Enter Final Grades

1. Complete your Permanent Grade roster (hard copy.)
2. Log in to Banner. Click the Faculty Services Tab.
3. Click the Final Grades link on Faculty and Advisors Menu.
4. Select the term; Click Submit. You will be taken to the Select a CRN page.
5. Select a course title from the drop-down menu. Once the correct CRN is selected, click Submit.
6. You will be taken to the Final Grades page. (If you do not enter all grades for a course at once, when you return, the course will show number of students you have entered out of total enrolled on the Select CRN page.)
7. On the Final Grades Worksheet page, compare permanent Grade Roster with the online roster. If the name of a student is missing, you MUST write a letter to chairperson requesting permission to register and add student to roster.
8. Select a student. Click the drop-down arrow in the Grade Column to choose the letter grade. Click to select. Use the tab key on your keyboard to move from one name to the next or click on the drop-down arrow to select a grade for next name.
9. Scroll to the bottom of the page and click Submit. The screen will indicate how many grades you assigned and the total number of students. This is your confirmation. It is imperative that you print this page for your records; there will not be any other confirmation sent to you.
10. Students can view their grades after Midnight the day after you submit your grades.
11. To access another course, click the CRN Selection link at the bottom of the page.
12. Submit your Permanent Grade Roster (hard copy) to your Department Chair by due date for each term.

Note: It is critical that final grades be submitted within one week after the term ends. Late grades impact the registrar’s ability to complete the end of term processing. If you miss the deadline, you must obtain and submit a grade change form.

Enter First/Second Attendance Confirmations

For First Confirmation, indicate if the student has attended your class at least once on dates provided. For Second Confirmation indicate if the student attended at least once and consistently attended your class on dates provided. Dates are sent via email.

1. Log in to Banner. Click the Faculty Services tab.
2. Click on the Attendance Confirmation link at the bottom of the Faculty Advisors Menu. Click Submit.
3. Select a course title from the drop-down menu.
4. You will be taken to the Attendance Confirmation page.
5. On the right side, use the drop-down arrow to select “Yes” or “No” to indicate if the student has attended this class at least once (1st conf.) and consistently attended (2nd conf.) Dates will be provided. An answer must be selected for each student.
6. When completed, be sure to click Submit. You will be taken to the confirmation page which you can print.
7. After you select a response for each student, you will also receive an email confirmation stating “You have submitted attendance confirmation responses for CRN: #”
8. On the Confirmation page, select Option #2 to access another CRN. Follow same procedure as above until you complete Attendance Confirmation for all sections. Select #3 to exit.

Note: You may return to the confirmation screen at any time to view your responses or to delete and re-submit if a correction is needed. To delete, select “Click this button to delete responses for this CRN.” You will see a confirmation pop-up window. You will also receive a confirmation of Deletion email. You must re-enter your responses for the entire class.

Enter an Early Alert Warning Notification

The Early Alert Warning system is a program that you can use to notify students who are at risk of failing.

1. Log in to Banner. Click the Faculty Services tab.
2. Click the “Early Alert Warning Submission” menu item.
3. Click on the drop-down menu and it will display all of your courses for this semester. Choose the one you would like to start with. Press the “submit” button to continue.
4. You will see the Early Warning submission roster for the CRN you chose.
5. Check one or more boxes for the appropriate response(s) and/or enter optional message for each student. Please select the check box(s) for only those students who you want to notify are at risk. If a student is not in need of an alert, do not check any boxes. Do this carefully, once you press “submit”, you cannot change any of your selections for your course.

Note: You may return to the confirmation screen at any time to view your responses or to delete and re-submit if a correction is needed. You must re-enter your responses for the entire class.
6. Even if none of your students need an alert, you must still press the “submit” button at the bottom of the list of names. After you press submit on the roster screen, a confirmation screen will appear for you to print for your records.
7. The confirmation screen also serves other purposes: Please look at the top of the confirmation screen where it says: “Early Warning Responses Still Needed For.”
8. The CRN’s for the courses for which you have not submitted Early Warnings will appear. Note: No box will appear if you completed all CRN’s for this semester or you only have one CRN assigned to you this semester.
9. If you see Blue Links listed in the box, click on a link to complete the Early Warning submissions for the CRN’s shown on the link. You will be brought directly to the Roster screen for each of the CRN’s shown. This will save you time, you will not have to repeat all the steps listed again.
10. Additionally, this screen will show you all of the responses you entered for the confirmed CRN. Print this screen for your records. On this screen in the last column, you will see a “Did Student Check” field. This field tells you if the student viewed the Early Warning you submitted. The confirmation screen for each of your CRN’s will remain viewable for the rest of the semester so you can check to see if the student logged in.

Banner Self Service Guide for Faculty and Staff

Quick Reference Guide

Nassau Community College

Contact Information
For Banner training, contact: Bea Marin
Phone: 516.572.29865
Beatrice.Marin@ncc.edu
For Banner help, contact: Banner Help Desk
Phone: 516.572.9980, (8:00 a.m.- 4:45p.m.)
Thursday, (8:00 a.m.-7:00 p.m.)
What can I do in Banner?

