



# Banner System

## Faculty Startup Guide

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*Banner system is one of the e-services provided by the Office of IT that allows you to access many features such as: class schedule, syllabus information, office hours, reports, plan ahead, class registration for warned students, grade entry, tracking attendance, etc. This document is a startup guide to Banner features.*

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### The Office of Information Technology



helpdesk@ajman.ac.ae



06-7056500, or Ext.: 6500

2019-2020



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## 1. Using this Guide

### 1.1 How to use this guide?

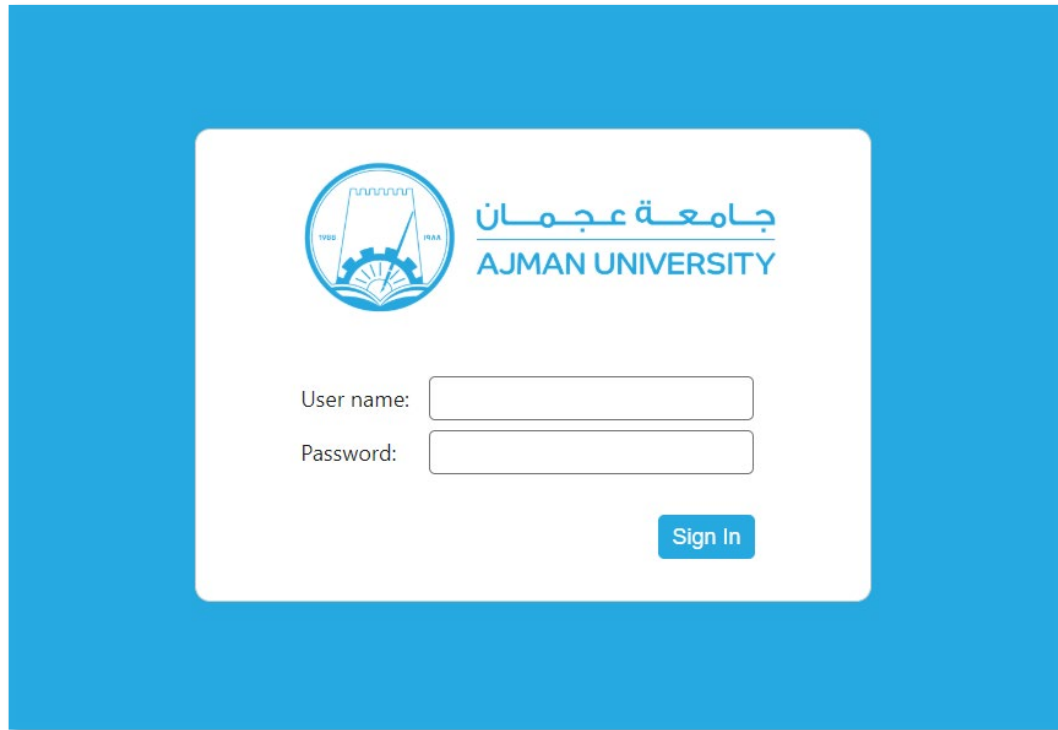
This guide is written for Ajman University's faculty members to help them make the best out of Banner System. Please read the sections which are related to the features you want to use.

### 1.2 Getting Help

If you are facing any technical issues, refer to the dedicated sections to learn how to solve them; otherwise you can get technical support by contacting the Helpdesk on [helpdesk@ajman.ac.ae](mailto:helpdesk@ajman.ac.ae) or by calling 06-705 6500.

## 2. Accessing Banner

You can access Banner through: [Ajman University's website](#) → [MyAU](#) → Faculty/Staff → [Banner \(SIS\)](#). You can log into Banner using your username and password.

