What can I do in Banner?

• As a faculty/advisor, you can advise and register students.
• View your class lists (rosters) for Fall 2008
• Access general student information
• View general personal information
• View the class schedule (all sections) and the course catalog (all courses)
• Enter final semester grades (available for Fall 2008)

Login to Banner

• Use a computer with high-speed Internet access.
• Open your Internet browser (see Banner Tips section)
• Go to http://www.ncc.edu/banner
• Choose Log in.
• Enter your Banner ID (starting with a capital “N”).

(BANNER ID)
Your Banner ID is a nine (9) character unique value that identifies you in the Banner system. Your Banner ID will always begin with a capital “N” followed by eight (8) numbers, i.e. N00000000. Your Banner ID is being mailed to you.
• Enter your Banner PIN (six numbers).

(BANNER PIN)
The first time you login:
Your default Banner PIN is your date of birth in the MMDDYY six (6) number format. For example, if your birthday is January 3, 1985, your initial password is 010385.
The new PIN will need to be six (6) numbers long. You will be asked to create a security question and answer. Keep your answer concise. You will need it to change your PIN.
• Choose “Log In”.

Syllabus information is not available at this time.

BANNER TIPS
• High speed internet access or on-campus connection is recommended.
• The following are the recommended internet browsers:
  - Microsoft Internet Explorer 6.0 (not approved with I.E. 7.0)
  - Netscape 7.01 or 7.2
  - Mozilla 1.7
  - Microsoft Internet Explorer 5.2 for Macintosh OS X
  - Macintosh client - Safari 1.2 for Mac OS X
• Go ahead, use the “Back” button in your browser to navigate.
• After 30 minutes of inactivity, the system will log you off.
• Check the Banner Web site for important Banner information.

http://www.ncc.edu/banner

Final Semester Grading:
Grading is scheduled to be available in Banner for Fall 2008 final semester grades.

Confirmation of Attendance rosters are scheduled to be available for Fall 2008 attendance confirmation.

What do I do if my class is full, there is no waitlist?
You will need to check with your department for the proper procedure on overloading. Implementation of waitlist function will be in the near future.

Banner Help for Faculty/Staff
Review available help at www.ncc.edu/banner
This webpage is being developed.

E-mail: banner@ncc.edu
One Education Drive
Garden City, NY 11530
www.ncc.edu
If you forget your PIN (and you have already logged in before)

• On the login screen, enter your Banner ID. The ID IS case sensitive. Use a capital N when entering your ID.
• Click the Forgot PIN option on the logon screen.
• Type the answer to the security question you created and choose Submit Answer.
• On the “reset your PIN” screen, enter a new six (6) number PIN of your choice twice and choose Reset PIN.

Choices after you login

• Personal Information: Here you can change your PIN and security question and view your address, phone and e-mail information.
• Faculty/Staff Services: This is where you will go to view your class lists, student information, enter final semester grades (Fall 2008), etc.

Term/CRN (call number)/Student Selection

After choosing “Faculty/Staff Services”:
Before you begin working in Banner, you may want to select the Term and CRN (Course Reference Number). Also, if you are looking at student information you may want to choose the student up front. If you do not, when you perform a function you may be asked to pick one. Otherwise, the last one accessed may be used. The one you choose will be active until you change it or you log off.

To choose a Term, CRN or Student: Under Faculty/Staff Services go to “Term Selection”, “CRN Selection” or “Student ID Selection.” CRN and Term may stay the same until you change it.

TIP: Remember that prior to viewing a class list, for example, you need to check that the CRN is set to the desired class.

Office Hours

It is optional to list your office hours in Banner. Use the link from the Faculty/Staff Services menu. Instructions are on the screen.
If you forget your PIN (and you have already logged in before)

• On the login screen, enter your Banner ID. The ID IS case sensitive. Use a capital N when entering your ID.
• Click the Forgot PIN option on the logon screen.
• Type the answer to the security question you created and choose Submit Answer.
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After choosing “Faculty/Staff Services”:

Before you begin working in Banner, you may want to select the Term and CRN (Course Reference Number). Also, if you are looking at student information, you may want to choose the student up front. If you do not, when you perform a function you may be asked to pick one. Otherwise, the last one accessed may be used. The one you choose will be active until you change it or you log off.

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TIP: Remember that prior to viewing a class list, for example, you need to check that the CRN is set to the desired class.

Office Hours

It is optional to list your office hours in Banner. Use the link from the Faculty/Staff Services menu. Instructions are on the screen.

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 general academic information on the students enrolled in your class (class, major, etc.)

**Summary Class List:** Access a quick list of students registered for your class.

• Login to Banner.
• Choose Faculty/Staff Services.
• Choose a Term and CRN (NOTE: See Term and CRN section.)
• Choose either Detail or Summary Class List to view your class list (the class list for the CRN number you designated).

