Self Service Banner (SSB)

Banner is the official student system of record at Montclair State University. It contains information on students, faculty, staff, and alumni for various aspects of their involvement with MSU. Banner consists of two areas: INB and SSB.

Internet Native Banner (INB) is the location where the administration of the system occurs. Data can be entered, edited, and changed within INB by a select group of users typically in the Administrative roles. To request access to INB, Banner INB Navigation Demonstration training must be completed, and a request must be submitted via a SNOW ticket.

Self Service Banner (SSB) is the front end of the system which allows faculty/advisors to view select information regarding their courses, advisees as well as student information. Faculty and advisers automatically have access to SSB. Staff must request access via a SNOW ticket.

ServiceNow (SNOW) ticket can be opened with the IT Service Desk by calling ext. 7971 option 5.

To Access Self Service Banner:

1) Navigate to www.montclair.edu
2) Click Menu on the right
3) Click Employee Services
4) Click Quicklinks
5) Select Nest
6) Login with your NetID and Password
7) Click Sign In
8) Under Faculty Resources select Self-Service Banner
9) Click the Faculty/Advisor Services button
The main page contains a number of buttons that may vary depending on your role in the system. Below is an explanation of each along with steps to complete some common tasks.

**Student Information Menu**

This feature is not enabled for all users. Faculty advisors are granted access by default and staff members needing access to Student Information can put in a request by filling out a SNOW ticket.

Faculty advisors and staff who have been granted access are able to view the following information regarding a student:

- Student Address/Phone/Email
- Academic Transcript
- Student Schedule (Concise/Week at a Glance)
- Active Registrations
- Test Scores
- Registration History
- View Holds
- Advisee Listing
- Student Information*

*This area contains information on terms attended, status, class, advisor, expected graduation date, curriculum information.

To Look Up a Student’s Information:

1) Select the Student Information Menu
2) Click Term Selection
3) **Select a Term** and click Submit
4) Click on the Student Information Menu again
5) Click ID Selection
6) Enter the Student’s CWID under Student or Advisee ID
Or ~

1) Enter students Last Name and/or First Name
2) Select a Search Type
3) Click Submit
4) Select the student from the drop down list
5) Click Submit

Once you have searched for the student, you can then lookup their information by clicking on any of the options under the Student Information Menu.

To view another student’s information, repeat the above steps.

To View a List of Your Advisees:

1) From the Student Information Menu click Term Selection
2) Select a Term and click Submit
3) Click back on the Student Information Menu
4) Select Advisee Listing

Here you will be able to view the following information:

- Students Name
- CWID
- Student Information
- Holds
- Test Scores
- Transcripts
Email Advisee List

1) At the bottom of the advisee list, click **Email your advisees**

This will send an email to a list that will include all advisees. The list address is as follows:

`advisor_<NetID-of-advisor>@lists.montclair.edu`

Term Selection

**Term Selection** does one thing: it allows you to select the term for which you want information.

CRN Selection

You can locate a course either by entering the CRN number directly or by selecting the course from the drop down arrow.

To Locate a Course by the CRN Number:

1) Click the **Faculty/Advisor Services** button if necessary to return to main page
2) Click **Term Selection**
3) **Select a Term** and click **Submit**
4) Click **CRN Selection**
5) Select the course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
6) Click **Submit**
Faculty Detail Schedule

The Faculty Detailed Schedule displays information regarding the course including:

- Status
- Dates for Registration
- College
- Department
- # of Credits
- Level (Grad/Undergrad)
- Course Date/Time/Location
- Enrollments

You will also have the ability to upload a syllabus as well as access student enrollments.

To Access Faculty Detailed Schedule:

1) Click the Faculty/Advisor Services button if necessary to return to main page
2) Click Term Selection
3) Select a Term and click Submit
4) Click Faculty Detailed Schedule

Week at a Glance

A Week at a Glance is a calendar view of your schedule.