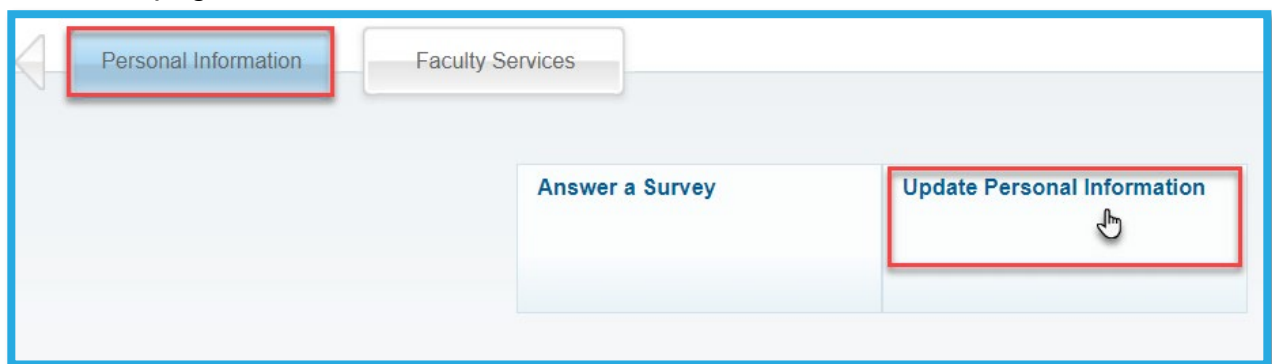
The image shows the login interface for the Banner system at Ajman University. It features a blue background with a white central box. Inside the box, on the left, is the Ajman University logo, which is a circular emblem containing a stylized building and the year 1400. To the right of the logo, the university's name is written in Arabic 'جامعة عجمان' and English 'AJMAN UNIVERSITY'. Below the logo and name, there are two input fields: 'User name:' and 'Password:'. A blue 'Sign In' button is located at the bottom right of the white box.

## 3. Banner Features

The features in Banner fall under two categories which are displayed in the homepage: Personal Information category (where you can update your personal information) and Faculty Services category (where you can access other features).

### 3.1 Personal Information

You can update your personal information from the Personal Information section of the homepage, as illustrated below.

The image shows a screenshot of the Banner homepage. At the top, there are two tabs: 'Personal Information' and 'Faculty Services'. The 'Personal Information' tab is selected and highlighted with a red border. Below the tabs, there are two main options: 'Answer a Survey' and 'Update Personal Information'. The 'Update Personal Information' option is highlighted with a red border and has a mouse cursor icon pointing at it.

The personal information you can update include:

- Your marital status,
- Preferred first name,
- Add/update your personal email address,
- Add/update your address, and
- Add/update your emergency contact.

The screenshot shows a user profile interface. On the left is a circular profile picture placeholder and an ID Number field. The main area is divided into two sections: 'Personal Details' and 'Email'. The 'Personal Details' section includes fields for First Name, Middle Name, Last Name, Date of Birth, Marital Status, Preferred First Name, and Legal Sex (currently set to 'Unknown'). An 'Edit' link is in the top right of this section. The 'Email' section has a '+ Add New' link in the top right and a 'Personal' email address field with edit and delete icons below it.

## 3.2 Faculty Services

In this section of banner, you have access to different features which can be used throughout the academic term, and this includes the following:

The screenshot shows a banner for 'Faculty Services'. It has two tabs: 'Personal Information' and 'Faculty Services' (which is highlighted with a red border). Below the tabs is a grid of links to various services.

|                                  |                      |                         |                          |
|----------------------------------|----------------------|-------------------------|--------------------------|
| Term Selection                   | CRN Selection        | Faculty Detail Schedule | Week at a Glance         |
| Detail Wait List                 | Summary Wait List    | Assignment History      | Class Schedule           |
| Course Catalog                   | Syllabus Information | Office Hours            | Reports                  |
| Advising Student Profile         | Grades Entry         | Class List              | Track Student Attendance |
| View Teaching Evaluation Results |                      |                         |                          |

### 3.2.1 Faculty Detail Schedule

In this feature, you can choose the term for which you would like to see its schedule. You will be able to view the list of courses which are assigned to you in the selected term, along with details such as the enrollment count, meeting times, etc., as illustrated below. Additionally, you can add the syllabus and office hours, as needed.

