

# **Oakton Community College**

## **Banner for Faculty Student Information Menu**

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**Version 1.0**

(Subsequent version to be published as version 1.1)

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# Overview

Banner Web for Advisors provides a suite of on-line services designed to support the student support/advising mission of the college. The services provided include:

- Student Address Information
- Student E-Mail Information
- Student Schedule
- On-Line Registration Permits
- View Student Test Scores
- View Student Holds

These services will be accessible to faculty both on and off campus through internet access.

This manual is designed to provide a brief summary of each service provided and general instruction on accessing and utilizing them. **Please note, student information accessible through Banner for Faculty is covered under the Family Education Rights and Privacy Act (FERPA).**

# Login

1. Click on the “My Oakton” oak leaf icon on your desk top.
2. This will bring up the Luminis login page.



Figure 1-Luminis Login Screen

3. Enter the Login ID provided to you in the **Username** field and the password in the **Password** field.
4. Click on the “Login” button.

(If you have problems logging in, click on the “Having problems logging in?” field to report problems or click on the “How do I get a user name and password? CICK HERE” button for assistance in getting your login id.)



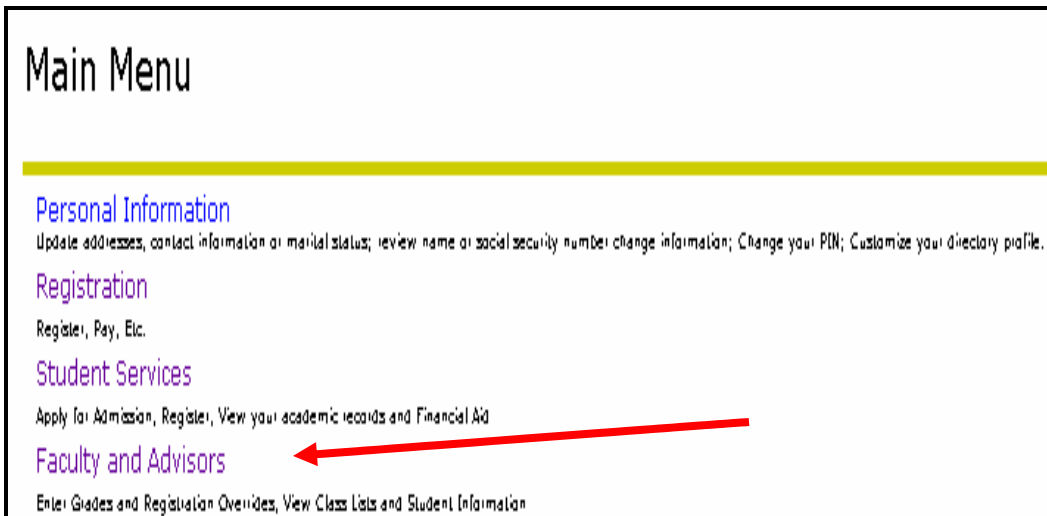
5. From your Luminis Front Page, select the **Teach & Advise** tab.



