

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 Textbooks](#)
- [SUNY Poly Degree Works](#)

Faculty Services Menu

☰ @ellucian

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
 - 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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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

Advising • [Advisee Search](#) • [Student Profile](#)

Student Profile - Tom Walter Wildcat (U00299065)

Term: Fall 2023 | Standing: Good Standing, as of Spring 2020 | Overall Hours: 57 | Overall GPA: 3.00 | Registration Notices: 4 | Holds: 1



Tom Walter Wildcat

Bio Information

Email: wildcat@sunypoly.edu
Phone: Not Provided

General Information ⓘ

Level: Undergraduate
Class: Sophomore
Status: Active student
Student Type: New Freshman
Campus: Marcy Campus (Utica)
First Term Attended: Fall 2019
Matriculated Term: Not Provided
Last Term Attended: Spring 2020

Graduation Information

Advisors

Primary / All Students | [Mrs. Meghan E. Getman](#)

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	Business Administration	
College:	College of Business Management	
Major:	Business Administration	
Department:	Business(Mgmt) Department	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Not Provided	
Admit Term:	Fall 2020	
Catalog Term:	Spring 2021	

REGISTERED COURSES

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- Registration
- Student Schedule
- Registration Overrides
- Week at a Glance
- Registration and Planning
- View Grades


Advisor Menu - Student Profile

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

Advising • [Advisee Search](#) • Student Profile

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CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:		Bachelor of Science
Study Path:		Not Provided
Level:		Undergraduate
Program:		Business Administration
College:		College of Business Management
Major:		Business Administration
Department:		Business(Mgmt) Department
Concentration:		Not Provided
Minor:		Not Provided
Concentration:		Not Provided
Admit Type:		Not Provided
Admit Term:		Fall 2020
Catalog Term:		Spring 2021

Overall Academic Standing

Good Standing
Permits Registration

Student Status

Active student
Permits Registration

Enrollment Status

Permits Registration

Time Tickets

Not Provided - Student may register at any time.

REGISTERED COURSES

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

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Advisor Menu Continued

View grades can be used by term or show all grades

View Grades

Student Grades - Tom Walter Wildcat (U00299065)

All Terms ▾

Undergraduate ▾

GPA Summary [View Details](#)

-	3.00	0.00	3.00
All Terms	Institutional	Transfer	Overall

Course Work

Search by Course Title or Subject Code (ALT+Y)

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	B				4.000				1280	Fall 2021	
PSY 100, 35W	Principles of Psychology	B				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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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.

The screenshot displays the 'Faculty Grade Entry' interface. At the top, there are tabs for 'Midterm Grades', 'Final Grades', and 'Gradebook'. The 'Midterm Grades' tab is selected and circled in red. Below this is a 'My Courses' section with a search bar and a table of courses. The first course listed is 'BIO - Biology' with a 'Not Started' status, circled in red. Below the course table is a pagination control showing 'Page 1 of 1' and 'Per Page 10'. The bottom section is titled 'Enter Grades' and contains a table with columns for 'Full Name', 'ID', 'Midterm Grade', 'Last Attend Date', and 'Hours Attended'. Two students are listed: 'Bradfield, Andrew' and 'Getman, Meghan E.'. At the bottom right of the 'Enter Grades' section, there is a pagination control showing 'Page 1 of 1' and 'Per Page 25', with the 'Per Page 25' value circled in red. At the very bottom of the interface, there are 'Save' and 'Reset' buttons, with the 'Save' button circled in red.

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	BIO - Biology	110	01	Anatomy & Physiology I	202306 - Summer 2023	3187

Records Found: 1

Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Bradfield, Andrew	U00356730			
Getman, Meghan E.	U00143101			

Records Found: 2

Page 1 of 1 Per Page 25

Save Reset

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.

The screenshot displays the ellucian Faculty Grade Entry interface. At the top, the user is identified as Mrs. Meghan E. Getman. The page title is "Faculty Grade Entry" with a sub-section for "Final Grades".

The main area is divided into two sections: "My Courses" and "Enter Grades".

My Courses Section:

- Navigation tabs: Midterm Grades, **Final Grades**, Gradebook.
- Search bar: Search
- Table Headers: Grading Status, Rolled, Subject, Course, Section, Title, Term, CRN.
- Table Data:

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	BIO - Biology		1	Anatomy & Physiology I	202306 - Summer 2023	3187
- Records Found: 1
- Page 1 of 1, Per Page 10

Enter Grades Section:

- Search bar: Search
- Table Headers: Full Name, ID, Midterm Grade, Rolled, Last Attend Date, Hours Attended, Narrative Grade Comment.
- Table Data:

Full Name	ID	Midterm Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
Bradfield, Andrew	U00356730		✓			
Getman, Meghan E.	U00143101					
- Records Found: 2
- Page 1 of 1, Per Page 25

A dropdown menu is open over the "Midterm Grade" column, showing the following options: A+, A, A-, B+, B, B-, C+, C, EX, C-, D+, D, F, I, IP, W. The "B+" option is currently selected.

At the bottom right, there are "Save" and "Reset" buttons.

Class Assignments

Class Assignments can be reviewed for current or past semesters

Faculty and Advisors • Assignments

Assignments

Active Assignments Assignment History

i The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: Anatomy & Physiology 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	
Class list	Display	Standard Grading Mode COVID19 Pass/Fail	Undergraduate	

Active Assignments **Assignment History**

i The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Summer 2023	3187	BIO 110	Anatomy & Physiology I	0.000	Undergraduate	Marcy Campus (Utica)	Classroom	No	Active

Attendance Tracking

Attendance Tracking • Course List • Take Roll

MY COURSES

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	Meeting Type
------	-----	---------	--------	---------	-------	----------	------	---------	--------------

You have no sections available for viewing attendance at this time.

Course | Getting Started ▶

Welcome to Banner 9.x Student Faculty Attendance Tracking Self-Service

Use this page to enter attendance information for the students in your courses.

- Only your courses which are open for attendance tracking are displayed.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.

If you have questions, please Email the Registrar
YourRegistrar@YourInstitution.edu

Viewing Class Rosters

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

Faculty Services



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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
Class list	Display

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