Principles of Accounting II - 11072 - ACC 220 - M1

|                             |                             |
|-----------------------------|-----------------------------|
| Status:                     | Inactive                    |
| Available for Registration: | May 17, 2020 - Jul 10, 2020 |
| College:                    | Business Administration     |
| Department:                 | No department designated    |
| Part of Term:               | 1                           |
| Course Credits:             | 3.000                       |
| Course Levels:              | Free Studies, Undergraduate |
| Campus:                     | Ajman                       |
| Override:                   | No                          |
| Syllabus:                   | <a href="#">Add</a>         |
| Rosters:                    | <a href="#">Classlist</a>   |
| Office Hours:               | <a href="#">Add</a>         |

Enrollment Counts

|             | Maximum | Actual | Remaining |
|-------------|---------|--------|-----------|
| Enrollment: | 45      | 1      | 44        |
| Cross List: | 0       | 0      | 0         |

Scheduled Meeting Times

| Type  | Time              | Days | Where          | Date Range                  | Schedule Type | Instructors |
|-------|-------------------|------|----------------|-----------------------------|---------------|-------------|
| Class | 1:00 PM - 2:29 PM | MW   | J2 - Male 1607 | Aug 23, 2020 - Dec 24, 2020 | Lecture       |             |

### 3.2.2 Week at a Glance

In this feature, you can view your class schedule for a specific week. You can also navigate across different weeks, as illustrated below:

Week at a Glance

Home > Faculty and Advisors > Week at a Glance

The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

[Previous Week](#) [Next Week](#) Go to (MM/DD/YYYY):

|     | Monday   | Tuesday | Wednesday  | Thursday | Friday | Saturday | Sunday |
|-----|--|---------|--|----------|--------|----------|--------|
| 1pm | ACC 220-M1<br>11072 Class<br>1:00 PM-2:29 PM<br>J2M 1607 |         | ACC 220-M1<br>11072 Class<br>1:00 PM-2:29 PM<br>J2M 1607 |          |        |          |        |
| 2pm |  |         |  |          |        |          |        |

### 3.2.3 Assignment History

In this feature, you can view the different courses that were assigned to you in the current and previous terms, as illustrated below:

| View Assignment History   |       |         |   |         |              |        |                      |                       |          |  |
|---|-------|---------|---|---------|--------------|--------|----------------------|-----------------------|----------|--|
| Home > Faculty and Advisors > Assignment History                        |       |         |   |         |              |        |                      |                       |          |  |
| The following represents your class assignments, both past and present. |       |         |   |         |              |        |                      |                       |          |  |
| Assignment History  |       |         |   |         |              |        |                      |                       |          |  |
| Associated Term   | CRN   | Course  | Course Title  | Credits | Level        | Campus | Instructional Method | Open for Registration | Status   |  |
| First Academic Semester 2020  | 11072 | ACC 220 | Principles of Accounting II                         | 3.000   | Free Studies | Ajman  | Traditional          | Yes                   | Inactive |  |
| Second Academic Semester 2019   | 10476 | ARB 112 | Communication Skills in Arabic Language (Non Arabs) | 3.000   | Free Studies | Ajman  | Traditional          | No                    | Active   |  |
| Second Academic Semester 2019   | 11134 | COM 111 | IT Fundamentals (ENG)/M                             | 0.000   | Free Studies | Ajman  | Traditional          | No                    | Active   |  |

### 3.2.4 Class Schedule

In this feature, you are able to view the class schedule based on different criteria for a specific term, as illustrated below:

Subjects: Accounting

SUN

Course Number:

Title:

Schedule Type: All  
Lecture  
Practical

Credit Range:  hours to  hours

Campus: All  
Abu Dhabi  
Ajman

Part of Term: Non-date based courses only  
All  
Full Term

Instructor: All  
A. Arar, Mohammad Shihadeh  
Abdalla, Elfadil Abdalla Mohamed

Session: All  
Evening  
Morning

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

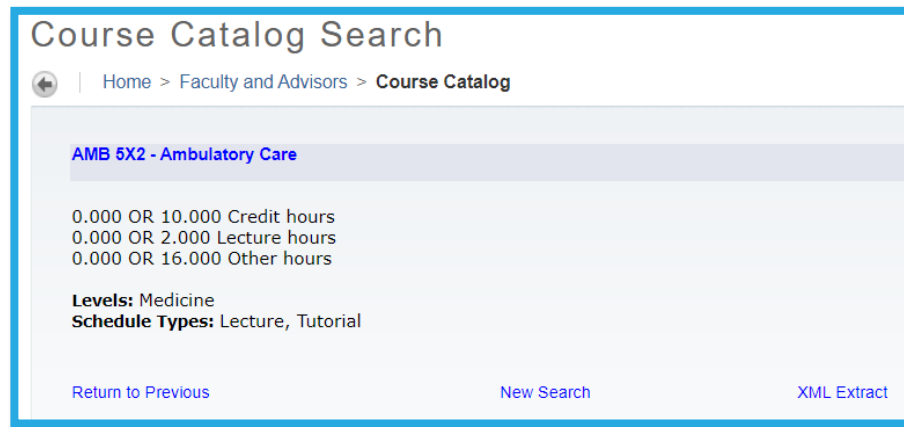
Class Search Reset

| Sections Found                                   |                     |      |                  |                             |               |             |
|--|---------------------|------|------------------|-----------------------------|---------------|-------------|
| Meth. Of Teach. Science - 10964 - TMS 351 - 1F   |                     |      |                  |                             |               |             |
| Associated Term: First Academic Semester 2020    |                     |      |                  |                             |               |             |
| Registration Dates: May 17, 2020 to May 29, 2020 |                     |      |                  |                             |               |             |
| Levels: Undergraduate                            |                     |      |                  |                             |               |             |
| Attributes: Education and Basic Sciences         |                     |      |                  |                             |               |             |
| Ajman Campus                                     |                     |      |                  |                             |               |             |
| Lecture Schedule Type                            |                     |      |                  |                             |               |             |
| Traditional Instructional Method                 |                     |      |                  |                             |               |             |
| 3.000 Credits                                    |                     |      |                  |                             |               |             |
| <a href="#">View Catalog Entry</a>               |                     |      |                  |                             |               |             |
| Scheduled Meeting Times                          |                     |      |                  |                             |               |             |
| Type   | Time                | Days | Where            | Date Range                  | Schedule Type | Instructors |
| Class  | 11:30 AM - 12:59 PM | MW   | J1 - Female 1360 | Aug 23, 2020 - Dec 24, 2020 | Lecture       | IBA         |



### 3.2.5 Course Catalogue

Here, you can view the course summary for a specific term, as illustrated below:



What is the difference between Class Schedule and Course Catalogue features?

Class Schedule features allows you to view the course details including the course attribute, level, credit hours, the different offered sections, etc. While the Course Catalogue feature allows you to view a brief summary of the course including the credit hours.

### 3.2.6 Syllabus Information

This feature allows you to add your courses' syllabus information, as needed, by filling the dedicated fields, as illustrated below:

**Course Information**  
**Principles of Accounting II - 11072 - ACC 220 - M1**  
**Levels:** Free Studies, Undergraduate  
**Status:** Inactive  
11072 CRN  
Ajman Campus  
Lecture Schedule Type  
Traditional Instructional Method  
**Syllabus Data**  
**Long Section Title**  
**Course URL:**  
**Learning Objectives**  
**Required Materials**  
**Technical Requirements**  
**Submit** **Reset**  
[Return to Previous](#)

### 3.2.7 Office Hours

Here you can specify the timings of your office hours for each class, which is when your students can reach out to you during the term, as illustrated below:

**Course Information**  
**Principles of Accounting II - 11072 - ACC 220 - M1**  
CRN: 11072  
**Scheduled Meeting Times**

| Type  | Time              | Days | Where          | Date Range                  | Schedule Type | Instructors |
|-------|-------------------|------|----------------|-----------------------------|---------------|-------------|
| Class | 1:00 PM - 2:29 PM | MW   | J2 - Male 1607 | Aug 23, 2020 - Dec 24, 2020 | Lecture       |             |