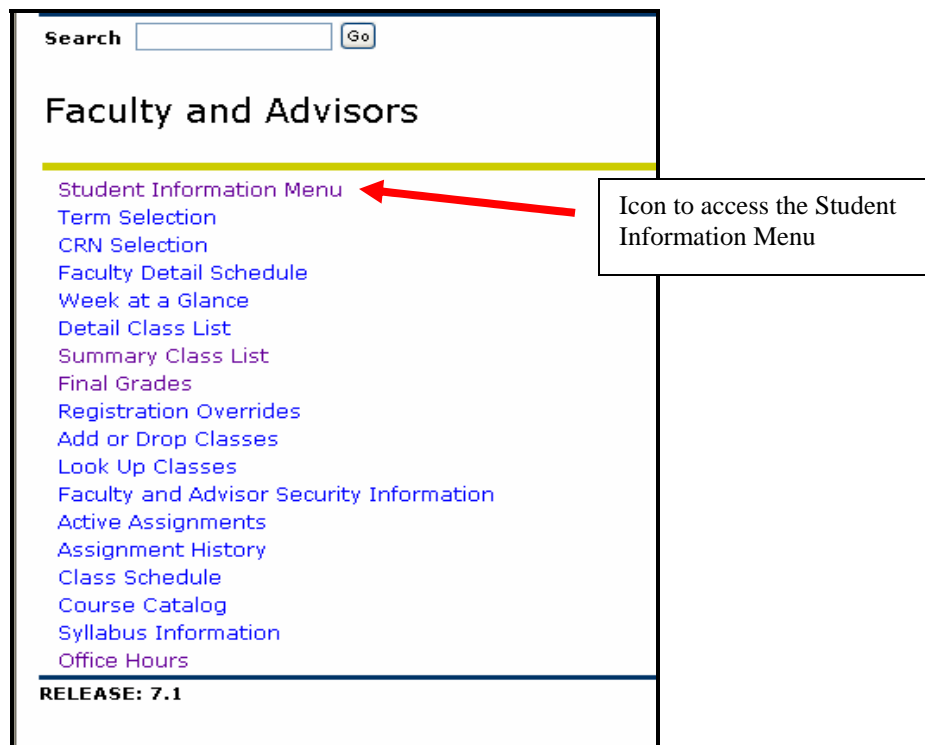
6. Select the **Self Service Banner (SSB) CONV database** tab.



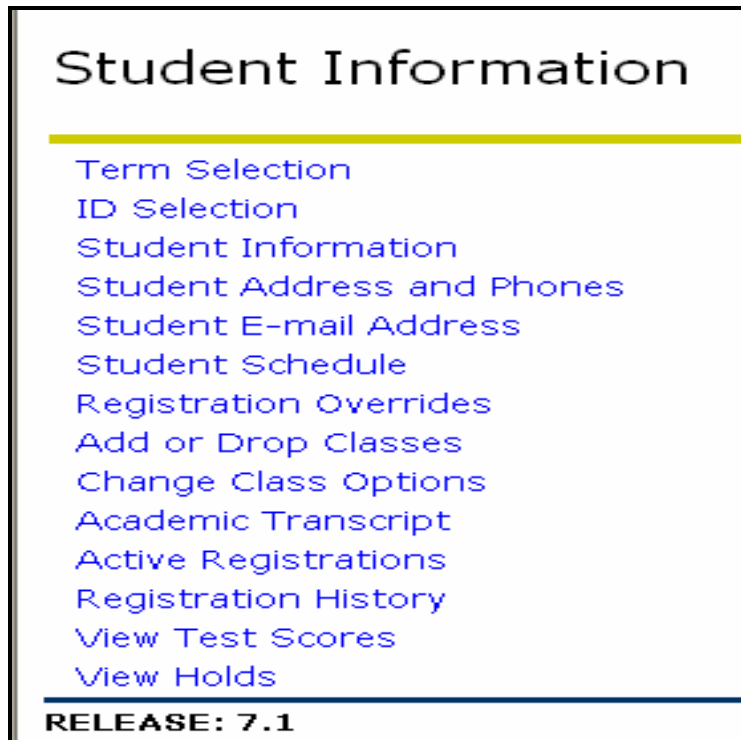
7. This opens the main menu of self service options available. For individuals with both a Student and Faculty role, those options appear on the **Main menu**. Select the **Faculty and Advisors** menu option.



8. This opens the main Faculty and Advisors menu. The **Student Information Menu** provides access to student academic record information which can be used to advise students. The Faculty Services Menu relates to active faculty assignment information will be covered in a separate manual.