Remember, if you want to view your class list for another CRN number, return to the main screen under Faculty/Staff Services and go to “CRN Selection.”

• You can use the Back button on your browser or click on faculty/staff services tab to continue working in Banner from the main menu.

Emailing Students from Banner

• *This function may not be functional from the start. It is included here for future use.*
• By clicking on the envelope icon an address will appear in the To: section of an e-mail (if there is no icon, the student does not have an e-mail address in the system).
• E-mail your class quickly by clicking on “Email Class” (it will appear at the bottom of your class list screen (see Class List section). Each of your students’ names who have an email are entered into the “BCC” line of an e-mail.

*Note: If you are not logged on to your campus computer (with iPlanet Messenger Express) the computer you are on will open the e-mail system it recognizes. If you are using internet e-mail (i.e. AOL, Yahoo, campus mail from the internet, etc.) you will need to copy and paste the names/addresses into your own e-mail. You are essentially using Banner to extract internet addresses for you, but you will use your e-mail system to correspond with students.*
If you forget your PIN (and you have already logged in before)

• On the login screen, enter your Banner ID. The ID IS case sensitive. Use a capital N when entering your ID.
• Click the Forgot PIN option on the logon screen.
• Type the answer to the security question you created and choose Submit Answer.
• On the “reset your PIN” screen, enter a new six (6) number PIN of your choice twice and choose Reset PIN.

Choices after you login

• Personal Information: Here you can change your PIN and security question and view your address, phone and e-mail information.
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After choosing “Faculty/Staff Services”:

Before you begin working in Banner, you may want to select the Term and CRN (Course Reference Number). Also, if you are looking at student information you may want to choose the student up front. If you do not, when you perform a function you may be asked to pick one. Otherwise, the last one accessed may be used. The one you choose will be active until you change it or you log off.

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Office Hours

It is optional to list your office hours in Banner. Use the link from the Faculty/Staff Services menu. Instructions are on the screen.

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 general academic information on the students enrolled in your class (class, major, etc.)

Summary Class List:

Access a quick list of students registered for your class.

• Login to Banner.
• Choose Faculty/Staff Services, then Student Information menu.
• Choose Select Term (pick a term) and choose submit (see select Term/CRN/Student section.)
• Choose Select Student (pick a student) and choose submit (see select Term/CRN/Student section.)
• Choose from the many links available on the Student Information menu.

Registration Overrides

• Course restrictions are handled in Banner through registration overrides.
• Banner will enforce all pre-requisites, including test scores, course requirements (including co-requisites), major, and those with permission of instructor (i.e. audition requirements or others).
• Overrides require chair and/or dean approvals.
• All overrides must be done by the Registrar’s office only with a signed and completed all-purpose override form.
• Approval is required for EACH restriction necessary for the student to take a course.
• Departments will have Override Forms available for appropriate college officials to use.
• See your department for further information.
**View Any Class Section Information and Course Information (Course Catalog)**

- Login to Banner (OR you can also search these from the log in page prior to logging in).
- Choose Faculty/Staff Services.
- Choose Class Schedule.
- Choose a Term, pick Submit.
- Enter or choose the criteria to find what you are looking for (see search tips section).
- Choose Class Search.
- You may find that you will have results that match your criteria, or you may find you need to modify the criteria you entered.
- Use the links on the screen to view additional information. The section title (for class section information) link will give you detailed class information including enrollment information.
- You can use the Back button on your browser to return back to the main Faculty/Staff Services screen. The site map link is another alternative.

**Class/Course Search tips (terminology)**

- **Subject:** Area of study
- **Course Number:** The number following our three letter code for a course: i.e. HIS116, the course number is 116.
- **Title:** The official title of the course. If you search by title, you can enter any part of the title for it to display upon the search.
- **Credit Range:** You can search for courses that match credit criteria.
- **Attribute Type:** Courses that meet certain criteria: i.e. Gen Ed, SUNY Gen Ed...

**View the classes you are scheduled to teach**

- (This will be available once faculty are assigned to individual sections).
- Login to Banner.
- Choose Faculty/Staff Services.
  NOTE: See Term and CRN (Call Number) section.
- Choose Faculty Detail Schedule for the previously selected term.
- Use links on the page to view additional information, including quick access to your class list (enrollments link.)
- You can use the Back button on your browser or click on faculty services to continue working in Banner from the main Faculty/Staff Services screen.
- Syllabus information is not available at this time.
Class/Course Search tips (terminology)

• Choose Class Search.
• Enter or choose the criteria to find what you are looking for (see search tips section).
• Choose a Term, pick Submit.

Information (Course Catalog)

View Any Class Section Information and Course Information (course catalog).

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