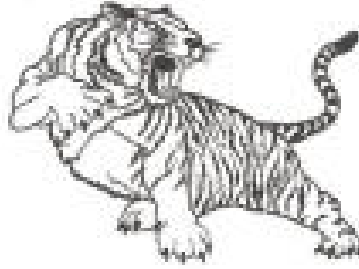


# Texas Southern University

## Web for Faculty



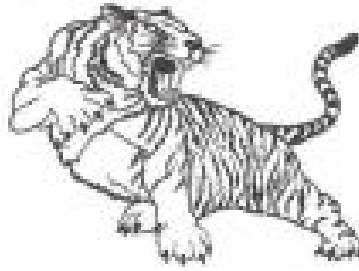
**Enrollment Services**  
**Texas Southern University**  
**E. O. Bell Building**  
**3100 Cleburne Street**  
**Houston, TX 77004**



# Content

Section	Page
I. Policies and Procedures	2
Mid-Term Grade Processing	
Final Grade Processing	
II. Instructions for Faculty	5
General BANNER Web Instruction for Faculty	
Grades Instructions for Faculty	
Entering Grades using BANNER Web Faculty	
III. Before you call (Simple Solutions)	9
Solution Guide	
Contacts	





# Policies and Procedures

Mid-Term Grade Processing

Final Grade Processing



## Mid-Term Grade Processing

Procedures:

The following ensures that all deficient grades(C-,D,F,I) are recorded and each student that has a deficiency is notified of his/her academic standing in said course:

1. Instructor of Record submits mid-term deficient grades optical scanner sheet or through the web process via Banner Web for Faculty.
2. The Office of the Registrar scans mid-term deficiencies submitted on optical scanner sheet or mid-term deficiencies are submitted through the web process via Banner Web for Faculty.

**Materials:** Optical Scanner Sheets, Banner Web for Faculty

**Time Period:** Grades are submitted 48 hours after the last mid-term exam to the Office of the Registrar.

### POLICIES

*Deficient grades are recorded on the Optical Scanner sheets or in Banner Web for Faculty by the Instructor of Record and submitted to the Office of the Registrar for scanning and/or processing.) Mid-term grades are processed and made available to the students via Banner Web for Students.*

## **Final Grade Processing**

Procedures:

The following ensures that all final grades are recorded and each student receives his/her grades for said semester:

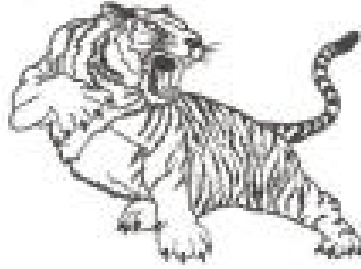
1. Instructor of Record submits final grades optical scanner sheet or or through the web process via Banner Web for Faculty.
2. The Office of the Registrar scans mid-term deficiencies submitted on optical scanner sheet or through the web process via Banner Web for Faculty.

**Materials:** Optical Scanner Sheets, Banner Web for Faculty

**Time Period:** Grades are submitted 48 hours after the last final exam to the Office of the Registrar.

## **POLICIES**

*Final grades are recorded on the Optical Scanner or in Banner Web for Faculty by the Instructor of Record and submitted to the Office of the Registrar within 48 hours after the last day of final examinations. Final grades are processed and made available to the students via Banner Web for Students no later than fourteen days after the close of the semester.*



# Instructions for Faculty

General BANNER Web Instruction for Faculty

Grades Instructions for Faculty

Entering Grades using BANNER Web Faculty



## ★ General Banner Web Instructions for Faculty

Access Banner Web for Faculty in the following way:

- a. If you are on-campus, open Internet Explorer or Netscape.
- b. If you are off-campus, you must first connect to your Internet Service Provider (ISP).
- c. Minimum web browser requirements are Netscape 4.08 (4.5 recommended), Internet Explorer 5.5 or an equivalent.
- d. Go to URL em.tsu.edu
- e. Click on **MyWeb/Do it online**.
- f. Enter your User ID (TSUID) and Password, and click the **Login** button.

### First Time Users

- Where indicated, enter your user ID (your Social Security number) and your temporary personal identification (PIN) number (your date of birth: MMDDYY).
- After you log onto the web site, you will need to change your PIN. In the field marked "Re-enter Old PIN," enter your date of birth (MMDDYY). In the field marked "New PIN," enter your new PIN number. (You may choose any six-digit number as your new PIN number (0-9)). Re-enter your new PIN number as instructed in the next field. The new PIN and re-entered PIN number must match.
- In the field marked "Enter Question," type a question that only you can answer, such as "What is my mother's first name?" or "What is the name of my dog?" Type the answer in the field marked "Answer."
- Read the terms of usage, and then click on "continue."

