

Banner Self Service Faculty

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FACULTY GRADE ENTRY

1. Login to Self Service via [Pack Portal](#)
2. Go to “**Faculty Grade Entry**” on the Self Service home page
3. Open the **Final Grades** tab to display a list of courses where you are an instructor. *Alternatively, if you are entering midterm grades, open the **Midterm Grades** tab*

Faculty Grade Entry

Midterm Grades

Final Grades

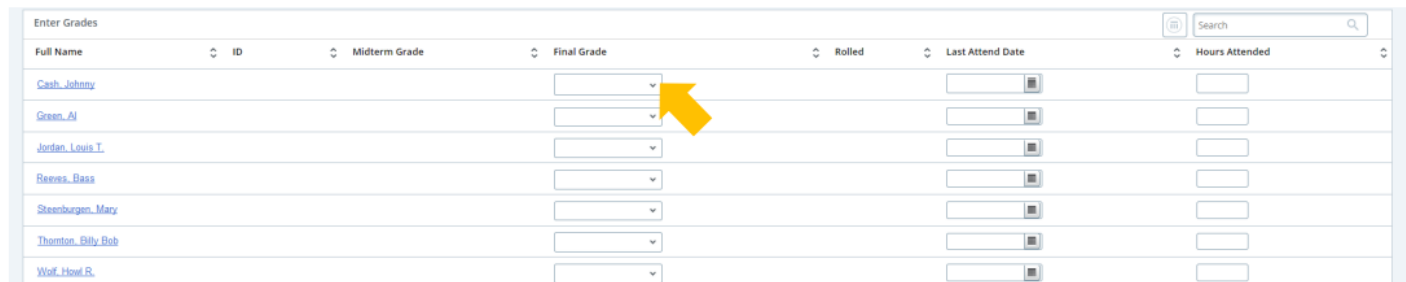
Gradebook

My Courses

Search

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACCT - Accounting	3003	001	INTERMEDIATE ACCOUNTING I	202360 - 2023 Fall	61188
Not Started	Not Started	MGMT - Management	3143	001	HUMAN RESOURCE MANAGEMENT	202260 - 2022 Fall	64066
Not Started	Not Started	ENG - English	1003	001	COMPOSITION I	202360 - 2023 Fall	64706

4. Select the relevant class section and your full roster will appear. When grading is available grade drop-down boxes will appear; select a grade from the drop-down for each student

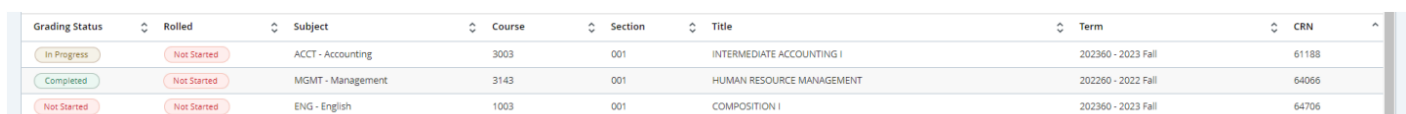


Full Name	ID	Midterm Grade	Final Grade	Rollid	Last Attend Date	Hours Attended
Cash, Johnny						
Green, Al						
Jordan, Louis T.						
Reeves, Bass						
Steenburgen, Mary						
Thornton, Billy Bob						
Wolf, Howd R.						

5. After you have assigned grades, scroll to the bottom and select “**Save**”



6. You can save and return later if not all grades are available. Classes with missing grades show the grading status “In Progress”, once all grades are entered the grading status changes to “**Completed**”



Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ACCT - Accounting	3003	001	INTERMEDIATE ACCOUNTING I	202360 - 2023 Fall	61188
Completed	Not Started	MGMT - Management	3143	001	HUMAN RESOURCE MANAGEMENT	202260 - 2022 Fall	64066
Not Started	Not Started	ENG - English	1003	001	COMPOSITION I	202360 - 2023 Fall	64706

You can make changes to entered grades following the steps above until the grades are rolled into academic history. Rolled grades are viewable to the student and available on the

student’s transcript.

A rolled grade can be identified by a green check in the “***Rolled***” column on the grading roster.