9. Double click on the [Student Information Menu](#) icon to access the student information menu.

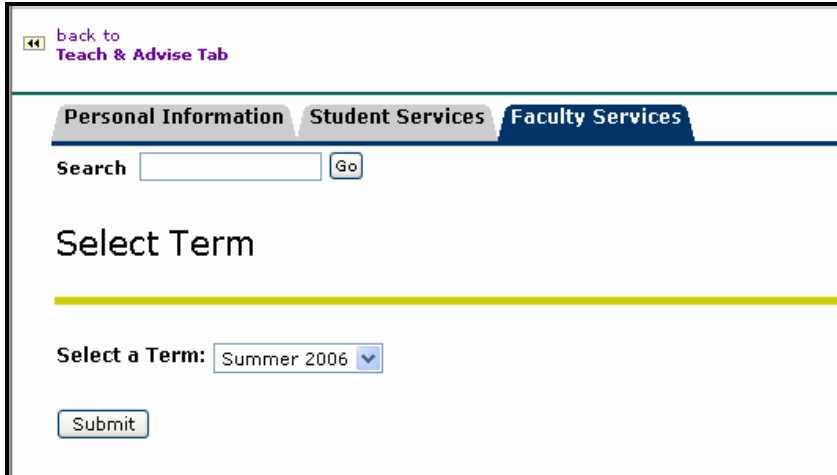


10. From this menu, Faculty and Advisors can access the needed student information.

# TERM SELECTION

1. The **Select Term** screen will appear. **Select** the **Term** you wish to see in the drop-down

box. Click . The system will now use the selected term to pull information.



back to Teach & Advise Tab

Personal Information Student Services Faculty Services

Search  Go


Select Term

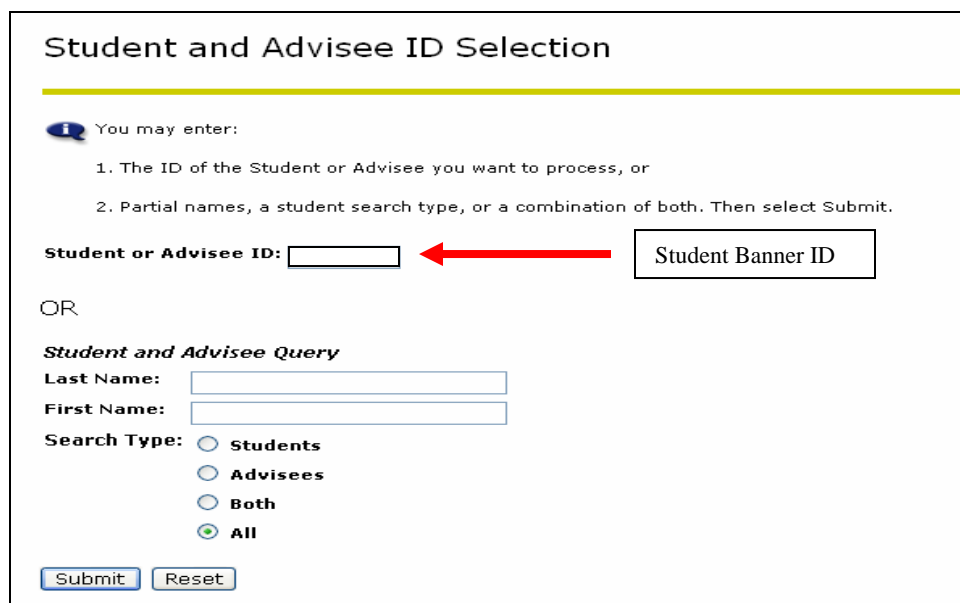
Select a Term: Summer 2006

Submit

2. The system will automatically take you back to the **Faculty and Advisors** screen so you can choose information related to the term just selected. If you wish to change terms, you simply **click** on **Term Selection** on the **Faculty and Advisors** screen and **select** a new term.
3. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

# ID Selection


1. The **ID Selection** screen will appear. This will allow you to enter the ID for the student whose information you wish to access, or conduct a name search. Faculty members are only allowed to view information for students enrolled in their courses.
2. Enter the student ID in the **Student or Advisee ID** field and click on the  button.



