

# Faculty and Advisor Menu Banner Information System

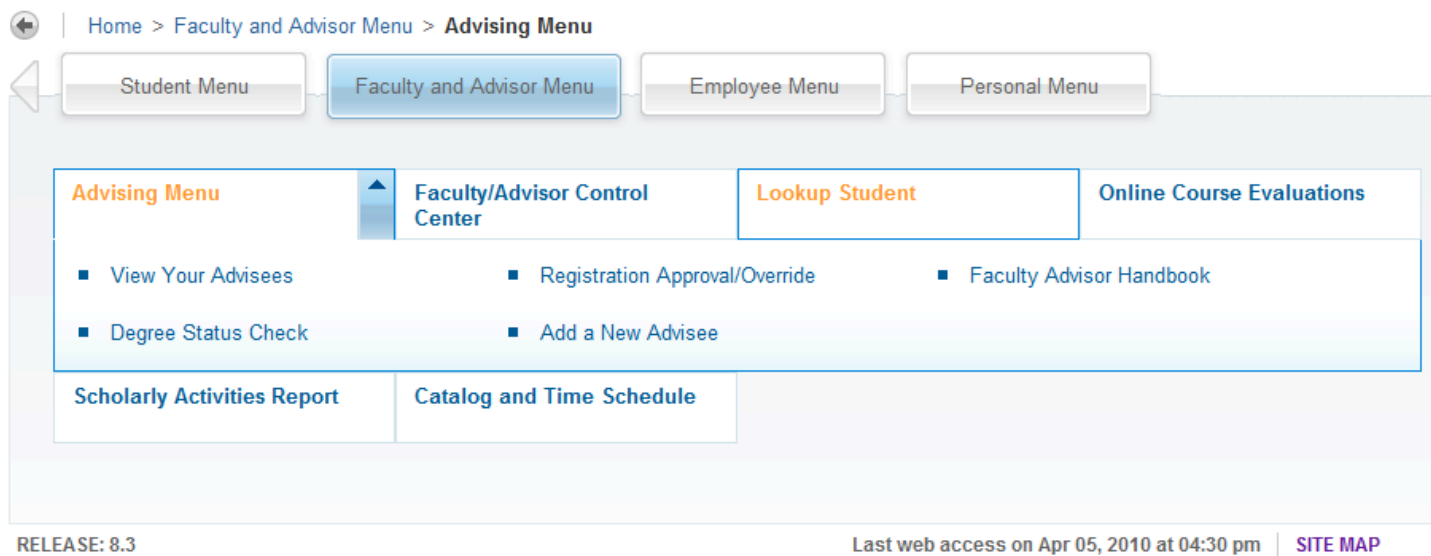
Updated: May 2010

To begin, log in with your SPU Username (your email 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.



### Advising Menu

This expandable menu is useful to:

- advise individuals on classes needed for graduation or specific degrees
- perform Registration Approval/Overrides
- add Advisees
- reference the Faculty Advisor Handbook

### 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.

## Online Course Evaluations

You may:

- view surveys
- signup/opt-out/add additional questions
- view detailed evaluation reports

## Scholarly Activities Report

Report your scholarly activities for faculty development, including accolades and publications you may have.

## Catalog and Time Schedule

This is a link to the current Online Catalog and Time Schedule. (Clicking this item will **not** open the Catalog and Time Schedule in a new window or tab)

## II. Faculty/Advisor Control Center

### 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.

← | [Home](#) > [Faculty and Advisor Menu](#) > **Faculty/Advisor Control Center**

Spring 2010

Spring 2010-40216-Financial Accounting

Your Schedule Your Advisees Class Roster Enter Grades

Advising Menu ■ Faculty/Advisor Control Center ■ Online Course Evaluations ■ Scholarly Activities Report ■ Catalog and Time Schedule

RELEASE: 8.3

## 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 may email an individual by clicking the email address or selecting the links at the bottom to either send email through Outlook or Apple Mail.
- **Download the Class Roster** – If you’d like to download an Excel Spreadsheet of your Class you may 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.
- **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. *There is a potential that notes entered in this form could be subpoenaed by a court of law, so be sure to keep your comments professional and informational.*

The only thing you can’t do here is perform an override or registration approval. To perform those functions, click on “Advising Menu” to view additional options.

### 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>.



- **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.