

BANNER WEB INSTRUCTIONAL SHEET:

You can go to this link directly:

https://bannerweb.udallas.edu/PROD/twbkwbis.P_GenMenu?name=homepage OR go through the University of Dallas website, www.udallas.edu and select the **My UD** tab (upper right hand corner), then **Banner Web** and **Enter Secure Area**. Your User ID is your 9 digit university ID number and your Banner password. Your initial PIN is set up as your date of birth in six digit code. Today's date in PIN form would be 043020.

- If you have previously logged in to Banner to enter grades or to access your roster, you may have already changed your pin. If you do not remember your PIN, you can either call to have me reset your PIN to your date of birth, or you can enter your login and select FORGOT PIN. This will only work if you have set up a security question and answer.
- Once you log in for the first time, or if you are logging in after having your pin reset, you will need to change your PIN.
- The system will ask you for a security question and answer if you have not already set this up. Select a question and answer that you can easily remember.
- Select Faculty Services
- Under Term Selection (select which one is pertinent):

Select: **Spring 202X**

Select: **Summer 202X**

Select: **Fall 202X**

- To view your schedule and course information for the term you will be teaching, Select Faculty Detail Schedule for the correct term (**Spring 202X, Summer 2020, or Fall 2020**)
- If you have more than one course, you will need to select the class that you want information on
- Click on enrollment and it will give you a list of the students registered in that particular class
- You can email the class or email a student from this area
- If you select the Detail class list (at the bottom of the screen), you can see detailed information although the concentration area of the student does not appear
- By selecting a particular student, you can see address and telephone information. We are continually updating information on confidentiality, so please make sure that all records you access are treated as confidential
- By returning to the faculty page, you can also look at your schedule by day and time. Your classroom assignment appears in this week by week schedule. If your room is ever changed, this information will appear in your weekly schedule

- From this area, you can also add a syllabus and office hours if you want to have this information for your students. Never change the course title as this information is what prints on the student's academic record and official transcript.
- There a faculty view of student information and you can see the concentration under this view (listed under Primary Curriculum).

To enter final grades:

1. First select the term, then FINAL GRADES. All withdrawal grades should have already been rolled to academic history (column: Rolled = Y). If you are entering the grade for the first time, a drop down listing of the grades will show up. Select the appropriate grade for each student. If a student stopped attending your class and you are assigning a grade of FA, please make sure you enter a last date of attendance for the student. It must be entered in the following format: MMDDYYYY. You do not need to enter anything for hours attended. There may be some withdrawal requests pending due to a hold. Please check with Tasheena Mullins (tmullins@udallas.edu) if you would like to check to see if one is pending for a student.
2. If you have more than one class to grade, you will need to go back to Faculty Services, CRN Selection and select the next class. Also, if you have a cross-listed course that is listed under more than one number or subject area, you will need to select the CRN for the other course to submit those grades.
3. Remember that no Incomplete grades can be rolled to academic history without an Incomplete Grade Contract that has been approved by the Office of the Dean. The Incomplete grade is given only when some valid emergency prevented the student from completing course work (contact the Office of the Dean for clarification).
4. Final grades may be entered as you have them ready. If you have final grades for 10 of 15 students, you may submit the ones that are ready and later submit the missing grades. Since students are often waiting for reimbursement from their employers, it is important that we get them their grades as soon as possible. If there are some grades pending due to late assignments or other issues, please do not delay the grades for the rest of the students in the class. I have already rolled all withdrawal grades to academic history through 10:30 a.m. today. Once a grade has been rolled to academic history, an official grade change form must be submitted to make any change to the grade. If the grade is going from a lower grade to a higher grade, it must be submitted for approval to the Office of the Dean.

All official grade changes are processed by the Office of the Registrar, by **Tasheena Mullins, Assistant Registrar.**

Please make sure to always exit the Banner system if you are not using it.

*Banner grade questions? Contact Tasheena
Mullins – tmullins@udallas.edu*
