Overview

This guide will demonstrate a few of the more commonly used tools available to you through Banner. There are multiple ways to retrieve the same information or perform the same tasks. Below is the primary **Student Landing Page** in PROWL. Please explore the system to discover the best techniques that fit your needs.

Accessing Banner Self-Service for Student

Logging in to Banner Self-Service for Student from MyLMU.

- Open a browser and go to the MyLMU at [my.lmu.edu](http://my.lmu.edu/)
- Click on the Prowl icon/link and login with your LMU network username and password.
- From the homepage, click on the **Student** tab to reach the Faculty landing page.
Under the Student’s Registration section, click **Prepare for Registration**. This will allow you to browse and register for classes, as well as browse the course catalog.

**Prepare for Registration**
This page will display information that can impact your ability to register. Holds need to be cleared before registration can occur.

**Register for Classes: Adding and Dropping Classes**
Clicking on **Register for Classes** will prompt you to enter the term for which you wish to register.

The Register for Classes page opens on the Find Classes tab. Enter the desired search criteria. Note: There are other search options available under the Advanced Search hyperlink.
Select the desired section and click the Add button. Please note the system will not allow any time conflicts and closed Sections (FULL).

Exiting

To exit Banner Self-Service for Faculty and Advisors, click on the Profile icon located by your name in the upper right corner of any web page and then choose Sign Out.

Faculty Information

- Class List

The Class List page lets you view, export and print your class rosters and wait list rosters. It presents a list of your courses optionally filtered by term. Leave the value of "All Terms" in the term drop-down list or select a term you taught for from the list.
Results may be sorted by any of the results columns by clicking in the column header.

From the list of courses presented, click the Course Title value for the Course Details card,
Click the CRN value to view the **Class Details card**

The Class List page shows course information (click value to drill down to the **Course Details card**), CRN (click value to drill down to the **Class Details card**), tabs for Class List and Wait List, and buttons in the top right to Export or Print either list. The default student list is a summary view. To see a detailed view, click the down arrow by “Summary View” at the top right of the list of students. Hover over the name of a student on the Class List or Wait List to access their **Student card** or click on the student name to access their **Student Profile page**.
Export Class List to Spreadsheet

From the Class List page you may export the class list to a spreadsheet.

1. Click on the Export link in the top right corner of the Class List page.
2. From the Export Template pop-up window, choose the Excel spreadsheet format you prefer (.xls or .xlsx)
3. Click the Export button.
4. You will find the Excel file in your normal file download area.

- Faculty Detail Schedule

The Faculty Detail Schedule page lets you view detailed information about a class you teach.

Choose the term and CRN for one of your classes from the drop down lists. Choose term first. After choosing term, the CRN list will narrow to only CRNs you are assigned to for the selected term.

After choosing CRN, information about that CRN will appear arranged in sections.

The first section will be the course/section summary exactly as shown in the Active Assignments tab of the Assignments page above including the same links to detailed information.
The second section shows the meeting information including time, dates, location, and instructors. There will be an email link for each instructor. The (P) after a name indicates this is the primary instructor.

The third section shows enrollment in this CRN and cross listed CRNs.

The fourth section provides access to syllabus data in Banner. Most LMU faculty use Moodle for syllabus instead of Banner but you can click the Add Syllabus button to enter information here if you wish.

The final section on this page is for office hours:
Click the Maintain button to open a page to add, edit, or delete office hours.

The Office Hours page will present a brief summary of the class information and display office hours. To delete hours, check the Delete check box at the right end of the row, then click Submit. To hide office hours, uncheck the Display button, and then click Submit. To edit an existing office hour entry, change the displayed data, and then click Submit. To add a new row, click the "plus" in the circle or click "Add new Row", enter the information, and then click Submit. By default, Banner associates office hours with a single CRN. To copy the displayed hours to another CRN, click the "Select Copy to" button, choose a destination term/CRN, then click the Submit button.

- **Week at a Glance**

The Week at a Glance page lets you view a weekly calendar representation of your teaching schedule.

The calendar defaults to the week of today's date.

Click in one of the meeting times displayed to access the Faculty Detail Schedule for that section.
Advising

- Advisee Search and Student Profile

The Advisee Search and Student Profile page lets you view your advisee information or view a student profile. When you first click on this Student Profile link, it will bring up the Advisee Search page.

From the Advisee Search page, you can search for a specific student. Select the term first from the ‘Term’ drop-down menu. Next, click the appropriate radio button (Student ID, Student Email, or Student Name) for the search type, then begin entering ID, email, or name as appropriate. Select the student from the list, then press the "View Profile" button to access the Student Profile page.

Student Profile

The Student Profile page lets you student information, assist students with finding classes, view curriculum and history data, and much more.
The default display includes the student's name, ID, and photograph. The student's email address is a "mail to" link. Note: You must have a default mail program set up on your computer to use this feature. Academic standing, overall hours, and overall GPA are for the level for the primary curriculum for the term used in the Advisee search.

