SUNY Polytechnic Institute Banner 9

(Faculty Instructions 2024)

Faculty Login

Choose 'Enter Faculty Secure Area'





SUNY Poly Banner Self Service

- Enter Personal Information Secure Area
- Enter Student Secure Area
- Enter Faculty Secure Area
- Enter Alumni Secure Area
- Prospective Students

Tell us about yourself and request information about our institution.

- Admission Graduate Application
 - Enter a new graduate application or return to complete a graduate application.
- Course Schedule Menu
 - View the current schedule of classes.
- Transfer Articulation
- Class Schedule Search with Texbooks
- SUNY Poly Degree Works

Faculty Services Menu

Faculty Services



Hello Mrs. Meghan E. Getman,

This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M)depending on your role at the institution:

- · Faculty Grade Entry
- · Faculty Attendance Tracking
- · Student Academic Review

If you have any questions, please email the Registrar.

- Advisor Menu
 - Advising Student Profile
 - Degree Works
 - o Electronic Gradebook
- Early Warning
- Class Assignments
- Attendance Tracking
- Class List
- · Faculty Detail Schedule
- Faculty Grade Entry
- Office Hours
- Student Search
- Student Academic Review
- · Syllabus Information
- · Faculty Week at a Glance

To navigate: Users can utilize the back arrow in their browser as well the menu options and the four squares in the upper left corner of the page

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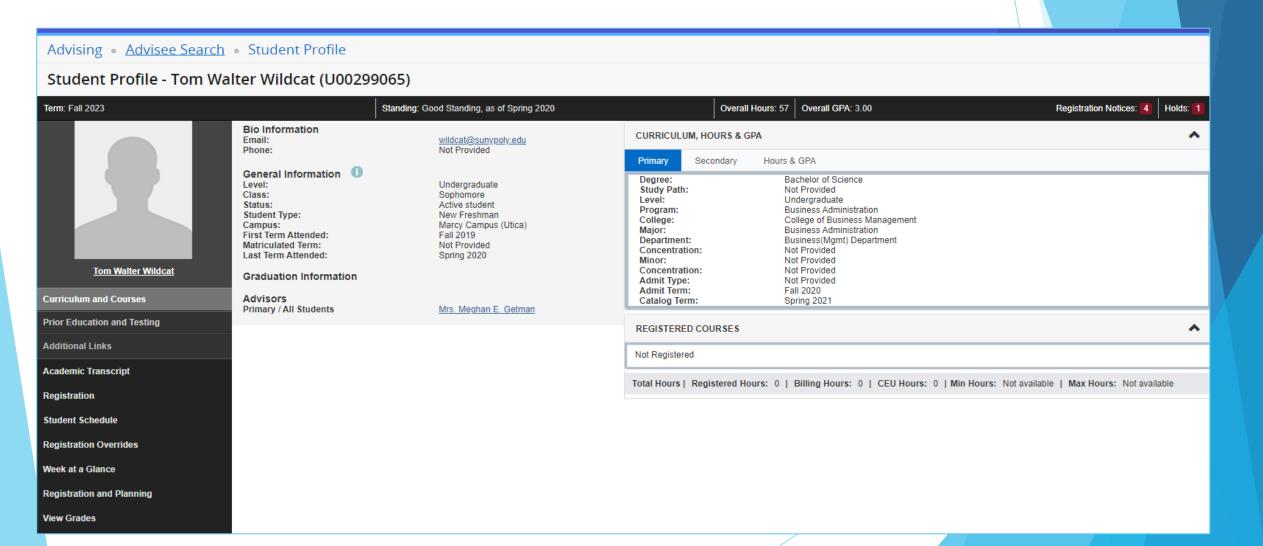
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The Advisor Menu allows advisors to access information regarding their advisees.

The Advising Student Profile shows a comprehensive overview of the advisee.