Enter Grades								Search	
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended			
Cash, Johnny			C						
Green, Al			C						
Jordan, Louis J.									
Reeves, Bass			A						
Steenburgen, Mary			B						
Thornton, Billy Bob			B						
Wolf, Howel R.			C						

****If changes are needed after grades roll, a grade change form is required.****

VIEW CLASS LIST / ROSTER

1. Login to Self Service via [Pack Portal](#)
2. Go to “**Class Lists / Rosters**” on the Self Service home page
3. A listing of classes where you’re an instructor will be displayed

Faculty & Advisors • CRN Listing

CRN Listing

All Terms ▼

Select Course Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ENG 1003, 003	COMPOSITION I	14687	20	Active	01/10/2023 - 05/03/2023	2023 Spring (202310)

- a. Select the arrow next to “**All Terms**” to filter by term and narrow down the classes listed
 - b. Select a **course title** to display the course details pop-up (general course information)
 - c. Select a **CRN** to display the class details pop-up (class section specific information)
4. Select anywhere on the white part of the course row to view the class list for that course
 5. The class list “**Summary View**” will display

Faculty & Advisors • [CRN Listing](#) • [Class List](#)

Class List Export Print

2023 Spring - 202310 ENG 1003 | 14687

> Course Information

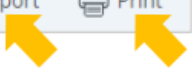
Class List Wait List Summary View

Summary Class List ✉ ⌵

☐	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
☐	 Cash, Johnny		**Web Registered**	Undergraduate	3	No Access	No Access	Freshman
☐	 Green, Al		**Web Registered**	Undergraduate	3	No Access	No Access	Freshman
☐	 Jordan, Louis T.		**Registered**	Undergraduate	3	No Access	No Access	New Freshman
☐	 Reeves, Rase		**Registered**	Undergraduate	3	No Access	No Access	New

- Use the “**Export**” button to save the class list as an Excel file
- Select the “**Print**” button to open a printer friendly class list that you can print or save as a .pdf

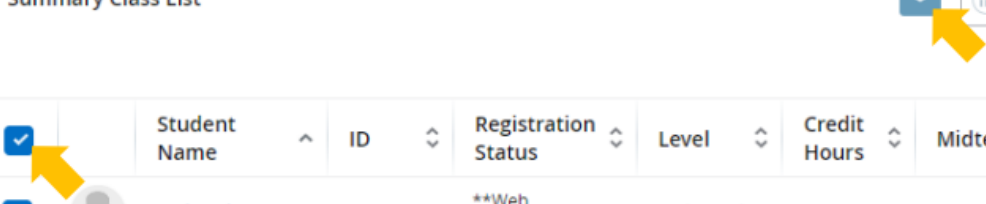
Class List Export Print



- Use the checkboxes to select students, or check the top box to select all
- Select the envelope button to email all selected students

Summary Class List ✉ ⌵

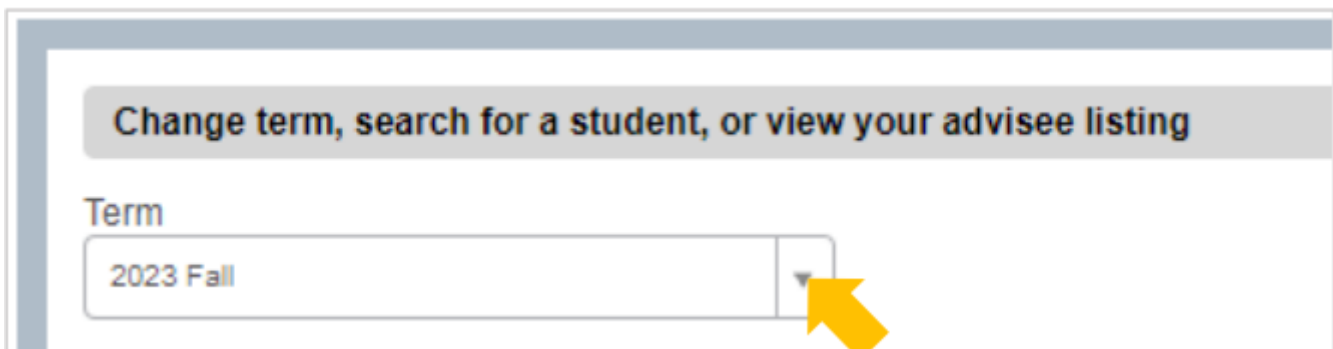
☐	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
☒	 Cash, Johnny		**Web Registered**	Undergraduate	3	No Access	No Access	Freshman
☒	 Green, Al		**Web	Undergraduate	3	No Access	No Access	Freshman