Registration notices and holds are links that you can click on to see the detail.

In the biographical information section, email and phone are the preferred values recorded in Banner.

Advisors displayed are those currently effective. Click on the advisor name to see the Faculty card information for the advisor.

Left links: choosing Curriculum and Courses or Prior Education and Testing toggles display of tabs for primary curriculum, secondary curriculum, and hours summary with display of prior education including high school and prior college work as well as placement test scores. Just below those links is another leading to an unofficial transcript page.

Graduation information is summarized in the main page with a link in left links going to detail. For faculty and advisors, a "view" page is presented. For students, a page allowing entry/update of their graduation application is presented.

Student Week at a Glance shows the student schedule in a calendar format for the week associated with the current date.
Registration and Grades

- **Browse Classes**

The Browse Classes page lets you view and search on the class schedule. From the Student Profile page click on **Registration and Planning**. Then click on **Browse Classes**. Choose term from the drop down list and then click **Continue**. Terms in the list will be marked "View Only" if registration is not currently available during those terms.
You will be prompted for Subject; clicking in the box will present you with a list of subject descriptions. You will be prompted for Course Number; clicking in the box allows you to enter a value or pattern including wildcards. You may further refine the search by adding keyword values from the class description to the search criteria.

Click the Search button to perform the search now -or- click Advanced to enter additional values to match on such as instructor, campus, level, or meeting times, then click Search button. Results of your search will look something like this:
Click on the arrow to the left side of the record to view subject description, course number, section number, hours, CRN, term, and campus. The instructor name (hidden data) is a "mail to" link. Click the "gear" (settings) icon, then check or uncheck boxes to control what is displayed for each class. Click the Title to view the Class Details card.

- **Browse Courses**

The Browse Courses page lets you view and search on the course catalog. Choose term from the drop-down list then click **Continue**. You will be prompted for Subject and Course Number and may further refine the search by including keywords from the course description in the search criteria.

You may also use the Advanced Search feature where you can further filter data to return only catalog entries which match on things like instructor, course title, or attributes. *Note that when you use the Advanced Search features, all specified conditions must all be simultaneously true in each record returned, so if you say Subject = Biology and Title includes "music theory", there will be no matches.*

Example of a search:

Results of a search:
If you have selected a course from the catalog which has sections in the schedule, then you may drill down into that information by clicking on the View Sections button. You will see something like this:

The instructor's name is a "mail to" link. Click the arrow at the beginning of the row to view additional information like CRN, campus, and other. Click the title value to view the Class Details card. Under the "gear" (settings) icon in the upper right you may check or uncheck boxes which control display/non-display of available data items.

- Permission Overrides

The Permission Overrides page lets you grant registration overrides to students.

Only the primary instructor for a course can grant overrides. After navigating to Student Profile, click on Permission Overrides.
To give the override, first select an override from the drop-down list and then select the course you want to give the override for. Note!! (If you wish to give the student multiple overrides, click the Add Override option and it will bring up another Override and Course to choose.)

Following that section are other sections including a list of existing overrides for the student, student information, and their detailed list of courses with meeting times, instructors, and other information listed. As with other sections previously described, you may click the subject/course title value at the top to drill down to the Course Details card and click the CRN value to drill down to the Class Details card for each course for the student.

- Final Grade Entry

The Final Grade Entry page lets you enter original final grades. You must be the primary instructor to enter grades. If grades have already been rolled to academic history, use the Grade Changes page instead.

When you click on the Final Grade Entry link, you will be presented with a list of classes where you are the primary instructor. To change the order of the data presented, click in the up or down arrows in any column's header to sort ascending or descending by that column. Suggest: sort by term descending (most recent at the top of the list).

Choose any class by clicking in the row. The roster of students will appear below along with places to assign final grade and/or last date of attendance. Students who have dropped the class will be on the list but marked as "Non Gradable". Final grades are selected from the drop-down list. The last date of attendance is required for "F" grades and should be entered for withdrawals. Last date of attendance can be typed or selected via the calendar icon.
### Faculty Grade Entry