To View a Week at a Glance:

1. Click the Faculty/Advisor Services button if necessary to return to main page
2. Click Term Selection
3. Select a Term and click Submit
4. Click Week at a Glance
Detail Class List

The **Detail Class List** will display all the information mentioned in the Summary Class List as well as display additional information on the student such as Admit Term, Year, Major, Concentration and Minor.

**To View a Detailed Class list:**

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Term Selection**
3. Select a **Term** and click **Submit**
4. Click **Detail Class List**
5. Select a course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
6. Click **Submit**

Summary Class List

The **Summary Class List** will display the course name/section, CRN #, enrollment counts, student’s name, CWID, registration status and level. On this page you will be able to email an individual student or the entire class. You are also able to click on a student’s name and access their personal information such as phone and address.

**To View a Summary Class List:**

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Term Selection**
3. Select a **Term** and click **Submit**
4. Click **Summary Class List**
5. Select a course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
6. Click **Submit**
*Students names and ID’s have been hidden.

**Final Grades**

This is the official area where faculty enter a student’s midterm and/or final grade for the course.

**To Enter Midterm and/or Final Grades:**

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Final Grades**
3. Select a **Term** and click **Submit**
4. Select a course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
5. Click **Submit**

6. Select the grade for each student from the **Grade** column
7. Click **Submit** once you have graded all students

Note: If you are entering a grade of “F” you will be required to enter the last date of attendance under **Last Attend Date**. **Attend Hours** is not a required field and should be left blank.

If you see “confidential” next to the student’s name, there is a FERPA block in place, preventing release of Directory Information. FERPA guidelines can be reviewed at [http://www.montclair.edu/policies/employee/ferpa-faculty-staff/](http://www.montclair.edu/policies/employee/ferpa-faculty-staff/)
To confirm Final Grades have been posted correctly click the link Summary Class List.

Once the grading period has ended and is closed, final grades can be found under Faculty Grade Summary.

**NOTE:** There is a 15-minute time limit when entering grades. The system will log you off and you will lose any data not saved. Remember to hit SUBMIT often to ensure the data is saved in the system in case you are signed out.

### Incomplete Grade Summary

An Incomplete grade must be entered in two steps: on the grade roster and then on an additional confirmation page where you will see the scheduled “F” conversion date by which the final grade must be submitted to the Registrar (see below). Completing this two-step process is necessary for the incomplete grade to be recorded properly. A paper grade change form must be submitted for the later grade change request.

### Class Schedule

**Class Schedule** takes you to the same Class Schedule search window as the University Schedule of Classes link on the NEST landing page. It uses a large pull-down menu of subject listings, allowing the user to filter within a subject by course number, instructional type, credits offered, course level, and meeting time. It also has a pull-down menu of Course Attributes, including General Education attributes and University World Cultures and World Languages. If you select all the subjects (click, shift, scroll, click) you can search by any one Gen Ed category and get a list of all courses that meet that requirement regardless of department or subject.

### Course Catalog

The **Course Catalog** allows you to search for a course(s) by Subject, Course Number, Title, Level, Credit Range and Attribute.

**To Look Up a Course(s):**

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Course Catalog**
3. **Select the Term**
4. Click **Submit**
5. Enter the search criteria (Subject, Course Number Range, Title, Attribute or Level)
6. Click **Get Courses**

This will display a list of courses that meet the search criteria.
Faculty Grade Summary

To confirm **Final Grades** have been posted correctly after grading period has ended and is closed.

Look Up Classes

**Look Up Classes** allows you to search/find a course and its associated sections.

**To Look Up Classes:**

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Look Up Classes**
3. Select the **Term**
4. Click **Submit**
5. Select a **Subject**
6. Click **Course Search**

To View the Sections:

1. Click **View Sections** to the right of the course

You will be able to view the day/time, teacher information, location, CRN#, enrollment and credit information.