- Select a student’s name to view their student profile, including advisor information
- Hover over a student’s name to view a quick summary, including their email address

VIEW STUDENT INFORMATION

1. Login to Self Service via [Pack Portal](#)
2. Go to “**Advisee Search**” on the Self Service home page
3. The *Advisee Search* page will open, select a term from the drop-down listing



Change term, search for a student, or view your advisee listing

Term

2023 Fall

A yellow arrow points to the dropdown arrow on the right side of the term selection box.

4. Enter the search criteria you'd like to use in your student search



View advisee listing, or search by

☒ Student ID

☐ Student Email

☐ Student Name

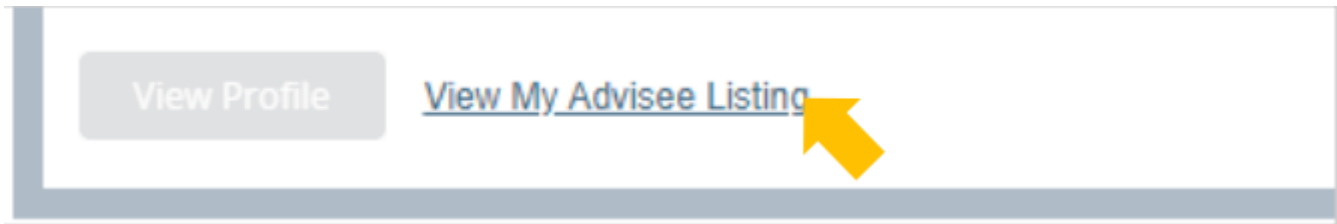
Student ID

A dashed yellow box highlights the search criteria options and the Student ID input field.

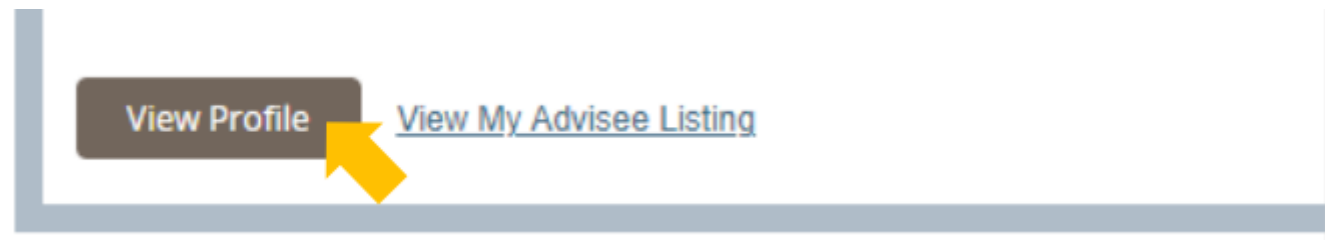
- a. To search by ID number, make sure “**Student ID**” is selected
 - i. Enter the ID number and hit “Enter” on your keyboard
- b. To search by email, make sure “**Student Email**” is selected
 - i. Enter the email address and hit “Enter” on your keyboard
 - ii. You must include “@smail.astate.edu” in your search criteria
- c. To search by name, make sure “**Student Name**” is selected
 - i. Enter the student’s name, then select the correct student from the drop-down listing

ii. You must use the format “Last Name, First Name” in your search criteria

5. Or, to view a listing of your advisee students, select “**View My Advisee Listing**”

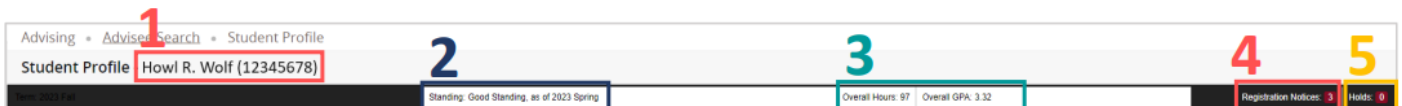


6. Once a student has been chosen, select “**View Profile**” to open the student’s profile



STUDENT PROFILE

The student’s name and **ID number**(1), **academic standing**(2), overall hours and overall **GPA**(3), **registration notices**(4), and any **holds on their account** (5) can be found across the top of the profile:



The center section displays the **student’s personal information**(6) (including email address), **general academic information**(7), **graduation information**(8) (including a link to their submitted graduation applications when applicable), and **a list of their advisors**(9). The right side of the profile displays **curriculum information**(10) and the **student’s course schedule**(11) for the selected term:

Student Information Notes 0

Bio Information
 Email:
 Phone:
 Date of Birth:
 Ethnicity:
 Race:
 Citizen:
 Citizenship:
 Emergency Contact:
 Emergency Phone:

General Information
 Level: Undergraduate
 Class: Senior
 Status: Active
 Student Type: Continuing
 Residency: Resident
 Campus: Jonesboro
 First Term Attended: 2020 Fall
 Matriculated Term: Not Provided
 Last Term Attended: 2023 Spring
 Leave of Absence: Not Provided

Graduation Information
 Graduation Applications:
 Awarded Degree: None
 Term: Associate of Science
 Date: 2022 Fall
 12/17/2022

Advisors
 Primary / Major: Dr. Beverly Booth Gilbert

CURRICULUM, HOURS & GPA

Primary Secondary Hours & GPA

Degree: BS in Education
 Level: Undergraduate
 Program: Bachelor Science Education
 College: Education
 Major: Elementary Education
 Department: Teacher Education
 Concentration: Not Provided
 Minor: Not Provided
 Concentration: Not Provided
 Admit Type: Freshman
 Admit Term: 2020 Fall
 Catalog Term: 2020 Fall

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
LITERACY ASSESSMENT DIAGNOSIS A...	RDNG 4103 001	61122	3	"Web Registered"	Mrs. Karen Klepper Graham
METHODS OF TEACHING LANGUAGE ...	ELED 4102 001	61126	2	"Web Registered"	Dr. Dixie Kay Kivas
METHODS OF STEM MATHEMATICS	ELED 4122 001	61133	2	"Web Registered"	Dr. Alicia Carinda Shaw
METHODS OF STEM SCIENCE	ELED 4132 001	61137	2	"Web Registered"	Dr. Mark A. McJunkin
CLASSROOM MANAGEMENT FOR ELE...	ELED 4142 001	61141	2	"Web Registered"	Mrs. Michele Gaffin Johnson
METHODS OF TEACHING SOCIAL STU...	ELED 4112 001	61383	2	"Web Registered"	Mrs. Sandra Yvonne Hawkins
TEACHING INTERNSHIP I ELEMENTARY	ELED 4104 007	61555	4	"Web Registered"	Mrs. Jeannette Choi

Total Hours | Registered Hours: 17 | Billing Hours: 17 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

Selecting “**Prior Education and Testing**(12)” under the student’s photo will change the right side of the profile to display the student’s **prior education** (13) and **test scores**(14). Also under the student’s photo are additional links(15) to the student’s transcript, grades, registration history, schedule week at a glance, and a link to Degree Works

Student Information Notes 0

Bio Information
 Email:
 Phone:
 Date of Birth:
 Ethnicity:
 Race:
 Citizen:
 Citizenship:
 Emergency Contact:
 Emergency Phone:

General Information
 Level: Undergraduate
 Class: Senior
 Status: Active
 Student Type: Continuing
 Residency: Resident
 Campus: Jonesboro
 First Term Attended: 2020 Fall
 Matriculated Term: Not Provided
 Last Term Attended: 2023 Spring
 Leave of Absence: Not Provided

Graduation Information
 Graduation Applications:
 Awarded Degree: None
 Term: Associate of Science
 Date: 2022 Fall
 12/17/2022

Advisors
 Primary / Major: Dr. Beverly Booth Gilbert

PRIOR EDUCATION

Secondary Education

School Name	Graduation Date	Location	GPA
	05/01/2020		3.91

Post Secondary Education

No data available.