**Student and Advisee ID Selection**

**i** You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

**Student or Advisee ID:**   **Student Banner ID**


OR

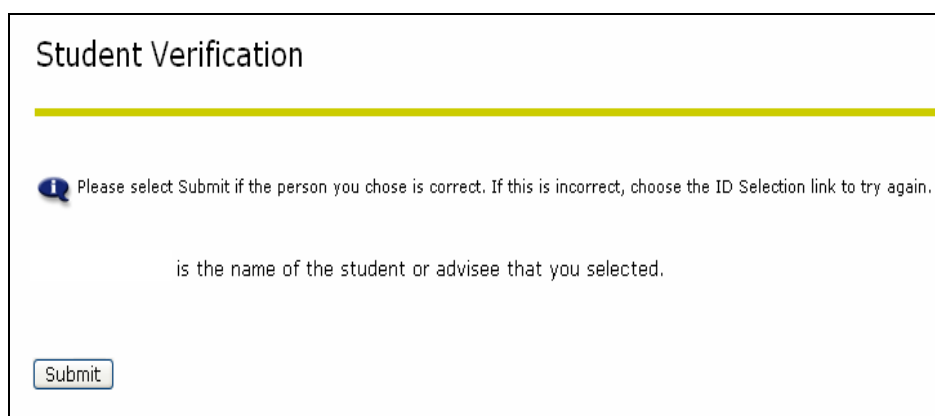
**Student and Advisee Query**

**Last Name:**

**First Name:**

**Search Type:**  **Students**  
 **Advisees**  
 **Both**  
 **All**

3. A verification screen will appear with the student name. If this is the correct student, click on the  button.



**Student Verification**

**i** Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

is the name of the student or advisee that you selected.

4. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

# Student Information

1. The **Student Information** screen will appear. It will show the address and telephone information available for the selected student.

**General Student Information**

---

Information for Student Name

*Student Information effective from Summer 2005 to The End of Time*

**Registered for Term:** Yes  
**First Term Attended:** Summer 2003  
**Last Term Attended:** Summer 2005  
**Status:** Active  
**Residence:** Out of District  
**Student Type:** Continuing  
**Class:** Freshman, Second Semester

*Primary Curriculum*

**Program:** Computer Info Systems AAS  
**Admit Term:** Summer 2003  
**Admit Type:** Traditional Student  
**Catalog Term:** Summer 2003  
**Level:** Credit Only  
**Degree:** Associate in Applied Science  
**College:** Credit Courses  
**First Major:** CIS Appl Programmer

2. Data items or Field Titles in **Blue Font** will switch the user to another Faculty and Advisors menu option.
  - **Student Name** switches to the **Student Address** screen.
3. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

# Student Address and Phones

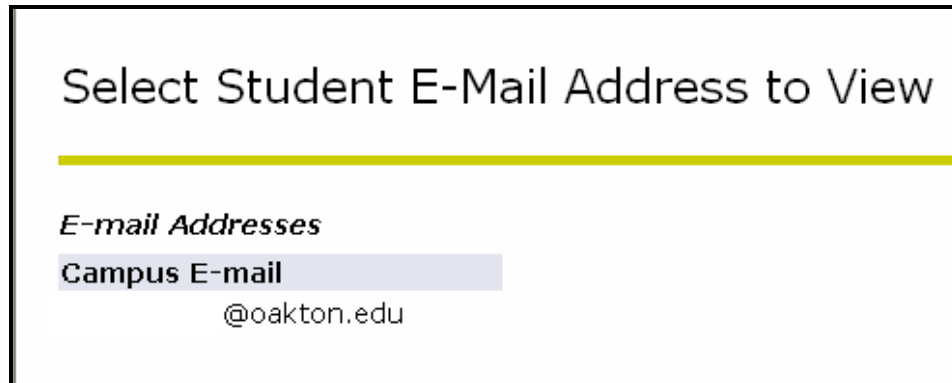
1. The **View Student Addresses and Phones** screen will appear. It will show all of the address information available for the selected student. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)