**Midterms Grades**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>ID</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
<th>Rolled</th>
<th>Last Attend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benjamin, Benjamin A</td>
<td>925152420</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Celeste, Alice L</td>
<td>918278180</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fisher, Isabel L</td>
<td>995680875</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Go, Jeffrey Peter L</td>
<td>944012974</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grace, Noah G</td>
<td>956287570</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Griffin, Africa</td>
<td>976880605</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackson, Morgan R</td>
<td>947306347</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones, April N</td>
<td>996477945</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kreider, Logan G</td>
<td>938540225</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kerr, Ammo A</td>
<td>962568176</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>London, Martha</td>
<td>95739625</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lucken, Makeleke B</td>
<td>930342831</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Final Grades**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>ID</th>
<th>Course</th>
<th>Section</th>
<th>Title</th>
<th>Term</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benjamin, Benjamin A</td>
<td>925152420</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Celeste, Alice L</td>
<td>918278180</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Fisher, Isabel L</td>
<td>995680875</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Go, Jeffrey Peter L</td>
<td>944012974</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Grace, Noah G</td>
<td>956287570</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Griffin, Africa</td>
<td>976880605</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Jackson, Morgan R</td>
<td>947306347</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Jones, April N</td>
<td>996477945</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Kreider, Logan G</td>
<td>938540225</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Kerr, Ammo A</td>
<td>962568176</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>London, Martha</td>
<td>95739625</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
<tr>
<td>Lucken, Makeleke B</td>
<td>930342831</td>
<td>1000</td>
<td>03</td>
<td>RYS - First Year Seminar</td>
<td>2023-2024</td>
<td>47720</td>
</tr>
</tbody>
</table>
When you submit a grade of I, you will be taken to the Incomplete Grades tab and asked to verify or update the **Incomplete Final Grade** and **Extension Date** for each student who was assigned an ‘I’. 

Select the appropriate default **Final Grade** for each student on the list. This is the grade the student should receive if no additional work is completed by the deadline. Default grades of A or CR are not appropriate (as this is the grade the student should receive if no other work is completed) nor is a default grade of IP.

If additional time is to be given to the student to complete the work, update the **Extension Date** to the appropriate date. Dates must be entered in MM/DD/YYYY format (e.g. 04/16/2022).

Click the **Save** button to save the Incomplete information. Then, click on the **Roster** tab to return to your full class roster to continue grading.

When all grades have been entered, click the **Save** button.

If all grades have been successfully submitted, you should see the “Save Successful” message at the top of the page.

Note: this fail example came from an F grade without a last date of attendance.

If you do not get the success message, your changes were not saved.
To enter grades for another course, click on the select another course for grading from the My Courses list and repeat the steps listed above.

**Student Card**

The student card presents a very brief summary about the student including their picture, program, major, email address, and phone number.

![Student Card Example](image)

**Faculty Card**

The faculty card presents a very brief summary about the faculty member including their picture, email address, phone number, and business address.

![Faculty Card Example](image)

**Class Card**

The class card displays information, primarily drawn from the class schedule but also including relevant course catalog information, about the class. Each of the labels on the left represents a vertical tab. Click on the label to expand the tab and see the detailed information in the right pane of the card.

Example 1. This is the initial/default view of the card. It represents what is seen when the Class Details vertical tab has been selected:
Example 2. This is the view when the *Enrollment/Waitlist* vertical tab has been selected:

| **Class Details** | **Associated Term**: Spring 2024  
**CRN**: 72178  
**Campus**: Westchester  
**Schedule Type**: Lecture  
**Instructional Method**: Classroom Based Course  
**Section Number**: 01  
**Subject**: Marketing  
**Course Number**: 3531  
**Title**: Brand Planning and Strategy  
**Credit Hours**: 4  
**Grade Mode**: No Section specified grade mode, please see Catalog link below for more information. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Description</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Course Attributes** |  
**Restrictions** |  
**Instructor/Meeting Times** |  
**Enrollment/Waitlist** |  
**Corequisites** |  
**Prerequisites** |  
**Cross Listed Courses** |  
**Fees** |
Course Card

The course card displays information, mostly drawn from the course catalog, about the course. Each of the labels on the left represents a vertical tab. Click on the label to expand the tab and see the detailed information in the right pane of the card.

Example 1. This is the initial / default view of the card. It represents what is seen when the Catalog vertical tab has been selected:
Example 2. This is the view when the Prerequisites vertical tab has been selected:

Notes and Terminology

- Terminology: In Banner Self-Service, "course" implies catalog, "class" implies schedule.
• Terminology: In some Banner documentation, the term "persona" may be encountered instead of "role".

• Preferred first names: Banner Self-Service 9 (mostly) supports preferred first names. As additional preferred first name functionality is offered by the software vendor it will be deployed. In a list context such as a roster or grade entry page, names will appear as "last, preferred first" if preferred first name exists, otherwise "last, first middle" so that lists can be presented in alpha order. In contexts where only a single student is shown, names will appear as "preferred first last" where preferred first name exists, otherwise as "first middle last".

• Sorting - if a column has a pointer pointing up, down, or both, the results on the page may be sorted by that column. If the pointer points up, the column values are sorted in ascending (smallest value first) order. If it points down, they are sorted descending (largest value first), and if it points both up and down, the values are unsorted.

• Registration:
  • Students register for classes via Banner Self-Service.
  • During registration, students may change hours for variable credit courses by going to the registration page, clicking the Schedule and Options tab, clicking the Hours value, choosing an option from drop-down list, and then saving.
  • Initial grade mode may be selected during registration by the student. Grade mode changes after initial registration are done through Raider Student Services.

• Known issues:
  • Sections with 0 enrollment do not show up in the lists of sections.
  • Sections with ungraded registrations show up as Active in Assignment History. This includes those who have non-gradable status like Early Drop. This is a defect known to the vendor.