# Faculty and Advisor Menu – Banner Information System
Updated: September 2016

To begin, log in with your SPU Username (without the @spu.edu portion) and your Password. If you have trouble logging in, go to http://www.spu.edu/findmyid or contact the CIS HelpDesk at 206-281-2982.

If you have questions about what is appropriate, error messages received, or navigation issues, please contact Student Academic Services at 206-281-2032.

I. Faculty and Advisor Menu

Click the Faculty and Advisor Menu button (blue rectangle) to view the categories shown below. Underneath the picture are detailed explanations of what you can expect to find under each category.
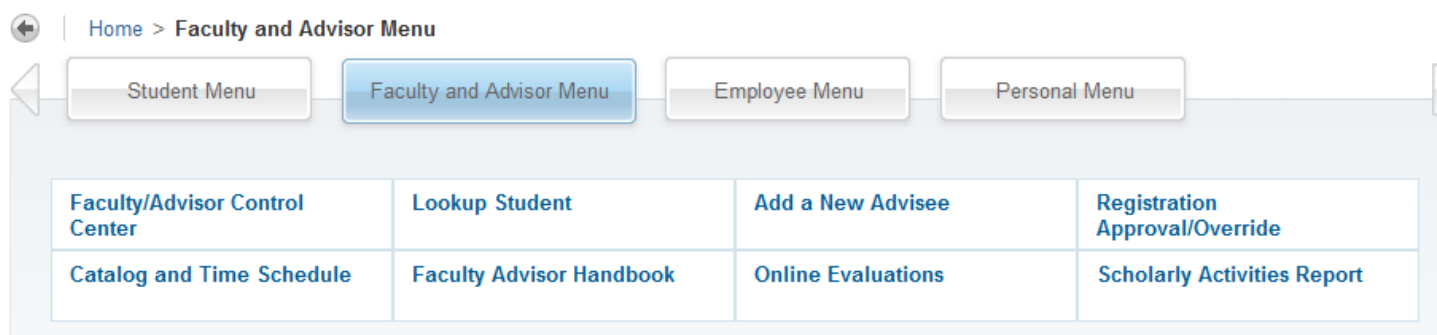
Faculty/Advisor Control Center – from this menu you are able to:
- view advisees
- view your class roster from any quarter or year previously taught at SPU
- enter grades for your classes each quarter

Lookup Student – look up an individual by name. If it is a common name you'll need to make sure you're working with the correct individual by verifying an ID Number. You may search by name or ID Number. Press submit to select the student and Submit again to confirm the submission. You may now view that individual's information as if they were your advisee.

Add A New Advisee – utilize the search feature to find a student, and then select the appropriate option to make you their advisor.

Registration Approval/Override – utilize the search feature to find a student, and then apply an override for Registration Restrictions (major restrictions/class restrictions), Special Approvals (instructor permission required), Time Conflicts, and Pre- or Co- Requisite exceptions for courses for which you are instructor of record.

II.   Faculty/Advisor Control Center

View Your Schedule or View Your Advisees

For a specific quarter or your personal schedule, select the quarter on the left hand side from the drop down menu. Make sure you've selected the correct quarter. (E.G. Spring 2010 or Autumn 2006). Press Your Schedule or Your Advisees.

View Class Roster or Enter Grades

Select the correct Course and CRN from the drop down menu on the right hand side of the page from the drop down menu. (E.G. Spring 2010-40216 Financial Accounting). Press Class Roster or Enter Grades. Please be sure to "submit" grades when finished entering your quarterly grades.

Features of the Class Roster

- **View Student Contact Info** – Click on the Individual's Name to view the most recent contact information on file.
- **Email the student (s)** – you can email an individual by clicking the email address highlighted by the student or you can email the whole class by selecting the links at the top or bottom to send an email through Outlook or Apple Mail (see example).

- **Download the Class Roster** – if you'd like to download an Excel Spreadsheet of your Class you can select *Download Roster* at the bottom of the page. The spreadsheet is a CSV (Comma Delineated Value) file and shows names, email addresses and more.
- **Student Info** – to the right of each individual's picture is a link to view Student Info. This is a detailed overview of the individual.

- **Degree Check** – to the right of each individual's picture is a link to view the Degree Check. This will show you how many credits an individual needs to meet University Graduation Requirements.
- **Schedule** – to the right of each individual's picture is a link to view the Student's Schedule for the week.
- **Transcript** – to the right of each individual's picture is a link to view the Transcript. This can be helpful for advising purposes.

III. Features of the Advisees List*
In addition to all of the same features as the Class Roster, you may do the following for Advisees:

- **Remove Advising Holds for Selected Students** – at the bottom of the page is an option to remove an advising hold for an individual. Uncheck the appropriate box and then select Remove Holds for selected Students at the bottom of the page. **FYI:** If an advisee mentions they have other holds and wants to know where to go to resolve the issue, this link lists the type of hold and the appropriate office to send the student to http://www.spu.edu/acad/UGCatalog/20101/GeneralInfo/policies.asp#5.
- **Add Notes** – add notes about an individual. You may click the plus sign to add a note. If an individual already has a note, click the asterisk to edit, view or delete the note. *These notes are only visible by you.*
- **Lookup Non Advisee** – this is a link to the Lookup Student option on the initial Faculty and Advisor Menu. You may search by name or ID Number. Press submit to select the student and Submit again to confirm the submission. You may now view that individual's information as if they were your advisee.