- View and print your class list(s)
- Enter Syllabus and Office Hours
- Access student information
- View class schedules or assignments
- View course catalog, search for classes
- Enter final semester grades
- Enter Attendance Confirmation
- Enter an Early Warning Submission
- Add/Drop Classes, Advise/Register Students

Login to Banner

1. Open the NCC Home Page. Open your web browser and enter: http://www.ncc.edu/myncc/. Click MY NCC Banner Login under Quick Links. Click on Log In. (Note: If you have a Banner icon on your desktop, you can click on the icon)
2. Enter your Banner User ID (starting with a capital "N").
   (Banner User ID)
   Your Banner User ID is a nine (9) character unique value that identifies you in the Banner system. Your Banner User ID will always begin with a capital "N" followed by 00 and six (6) numbers, e.g. N00123456.
3. Enter your Banner PIN (six numbers).
   (Banner PIN)
The first time you log in:
   Enter your default Banner PIN, which is your date of birth in the MMDDYY's (6) number format. For example, if your birthday is January 3, 1985, your initial PIN is 010385. When you enter your pin and log in, you will see the Login Verification Change PIN screen to reset your PIN.
   The new PIN needs to be six (6) numbers long. You will also be asked to create or select a security question and answer. Keep your answer concise and remember it is case sensitive; you will need it to change your PIN.
   Type your answer and click on Submit. The Main Menu will open.

View Your Class List (Roster)

In Banner, you can choose to view your class list in a detailed or summary format.
- Detail Class List: See detailed academic information on students enrolled in your class i.e. (major/department etc.)
- Summary Class List: Access a quick list of students registered for your class.

1. Log into Banner. Click the Faculty and Advisors Link, or Faculty Services tab - either will take you to same place.
2. You will see the Faculty and Advisors menu.
3. Click on Summary Class List, or click on Detail Class List.
4. Select Term from menu: (ex: Spring 2011) click submit.
5. The Select CRN screen appears.
6. Prior to viewing a class list, you need to check that the CRN is set to the desired class.
7. Select or enter the CRN number of the course you wish to access. Click on Submit.
   Note: If the Select CRN screen indicates that "You Have No Assigned Sections For This Term", click the Enter CRN Directly link (center of page).
8. The class roster will display. Use the scroll bar on the far right.
9. You will see the following information on the roster list.
   - Course Information: Description, duration, status.
   - Enrollment Counts: Displays, Maximum, Class limit, Actual (how many registered), remaining; if dual listed how many seats remaining for one not two sections.
   - Student Names: Click on a student's name to view address/phone number and additional useful links that will display at the bottom of screen.
   - Note: To email a student: click on the envelope icon (on the right side of the page) next to the student's name on your roster. The email form will appear with the student's name in the "To" Box.

TIP: If you want to view your class list for another course number, return to the main menu under Faculty and Advisors, and click on "CRN Selection."
   To access the main menu: Click the Back button on your browser or click on the Faculty Services tab or Return to Previous at bottom of screen. Alternatively, you can click the RETURN TO MENU or SITE MAP links.

Entering Term/CRN

Before you begin working in Banner, you may want to enter the Term Selection and CRN Selection (course reference number). What you choose will remain active until you change it or log off.

1. Log into Banner. To choose a Term or CRN, click on the Faculty Services tab, or Faculty and Advisors link. Click on "Term Selection", enter the term and click Submit.
2. Click on "CRN Selection". Select a CRN from the drop-down list, click Submit. If your screen displays the message, "you have no assigned sections for this term," click [Enter CRN Directly].
3. CRN and Term will stay the same until you change it.

Display Syllabus Information

1. Log in to Banner. Click the Faculty Services tab.
2. Select the Syllabus Information link.
3. Select the current term.
4. Select the appropriate CRN number to identify the course. (You need to do this for each course.)
5. You will see the following fields:
   6. Long Section Title: limited to 100 characters.
   7. Course URL: limited to 100 characters.
   8. Learning Objectives: unlimited amount of characters.
10. You can type the Information directly in the field or use cut and paste. Click Submit. “Syllabus available” will appear as a hyperlink in the Class Schedule Listing.

Enter Office Hours

It is optional to list your office hours in Banner.
1. Log in to Banner. Click the Faculty Services tab.
2. Click the Office Hours Link. Select current semester.
3. Select the CRN* for your course. Click Submit.
4. Fill in the appropriate information.
   * Do this for each CRN. Use the Copy to: field at bottom of screen to choose the same office hour’s set-up for previous classes.

View Student Transcripts

1. Log in to Banner. Click the Faculty Services tab.
2. Click on Student Information menu.
3. Click on Academic Transcript. Select Term. Click Submit.
4. Enter Student ID. Either type student's NCC ID number or Last Name, First Name. Leave search type set to “All”. Click Submit. If you type the last name only, you will get a drop-down menu with all students with that last name. Click the drop-down arrow, to select the correct student. Submit.
5. Select a transcript level, (All Levels, Undergraduate or Lifelong Learning. You do not have to choose a type). Click Display Transcript.

Note: To access information for a different student, click Return to Menu Link. Click on ID Selection in Student Information menu. Enter Student’s Banner ID Number or Last, First Name.

View Course Information (Course Catalog)

1. Log in to Banner. Click the Faculty Services tab.
2. Choose Class Schedule or (Course Catalog).
3. Choose a Term, click Submit.
4. Enter search criteria. Click Get Courses.
5. You may find that you will get results that match your criteria, or you may find you need to modify the criteria. Use the links on the screen to view additional information. Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course. You can use the Back button on your browser to return back to the main Faculty and Advisors screen.