You will be at the main menu page of Banner Web. Click the **Faculty Services** menu. You may select any of the menu choices listed under Faculty Services, in any order you wish. The system will ask for any information that you have not yet provided.

For first time users, the order below may be helpful:

1. Click **Term Selection**.
  - On the Select the Semester page, click the drop-down button for **Select Term** and click on the semester you wish to work in.
  - Click the **Submit Term** button.
  - You will be returned to the main Faculty Services page.
  - Any time you wish to select a different semester, you must click on this menu item.
2. Click **Select the CRN (Course Reference Number)**.
  - On the Select the CRN page, click on the drop-down button for **Select CRN** and click the course you wish to work in.
  - Click the **Submit CRN** button.
  - You will be returned to the main Faculty Services page.
  - Any time you wish to work with a different course, you must click on this menu item.
3. Click **Summary Class List**.
  - The information at the top of the form describes the course, the number of seats, and the number of enrolled students.
  - The student list is displayed after that:
    - The student ID is the first column.
    - The student's name is the second column. You may click on the student's name to view their address, phone number, or e-mail address (if they provided it).
    - The Reg column (the last one) contains registration codes. An AU indicates that the student is auditing the course.
    - The middle columns are for advising purposes.
  - To print this page, click on the **Print** button (or select **File, Print**) that is at the top of your browser. Print this just like any other web page.
  - To return to the main Faculty Services page, click on the **Menu** button at the top of the page.
4. Click **Detail Class List**.

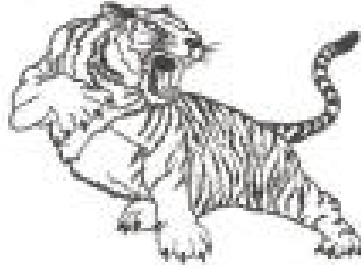
- The detailed class list contains more information for advising purposes but does NOT contain the student ID.
  - The student list is displayed after that:
    - The registration sequence number is in the first column and tells you the order that students registered for class.
    - The student's name is the second column. You may click on the student's name to view their address, phone number, or e-mail address (if they provided it).
    - The Reg/Status column (the last one) contains registration codes. A Registered Audit or a Web Registered Audit indicates that the student is auditing the course.
    - The middle columns are for advising purposes.
  - To print this page, click on the **Print** button (or select **File, Print**) that is at the top of your browser. Print this just like any other web page.
  - To return to the main Faculty Services page, click on the **Menu** button at the top of the page.
5. Click **Faculty Detail Schedule**.
    - The Faculty Detail Schedule lists each class you are teaching, the enrollment, the days, times, location, and the date range.
    - To print this page, click on the **Print** button (or select **File, Print**) that is at the top of your browser. Print this just like any other web page.
    - To return to the main Faculty Services page, click on the **Menu** button at the top of the page.
  6. Click **Faculty Schedule by Day and Time**.
    - The Faculty Schedule by Day and Time displays a table or graphic of your assigned courses. For each course listed, you may click on the course to see the detailed description of the course.
    - Some courses with different date ranges are displayed at the bottom of the page, and others are mentioned as not having a specific meeting time. Sorry, but there is no way to have Banner add your office hours.
    - To print this page, click on the **Print** button (or select **File, Print**) that is at the top of your browser. Print this just like any other web page.
    - To return to the main Faculty Services page, click on the **Menu** button at the top of the page.
  7. Click **Mid Term Grades**. You are to submit your grades using this form before the deadline defined by the college. Please refer to the Grades Instructions for Faculty, and read ALL instructions carefully before you begin assigning mid-term grades.
  8. Click **Final Grades**. You are to submit your grades using this form before the deadline defined by the college. Please refer to the Grades Instructions for Faculty, and read ALL instructions carefully before you begin assigning final grades.
    - **For all Incomplete Grades (I's)**, you must fill out an electronic "Incomplete Form" for **each** Incomplete given.
  9. Always click the **Exit** button at the top of the page when you wish to log out of Banner Web. If you are using a "public" computer (in a classroom or lab), then please close the browser window to protect yours and your student's privacy.