The screenshot shows a web interface with a top navigation bar containing 'back to Teach & Advise Tab', 'Personal Information', 'Student Services', and 'Faculty Services'. Below the navigation is a search bar with a 'Go' button. The main heading is 'View Student Addresses and Phones'. A yellow horizontal line is labeled 'Student Name'. Below this is the text 'Information for'. The main content area is titled 'Addresses and Phones' and contains a table with two columns: 'Permanent' and 'Phones'. The 'Permanent' column shows 'Current: Jun 03, 2003 - Dec 31, 2200 Primary: None Provided' and the address '358 Wiley Ave, Paw Paw, Illinois 61353, Lee'. The 'Phones' column is currently empty. A callout box labeled 'Address Type' points to the 'Permanent' column header. Another callout box labeled 'Telephone number associated with address' points to the 'Phones' column header. At the bottom, there are links for 'Student Information', 'Student E-mail Address', 'Class List', and 'Term Selection', along with the text 'RELEASE: 6.1'.

2. This view shows a student's active address and telephone number information. A student may have multiple addresses listed including:
  - i. Permanent Address: The student's permanent address used to establish residency for tuition calculation and state funding purposes.
  - ii. Mailing Address: An address established by the student to which correspondence from the college should be sent.
  - iii. Business Address: The student's work address.
  - iv. Billing Address: An address established by the student to which tuition and fee bills should be sent.
  - v. Parent Address: An address established by the student listing their parent/guardian address.
  - vi. Emergency Contact Address: An address established by the student listing contact information to be used by the college in case of emergency.
3. By selecting the **Student Name**, the Student Information screen for this student will be displayed.
4. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

# Student E-Mail Address

1. The **Student E-Mail Address** screen will appear. It will show all of the e-mail address information available for the selected student. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)



2. This view shows a student's active address and telephone number information. A student may have multiple addresses listed including:
  - i. Permanent Address: The student's permanent address used to establish residency for tuition calculation and state funding purposes.
  - ii. Mailing Address: An address established by the student to which correspondence from the college should be sent.
  - iii. Business Address: The student's work address.
  - iv. Billing Address: An address established by the student to which tuition and fee bills should be sent.
  - v. Parent Address: An address established by the student listing their parent/guardian address.
  - vi. Emergency Contact Address: An address established by the student listing contact information to be used by the college in case of emergency.
3. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

# Student Schedule


1. The **Student Schedule** screen will appear. It will show a listing of the selected student's current schedule. This enrollment data is up-to-date to the moment the list was requested. Simply scroll down the page to see information about each course in which the student is enrolled. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)

The screenshot shows the 'View Student Schedule' interface. At the top, it says 'Information for' followed by a red arrow pointing to a box labeled 'Student Name'. Below this is the 'Current Schedule' section, which includes 'Total Credit Hours: 12.000' and course details for 'Fundamentals of Three-Dimensional Art I - ART 107 050'. The course details include 'Associated Term: Spring 2006', 'CRN: 04117', 'Status: Web Registration on Dec 06, 2005', and 'Assigned Instructor: Louis J. Pierozzi' with an email icon. A red arrow points from a box labeled 'Open an E-Mail addressed to this instructor' to the email icon. Below the course details is a table of 'Scheduled Meeting Times' with columns for Type, Time, Days Where, Date Range, Schedule Type, and Instructors. The table shows a 'Lab' session from 6:30 pm - 9:10 pm MW at Des Plaines Bldg 1100, running from Jan 18, 2006 to May 10, 2006, with the instructor 'Louis J. Pierozzi (P)' and an email icon.


| Type | Time              | Days Where | Date Range                                        | Schedule Type      | Instructors           |
|------|-------------------|------------|---------------------------------------------------|--------------------|-----------------------|
| Lab  | 6:30 pm - 9:10 pm | MW         | Des Plaines Bldg 1100 Jan 18, 2006 - May 10, 2006 | Lab/lab Discussion | Louis J. Pierozzi (P) |