TESTING Records 11

Description	Score	Date	Source
ACT Composite	19	02/01/2019	Manual Source
ACT Composite	22	12/01/2019	Test Score Tape
ACT English	19	02/01/2019	Manual Source
ACT English	24	12/01/2019	Test Score Tape
ACT Math	20	02/01/2019	Manual Source
ACT Math	21	12/01/2019	Test Score Tape
ACT Reading	18	02/01/2019	Manual Source
ACT Reading	21	12/01/2019	Test Score Tape
ACT Science Reasoning	18	02/01/2019	Manual Source
ACT Science Reasoning	22	12/01/2019	Test Score Tape
ACT Super Score Composite	22	01/28/2020	UC4 Job

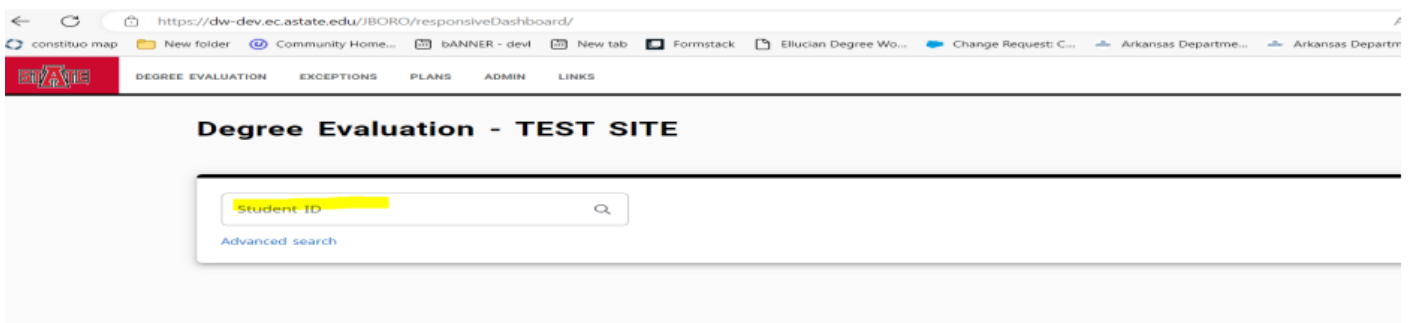
DEGREE WORKS FOR ADVISORS AND FACULTY - RESPONSIVE DASHBOARD

Link to Responsive Dashboard

<https://dw-prod.astate.elluciancloud.com/JBORO/responsiveDashboard/>

SEARCH

Search by ID#



The screenshot shows a web browser window with the URL <https://dw-dev.ec.astate.edu/JBORO/responsiveDashboard/>. The browser's address bar and tabs are visible at the top. Below the browser window, there is a navigation bar with the following links: DEGREE EVALUATION, EXCEPTIONS, PLANS, ADMIN, and LINKS. The main content area is titled "Degree Evaluation - TEST SITE". Below this title, there is a search bar with the placeholder text "Student ID" and a magnifying glass icon. Below the search bar, there is a link labeled "Advanced search".

Advanced Search Option: Filter by a criterion

Find Students

×

Curriculum

^

Degree

▼

Level

▼

Classification

▼

Catalog year

▼

Degree source

▼

Major (0/296)

▼

Minor (0/69)

▼

College (0/42)

▼

Specialization (0/0)

▼

Concentration (0/217)

▼

Liberal learning (0/0)

▼

Program (0/82)

▼

Student type (0/30)

▼

Custom

^

Sport (0/22)

▼

Graduation Term (0/3)

▼

Student Header

In the Student Header block, important information is displayed from different fields such as the student's name, ID, classification, academic program information (degree type, college, major, minor, and concentration, if applicable) assigned academic advisor etc.

Dashboard

https://dw-dev.ec.astate.edu/JBORO/responsiveDashboard/worksheets/WEB31

DEGREE EVALUATION EXCEPTIONS PLANS ADMIN LINKS

Himaja Ba

Degree Evaluation - TEST SITE

Data refreshed 12/17/2022 1:21 AM

Student ID: [Redacted] Name: [Redacted] Degree: Bachelor of Science

Advanced search

Level Undergraduate Classification Senior Major Management Minor (No Minor) Concentration (No Concentration) Institutional GPA 2.437

Overall GPA 2.43 Academic Standing Good Standing Graduation Term 2022 Fall Pending Graduation Pending Graduation Status Filed Degree Application

Sport (No sport) Advisor Christine Perry

Academic What-If

View historic audit 12/14/2022 at 5:12 AM UG/BS

Format Student View

Degree progress

99% Overall GPA 2.43

Requirements

☒ In-progress classes ☒ Preregistered classes **PROCESS**

Progress will not equal 100% until all courses are complete and grades have been processed in the system. A graduating senior who has completed all credits and course requirements and is preparing for graduation will reach 98% until the grades are submitted at the end of the term.