## Instructions for Entering Grades using Banner Web for Faculty

1. **Access Banner Web for Faculty in the following way:**
  - a. If you are on-campus, bring up Internet Explorer or Netscape. Internet Explorer is preferred if you wish to print your work.
  - b. If you are off-campus, you must first connect to your Internet Service Provider (ISP).
  - c. Minimum web browser requirements are Netscape 4.08 (4.5 recommended), Internet Explorer 5.5 or an equivalent.
  - d. Go to URL em.tsu.edu
  - e. Click on **My web/Do it on line.**
2. Enter your Technology User ID (TSUID) and Password, and click the **Login** button.
3. Click on **Faculty Services**.
4. Click on **Final Grades (Midterm Grades)**.
5. Click the drop-down arrow for "Select a Term." Select the appropriate semester, and then click the **Submit** button.
6. Click the drop-down arrow for "CRN." Click on the course and CRN\*\* you want, and then click the **Submit** button. The "Faculty Final Grade Worksheet" will appear.

**\*\* If your CRN does not appear in the drop-down list, you may not be assigned as the primary instructor in the Banner system. Please contact your department office.**

  - Read the instructions on the page carefully. **All students must receive a grade if they appear on the grade sheet.**
  - As you scroll down, your grade sheet will appear. You will now be able to enter final grades for this CRN.
  - If there are more than 25 students in a course, student records will jump to a second page beginning with record number 26. A link to the second page appears before record #1 and again after record #25. If you have already entered grades for your first 25 students, click the **Submit** button before going to the second page or your grades will not be saved.
  - For each student, you must select the grade from the pull-down list of available values (you cannot type in grades). To select the grade, click the drop-down arrow next to "None" (**do not leave "None" as the final grade**), and a list of available grades will be displayed. Choose the appropriate grade for each student. **Please fill in "Last Attend Date" column (date format MUST be MM/DD/YYYY). Also, fill in "Attended Hours," if possible.**
  - **Note:** Clicking on the **Reset** button *before* you click on the **Submit** button will clear any field(s) you have typed in. This is useful if you need to start over.
  - **REMEMBER:** Every 30 minutes click on the **Submit** button to save your entries thus far and avoid being logged out. (**If you are logged out, the grades will not be saved.**) Each time you click on **Submit**, you will be returned to the top of the page.
  - After you have finished assigning grades for **EVERY** student on your class list, click on the **Submit** button. If you do not click on **Submit**, your grades will NOT be saved.
  - **Print a copy for your records:** Open the **File** menu, and click **Print**.
  - **To assign grades for your next CRN,** click the **CRN Selection** link at the bottom of the page. Click the drop-down arrow for "CRN," and select the course and CRN you want. Click the **Submit** button.
  - Click on **Final Grades (Midterm Grades)**, and follow bulleted items in #6 again.
7. Click on **Exit** at the top of the page in Banner Web when you are done entering grades and have printed your copy (if desired) for all of your sections.



# Before you call

## **What is my User ID?**

Your User ID is your Texas Southern University employee ID. This is a 9-digit number that you will find printed on your pay stub.

## **What is my PIN?**

Your Personal Identification Number (PIN) is a six-digit number used for login validation. It is by default your birth date, listed as day month year (DDMMYY). For example, if your birth date is December 1, 1960, then, your PIN is 011260. We strongly suggest you change your DEFAULT PIN to your own personalized PIN.

## **What is the Security Question and Answer feature?**

Upon your initial login to the system, you will be asked to enter a personal security question (that only you would know the answer to) along with the answer. In the event you forget your PIN in the future, this security feature will enable you to answer your own personal question in order to gain access to your Texas Southern University account without having to contact Texas Southern University for assistance. It is important to ensure the question you provide is something only you would know the answer to.

## **Forgot your PIN?**

If you have accessed Web for Faculty before, you would have activated the Security Question and Answer feature and provided your personal question. Enter your User ID and click the "Forgot PIN" button on the User Login page. You will be presented with your security question. A correct answer to your question will allow you into the system. You will then be asked to enter a new PIN for future access.

Three consecutive failed attempts to enter a PIN will disable the account.

## **What if my Web access has been disabled?**

If you type the wrong PIN three times your account is automatically disabled. Before this happens, type in your User ID and click on Forgot PIN to bring up your security question and type the answer to reset your PIN. If your PIN is disabled please request a PIN reset online at <https://emservices.tsu.edu/staff/forms/spins.asp> Note that the security question is not setup for first time users.

**Is information displayed current?**

Information displayed is current. You can get instant updates on how your classes are filling up and view the list of students registered in the courses that you have been assigned as the instructor.

**What term should I select?**

Courses are created within a specific term, based on the type of the program of study and the method of student registration.

E.g.

Spring 200320 (Academic) – open registration courses and undergraduate programs - students web register. The description always contains a six-digit code defined by the year and semester (10 represents Fall, 20 is Spring, 30 is Summer I, 40 is Summer II).

**Why can't I view my classes on the web?**

Only the classes that you have been officially assigned as the instructor will be displayed. Check the "Search for Courses" menu option to view the instructor information for a specific course. If the instructor is designated as TBA, then the instructor assignment information has not been processed and/or received by the Office of the Registrar. Contact your departmental administrative assistant if you have any questions on "TBA" sections.