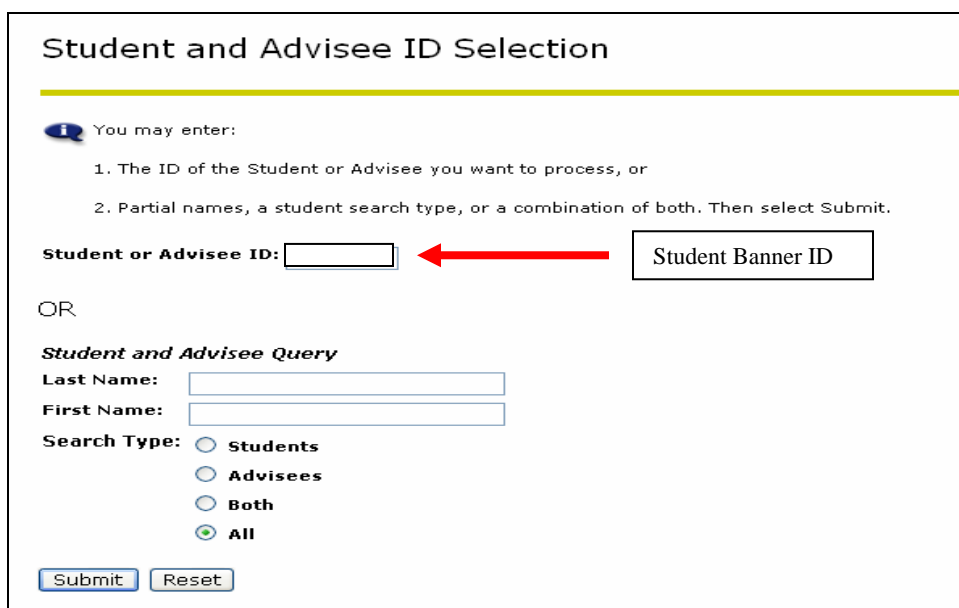
2. Data items or Field Titles in **Blue Font** will switch the user to another Faculty and Advisors menu option.
  - a. **Student Name** switches to the **View Student Addresses and Phones** information.



- b.  opens an e-mail pre-addressed to the course instructor.
2. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

# Registration Override


- The **Registration Override** screen will appear. It will open the **Student and Advisee ID Selection** screen. This will allow you to enter the ID for a student you wish to enter a registration permit. *You must have the student ID in order to enter a registration permit.* (If you have not selected a term, you will be prompted to select a term prior to opening the Registration Override.)
- Enter the student ID in the **Student or Advisee ID** field and click on the  button.



**Student and Advisee ID Selection**

**i** You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

**Student or Advisee ID:**   **Student Banner ID**


OR

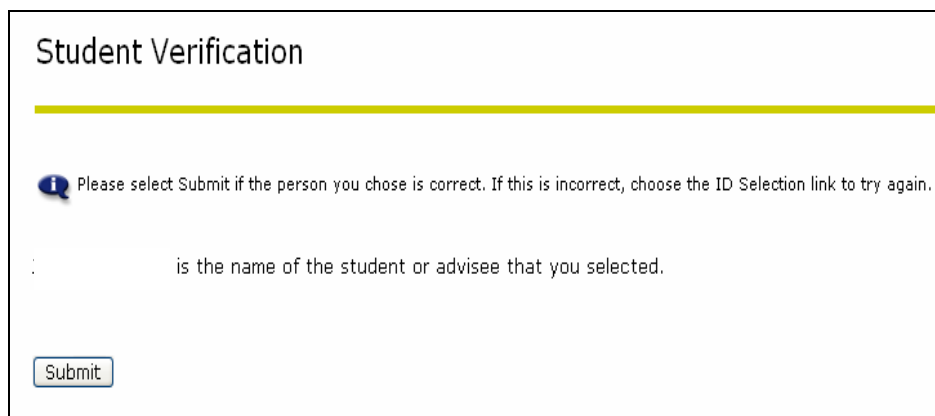
**Student and Advisee Query**

**Last Name:**

**First Name:**

**Search Type:**  **Students**  
 **Advisees**  
 **Both**  
 **All**

- A verification screen will appear with the student name. If this is the correct student, click on the  button.