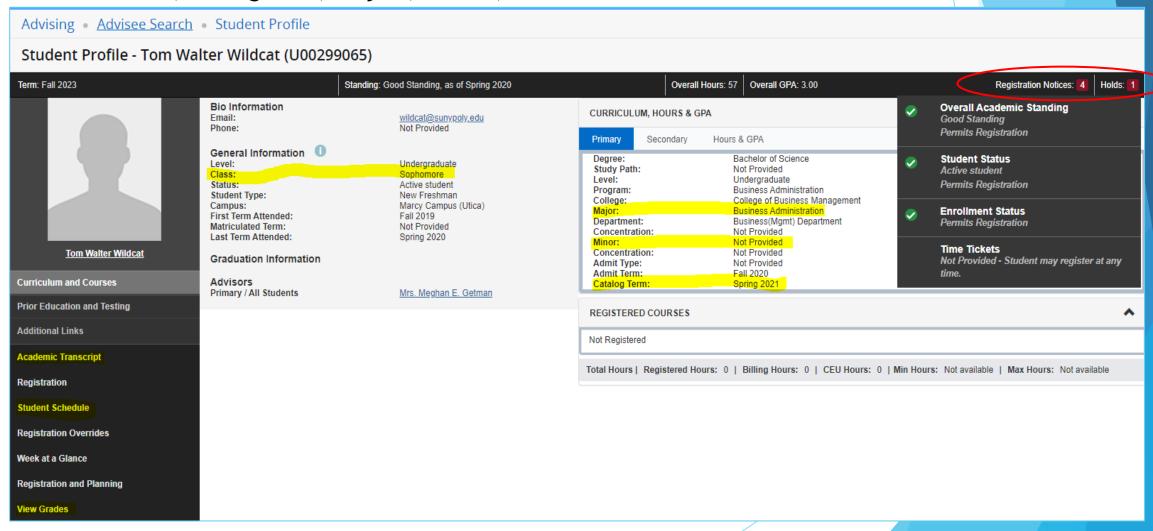
Advisor Menu

Advisors can access their advisee's profile as shown below



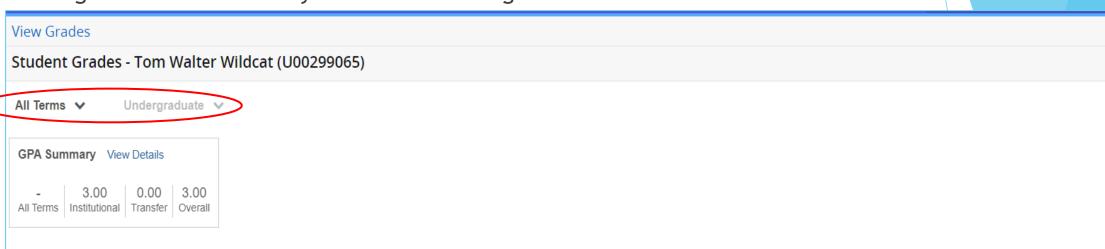
Advisor Menu - Student Profile

In the student profile advisors can review the student record for holds, their schedule, their grades, majors, minors, etc.



Advisor Menu Continued

View grades can be used by term or show all grades



Course Work								S	earch by Cours	se Title or Subject	Code (ALT+Y)	Q
Subject \$	Course Title \$	Campus \$	Midterm	Final Grade \$	Narrative Grade Co	Att ≎	Ear ≎	GP \$	Qu \$	CRN [≎]	Term ≎	Action
BIO 100, 0	Preparatory Biology	1				2.000				3415	Spring 2023	
MAT 112, 37S	Elements of Calculus	В				4.000				1280	Fall 2021	
PSY 100, 35W	Principles of Psychology	В				4.000				1643	Fall 2021	
SA 20E, 01	Acct Reports & Analysis	1		F		4.000	0.000	4.000	0.00	2585	Fall 2019	
SA 10E, 01	Principles of Business Law	1		A		4.000	4.000	4.000	16.00	2586	Fall 2019	
SA 10E, 02	Media,Identity & Everyday Life	1		A		4.000	4.000	4.000	16.00	2587	Fall 2019	