PROCESS: The date of the last time an audit was run for the student is displayed here. Audits are not updated after students register for classes, have final grades posted, change their major, declare a minor, etc. until you process a new audit. If the last audit date occurred before the last refresh date, a new audit should be processed in order for the most accurate information to be displayed

DATA REFRESHED: Student data is refreshed in Degree Works from Banner. This displays the last date and time the student's data was pulled from Banner. Data is refreshed automatically every night. If the data was pulled at 2:00AM and the student registered for classes at 10:00AM that data won't be reflected in Degree Works until the next refresh.

The button next to the date and time can be used to refresh a single student manually. This should be used sparingly as it slows down both Degree Works and Banner when use

Degree Requirements

In the new dashboard, requirements **are not color coded**, but they are displayed in a check box format

that state whether the requirement has been fulfilled or not. Each block header also displays an **Incomplete**, **In-Progress**, **Complete** label based on the status of the requirements.

The audit is still divided by blocks, but now users can collapse and expand sections for quick navigation and use the arrows within each block to collapse and expand a single block.

Bachelor of Science INCOMPLETE		
Credits required: 120 Credits applied: 116 Catalog year: 2019-2020 GPA: 3.36		
Unmet conditions for this set of requirements: You have taken 116 credits but still need 4 more.		
☒	Minimum 30 credits taken at Arkansas State University	
☒	Last 18 of 24 credits taken at Arkansas State University (Including ASU-Beebe, ASU-Mountain Home, ASU-Newport, and ASU-Mid-South)	
☐	Minimum 45 upper-level credits	Still needed: Complete a minimum of 45 semester hours of upper-level courses after earning 30 degree-credit hours. (Upper-level courses completed by a student before he/she has earned 30 degree-credit hours cannot be counted toward this requirement.) You have taken 40 upper-level credits but still need 5 more.
☒	A minimum GPA of 2.0 is required	
☒	A minimum Institutional GPA of 2.0 is required	
☒	General Education Requirements	
☐	Foreign Language Requirements	Still needed: See Foreign Language Requirements section
☐	Major Requirements	Still needed: See Major in Biological Sciences section

Blocks included in this block

The Degree, GENED Requirements, Major, Minor and Concentration (if applicable), Electives (if applicable), In-progress and/or. blocks are all listed in the same order as before. Other blocks may display depending on the degree that the student is pursuing (Example: Foreign Language requirements)

In the new dashboard, a Repeated column that indicates a **notation of (R)** next to a course if the course has been repeated

Withdrawn, Failed, or Repeated					
Credits applied: 0		Classes applied: 2			
Course	Title	Grade	Credits	Term	Repeated
CHEM 1013	GENERAL CHEMISTRY I	W	0	2020 Spring	
CHEM 3113	ORGANIC CHEMISTRY II	W	0	2021 Fall	

Legend

In the new dashboard, the checkbox icons are now circles but the colors are similar. Requirements completed will show in green, requirements not complete will show in red, and requirements with classes in-progress will show in blue.

Legend

 Complete

 Complete (with classes in-progress)

 Any course number

 Not complete

 Nearly complete - see advisor

 Repeated class

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.

What-If and Look Ahead

Previously, the What-if function that applies the students' courses to a different major, minor, concentration, etc. and the Look Ahead function that allows for potential courses to be reviewed against the degree plan to see where the course(s) would fall into a student's plan, were separate.

In the new dashboard, the Look Ahead function is now labeled Future Classes and is combined with the What-if function to improve efficiency in the user interface.

The user must still select the catalog year, degree type and major (some majors also require a concentration and/or a minor) but now the user has the option to include or not include In-progress and Preregistered classes.

The Additional areas of study feature also gives the option to add another major, minor, etc. when using the What-if function.

Academic

What-If

View historic what-if audit

What-If Analysis

☐ Use current curriculum ☒ In-progress classes ☒ Preregistered classes

Program

Catalog year *

2019-2020

Level *

Undergraduate

Degree *

Bachelor of Science

Areas of study

Major *

Concentration

Minor

Additional areas of study

Additional areas of study

Program *

Degree

Major

Concentration

Minor

CANCEL

ADD

+

+

Future classes

Subject

Number

ADD

RESET

PROCESS