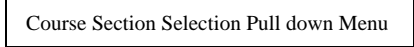
**Student Verification**

**i** Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.


is the name of the student or advisee that you selected.

- The Registration Override screen will appear. Using the pull down menus, select the type of Override permit and then the course section for which you want to issue the permit.

Click on the  button.



**NOTE:** If you are not teaching a class that appears on your list, or one you are teaching is missing, contact your Department Chair/Coordinator or Division Office.

- A permit verification screen will open with the permit information. Confirm the Registration Override by clicking on the  button.

| Override              | CRN   | Course | Number | Section | Student       | Activity Date |
|-----------------------|-------|--------|--------|---------|---------------|---------------|
| Prerequisite Override | 04732 | MAT    | 045    | 003     | James M. Love | Feb 02, 2006  |

10. The **Registration Override** screen will appear showing the override permits issued for the student.

Information for [James M. Love](#)

The registration overrides you entered have been saved successfully.

**Registration Overrides**

| Override | Course |
|----------|--------|
| None     | None   |
| None     | None   |
| None     | None   |

**Current Student Overrides**

| Override                                  | Course | Activity Date | Entered by |
|-------------------------------------------|--------|---------------|------------|
| Prerequisite Override 04732 - MAT 045 003 |        | Feb 02, 2006  | WWW2_USER  |
| Prerequisite Override 04732 - MAT 045 003 |        | Feb 02, 2006  | WWW2_USER  |

Summary list of Overrides issued for this student.

11. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

# Academic Transcript

Available to Advisors, Department Chairs and Coordinators and Deans only.

# Active Registrations

Available to Advisors, Department Chairs and Coordinators and Deans only.

# Registration History


Available to Advisors, Department Chairs and Coordinators and Deans only.

# View Test Scores

1. The [View Test Scores](#) screen will automatically appear for the selected student. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)

## Test Scores

Feb

 This page lists the test scores for this student if the student is registered for the selected term.

Information for

**Test Scores**

| Test Description         | Test Score | Date Taken   |
|--------------------------|------------|--------------|
| Constitution             | 0          | Jan 04, 2006 |
| Reading Pleacment EGL071 | 071        | Jan 04, 2006 |

4. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

# View Holds


1. The [View Holds](#) screen will appear. It will show detailed information about any holds on the student whose record is being viewed. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)


The [View Holds](#) screen displays the following information for any holds placed on the student. This information includes;

- The **Hold Type** shows a description of the hold being placed.
- The **From Date** shows the date the hold was placed on the student record.
- The **To Date** shows the date the hold ends. The default date is December 31, 2099. If a to date has passed, this hold is no longer being enforced.
- The **Amount** shows a dollar value associated with this specific hold.
- The **Reason** shows additional information about the hold entered by the person placing the hold.
- The **Originator** shows the office responsible for the hold.
- The **Processes Affected** shows what, if any, processes the student will be restricted from using. [Registration](#) indicates that the student may not register until the hold has been released. [Transcripts](#) indicates that the student may not receive an official academic transcript until the hold has been released.

## View Holds

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 **Confidential Information** fr

 Please note that some holds are sensitive and may not display.

**Administrative Holds**

| Hold Type                     | From Date    | To Date      | Amount | Reason | Originator        | Processes Affected       |
|-------------------------------|--------------|--------------|--------|--------|-------------------|--------------------------|
| Owes Institutional Fees       | Mar 17, 2005 | Dec 31, 2099 |        |        | Accounting Office | Registration Transcripts |
| Collection Agency Has Account | Jul 06, 2005 | Dec 31, 2099 | \$0.00 |        | Accounting Office | Registration Transcripts |

1. Using the back button will move you around in the system quickly. If you wish to leave the system, **click** [back to Teach & Advise](#) tab in the upper left hand corner, which appears on all Banner screens.