**Why doesn't my course appear in the "Submit Final Grades" list?**

More than one instructor can be assigned to teach a particular course, but only one instructor is designated as the primary instructor. Final grade submission for a course is restricted to the primary instructor. If you feel there has been an error in the assignment of the primary instructor, please contact your department at for clarification.

**How do I know that my grades were successfully submitted?**

After you have entered your grades and clicked on the Submit Grades button, the screen will refresh and a message will appear at the top of the screen indicating that the grade changes were saved successfully. You should always check back the next day to ensure that grades have been recorded properly in the student records system. If the grades were successfully submitted there should be a Yes indicator in the column called Rolled.

**Do I have to enter all the grades for a specific course at the same time?**

No. You can enter as many final grades as you have available as long as you are sure that the grades you are submitting are the correct grades. Once you have clicked on the Submit Grades button and the grades have been Rolled, you cannot return to change the final grades online.

If the majority of your final grades are available, it is preferable that you enter the grades you do have so these students are not disadvantaged. Once you have completed the final grades for the additional students, you can return to the Submit

Final Grades list. Your class list will still display all your students but only the students with grades that are outstanding will be available for updating.

**How do I verify my grade submission?**

Instructors must verify the final grades for their classes within five (5) working days after they are available. Grades are rolled to the student’s academic record from the web submission before 8:00am on the day after the grades were entered (excluding weekends). Grades that have been rolled cannot be changed over the Web; you must submit a Grade Reporting Form. When the Office of the Registrar processes a grade change, the change will appear in the Final Grade column on the Web. Please note: if a percentage was entered on the Web, it will not change; only the final grade will be corrected.

**Who do I contact if I have any questions?**

For questions or information regarding Web for Faculty, please contact the Records department in the Office of the Registrar.

<b>Questions</b>	<b>Contact Name</b>	<b>Phone Number</b>	<b>Contact Email</b>
"I" Removals	Office of the Registrar	713-313-7860	Green_TW@tsu.edu
Grade Changes	Office of the Registrar	713-313-7860	Green_TW@tsu.edu
Forgot PIN	Enrollment Services	713-313-6841	Oyakhire_fe@tsu.edu
Class does not display on ID	Department	Department	Department
Problems with Computer connection	OIT	713-313-4357	helpdesk@tsu.edu
Problems with email	OIT	713-313-4357	helpdesk@tsu.edu



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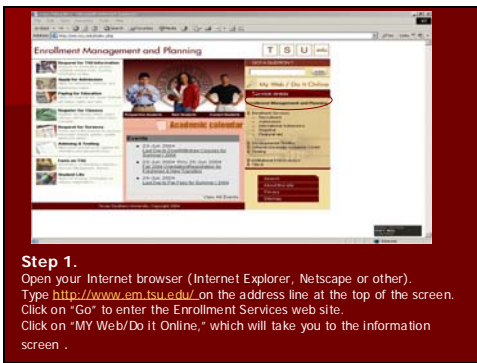
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**Step 1.**  
Open your Internet browser (Internet Explorer, Netscape or other).  
Type <http://www.em.tsu.edu/> on the address line at the top of the screen.  
Click on "Go" to enter the Enrollment Services web site.  
Click on "MY Web/Do it Online," which will take you to the information screen .

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**STEP 2**  
READ THE INFORMATION ON THE PAGE .....  
THE PAGE WILL REDIRECT YOU IN 10 SECONDS.

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**STEP 3**  
 Where indicated, enter your user ID (your Social Security Number) and your temporary personal identification (PIN) number (your date of birth: MM DD YY). Example: January 1 1980 will be 010180

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**Step 4.**  
 After you log onto the web site, you are required to change your PIN. In the field marked "Re-enter Old PIN," enter your date of birth (MMDDYY). In the field marked "New PIN," enter your new PIN number. (You may choose any six-digit number as your new PIN number (0-9)). Re-enter your new PIN number as instructed in the next field. The new PIN and re-entered PIN number must match.

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**Step 5**  
 In the field marked "Enter Question," type a question that only you can answer, such as "What is my mother's first name?" or "What is the name of my dog?" Type the answer in the field marked "Answer."

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## Security is Everyone Business

- Do not share your password or security question with anyone.
- Do not leave your computer unattended if you are still logged into the system.
- Always use the secure EXIT button when you have finished utilizing the MY Web system.

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## QUESTIONS

CONNECTING .....

THINK TECHNOLOGY  
EVERYONE

THINK WEB  
ANY TIME

ANY WHERE

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