** -select one of your CRNs to be the default for your current session of Self-Service. This CRN will display until you change it or log out of Self-Service.

4. **Faculty Detail Schedule** -view the details of your classes for a chosen term, including status, enrollment numbers, meeting days and times, location, etc.

5. **Week at a Glance** -view your classes for a chosen week in calendar grid format, including links to Detail Schedule information.

6. **Summary Class List** -view a concise class list for a chosen term and course that you are teaching, including each student’s name, registration status, grades (if entered), etc. It also provides you the ability to email individual students or the class as a whole.
7. **Detail Class List** - view detailed information about your class list for a chosen term and CRN, including each student's name, registration status, program, major, class year, etc. It also provides you the ability to email individual students or the class as a whole.

8. **Detail Wait List** - view detailed information about your wait list for a chosen term and CRN, including each student's name, registration status, program, major, class year, etc.

9. **Summary Wait List** - view a concise wait list for a chosen term and course that you are teaching, including each student's name, registration status, grades, etc.

10. **Final Grades** - post grades at the end of a term.

11. **Registration Overrides** - give students permission to sign up for classes you teach.

12. **Add or Drop Classes** - update a student’s registration. You must have the student’s PIN to access this function.

13. **Look Up Classes** - search the schedule of classes for a chosen term based on subject, meeting days and times, etc. You must have a student’s PIN or have been a student yourself to access this function in this format.

14. **Schedule of Classes** - search the schedule of classes for a chosen term based on subject, meeting days and times, etc. This link is also available to the public directly from the college’s web page.

15. **Course Descriptions** - course descriptions, including pre- and co-requisites.

16. **Syllabus Information** - another place to enter your course syllabus information. If you post information here, students can see it when they do a course section search or register for the course.

17. **Office Hours** allows you to post your office hours for a chosen term and course.

18. **Faculty Feedback** is used to verify student attendance at the start of a term.

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**Advising: Student Information Menu**

1. **Term Selection** - select a term to be the default for your current session of Self-Service Banner (SSB). This term will remain selected until you change it or log out of Self-Service.

2. **Select a Student** - select a student to be the default for your current session of Self-Service. This student's information will carry through until you select another student or log out of Self-Service.

3. **Student Information** - view the student’s class, advisor, major, first term, last term and other general information.

4. **Student Address and Phones** - view contact information for the student

5. **Student E-mail Address** - view the e-mail addresses of the student.
6. **Student Schedule Detailed** - view the student’s detailed class schedule.

7. **Registration Overrides** – view any overrides this student has.

8. **Add or Drop Classes** – update a student’s registration. You must have the student’s PIN to access this function.

9. **Academic Transcript** – view the student’s unofficial Otterbein transcript.

10. **Degree Evaluation** – view the student’s degree evaluation to help plan their schedule and track progress to graduation.

11. **Active Registrations** – view a student’s active registrations.

12. **Registration History** – view an audit trail of the student’s registration for the term.

13. **Advisee Listing** – to view information about your advisees for a chosen term, including, holds, test scores, transcript, degree evaluation, etc. It also provides you with the ability to email individual advisees or all of them as a group.

14. **View Test Scores** – view a student’s test scores.

15. **View Holds** allows you to view the various registration and transcript holds on the student’s record.

16. **Student Schedule (Email Instructor)** – another view of the Student Schedule with more detail.

17. **Advisor Grade Display** – easy way to view final grades for your advisees for a term.

**Advising in the O-Zone**

The Faculty tab of the O-Zone contains easy links to Registration Overrides (in the Faculty Registration Tools channel), the Schedule of Classes, Academic Calendar and exam schedule (in the Registrar Information channel) and an Advisor Dashboard.

To use the Advisor Dashboard, select a term and type in at least the student’s last name and then click on the “All” icon. This will bring back a list of students with that name. Click on:

- The class rank to access the degree audit
- The major to access the student information page
- The transcript (screen) icon to access the transcript
- The test (page) icon to see test scores
- The email (envelope) icon to email the student