Faculty Grade Entry

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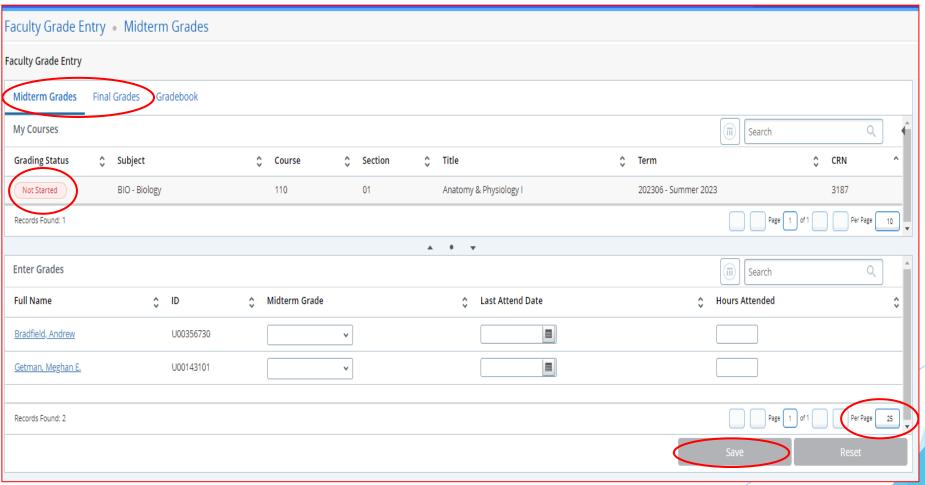
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Choose Faculty Grade Entry to enter final or midterm grades

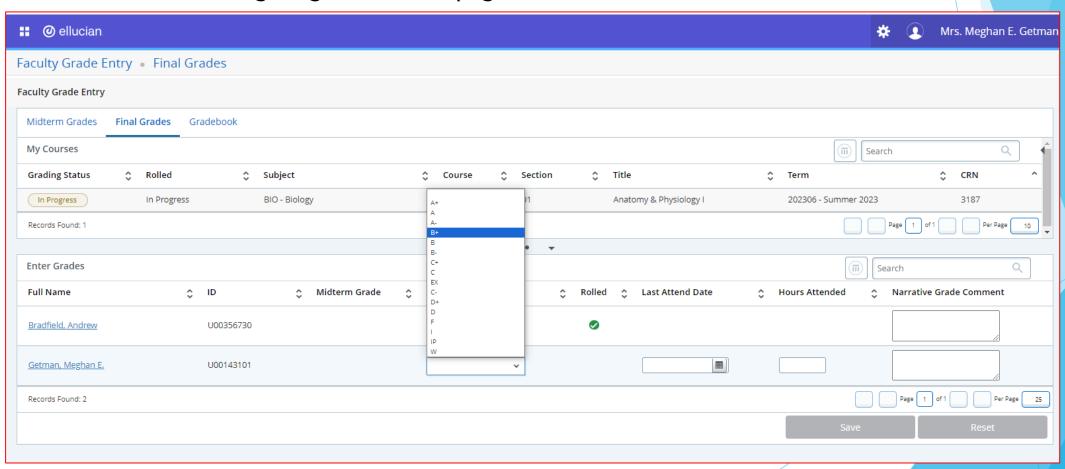
Grading Continued

Select Midterm or Final Grades, then select the course you would like to grade. Faculty can control the number of students on a roster page using the per page number in the bottom right corner.



Grading Continued

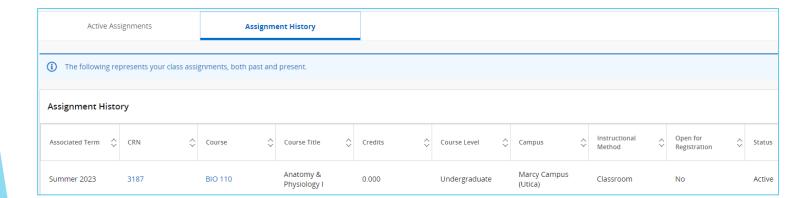
Select a grade for each student using the drop-down box. Enter the last date of attendance/participation for all failing grades. Click SAVE before navigating to the next page of students.



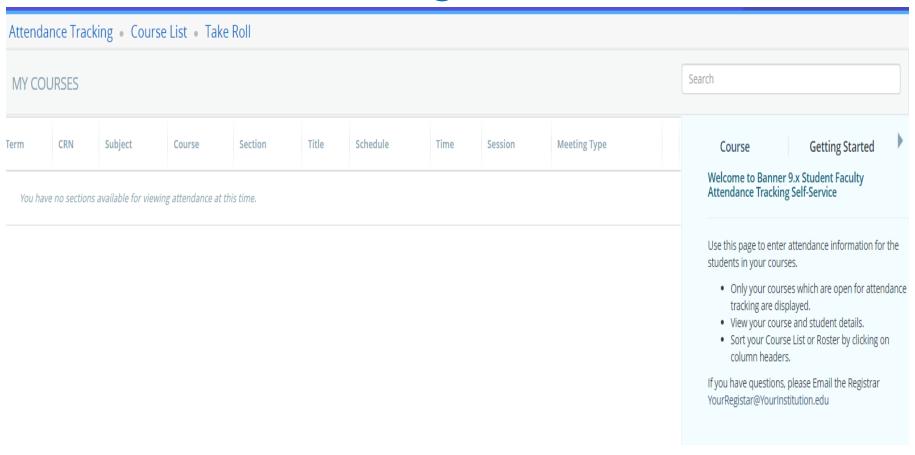
Class Assignments

Class Assignments can be reviewed for current or past semesters

Faculty and Advisors • Assignment	ents			
Assignments				
Active Assignments	Assignment History			
The following classes have active	ve (not rolled to Academic History) students. The	class syllabus and office hours may also be m	aintained.	
Course: Anatomy & Physiolog	ry I - 3187 - BIO 110 - 01			
Associated Term	CRN	Status	Schedule Type	Instructional Method
Summer 2023(202306)	3187	Active	Lecture	Classroom
Campus	Available for Registration	Credits	Syllabus	Office Hours
Marcy Campus (Utica)	04/10/2023 to 05/29/2024	0.000	Add	Add
Roster	Detail Schedule	Grade Mode	Course Level	
<u>Class list</u>	<u>Display</u>	Standard Grading Mode COVID19 Pass/Fail	Undergraduate	



Attendance Tracking



Viewing Class Rosters

To view class rosters, select 'Classes Assignment' from the Faculty Services Menu

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Faculty can view their roster by clicking 'Class List'

Active Assignments

Assignment History

(i)

The following classes have active (not rolled to Academic History) students

Course: Anatomy & Physiology I - 3187 - BIO 110 - 01

Associated Term CRN

Summer 2023(202306) 3187

Campus Available for Registration

Marcy Campus (Utica) 04/10/2023 to 05/29/2024

Roster Detail Schedule

<u>Class list</u> <u>Display</u>

Faculty Detail Schedule

Your Faculty detail schedule is accessed by term and outlines the following details:

- 1. Term, Course, CRN, Registration dates, level, part of term, credits.
- 2. Meeting days, times and location for each course.
- 3. Enrollment and cross list information.
- 4. Syllabus information with the ability to add one.
- 5. Office Hours with the ability to add them.

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Office hours can be set by CRN here

Student Search allows faculty to look up their students

Faculty can enter Syllabus Information here