  
**Office Hours**

| From Time<br>(0000-2359) | To Time<br>(0000-2359) | Day of the Week<br>M T W Th F S U  | Contact Number | Location | From Date<br>(MM/DD/YYYY) | To Date<br>(MM/DD/YYYY) | Display                  |
|--------------------------|------------------------|--|----------------|----------|---------------------------|-------------------------|--------------------------|
|                          |                        | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |                |          |                           |                         | <input type="checkbox"/> |
|                          |                        | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |                |          |                           |                         | <input type="checkbox"/> |
|                          |                        | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |                |          |                           |                         | <input type="checkbox"/> |

  
**Copy To:** Select To Copy  
**Submit** **Reset**  
[Return to Previous](#)

### 3.2.8 Reports

By clicking on this feature, you will be directed to [Argos](#) reporting system, where you can export important reports such as: Instructor Timetable report, Course Registered Students report, Grade Entry Sheet, Grade Report, etc. If you need any help accessing the reports, kindly contact the Helpdesk.

### 3.2.9 Advising Student Profile

Through this feature you can check your advisee's information, GPA, holds, plan ahead, grades, and degree evaluation (in case your advisee would like to change his/her major).

**Note:** Once you click on Advising Student Profile, you can:

- 1- Email all your advisees, as long as they are less than 70 advisees per email.
- 2- Filter to view your current advisees (who did not graduate yet) by specifying the Student Type as Continuing or Student Status as Regular, as illustrated below:

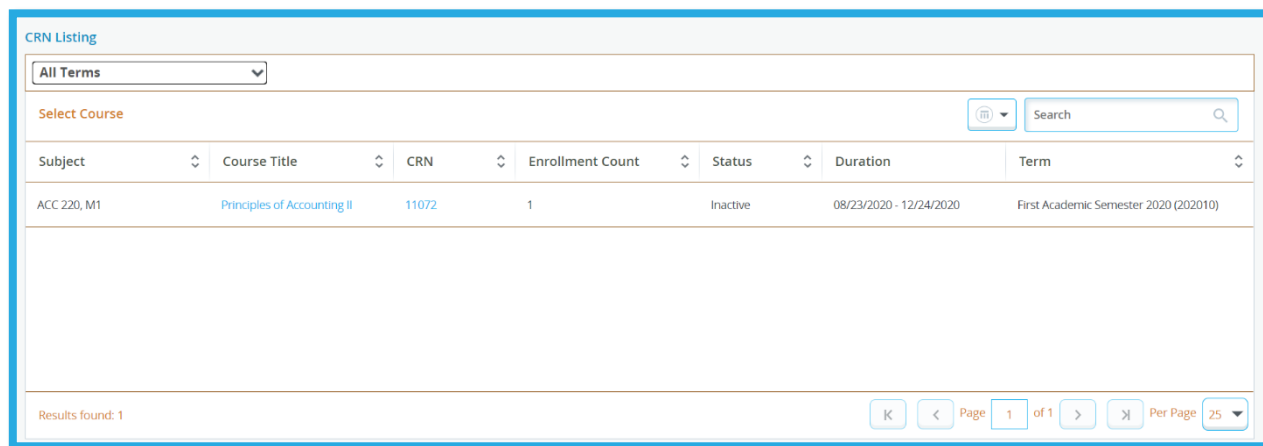
The image displays two screenshots of the 'Advisee Listing' web application interface. Both screenshots show a breadcrumb trail at the top: 'Advising > Advisee Search > Advisee Listing'. Below this, the title 'Advisee Listing' is displayed. The main content area shows a filter section for 'First Academic Semester 2020'. In the first screenshot, the 'Filter Records' section has 'Student Type' set to 'Continuing'. In the second screenshot, 'Student Status' is set to 'Regular'. Both screenshots show the 'Equals' operator and a red box highlighting the selected filter value. At the bottom of the filter section, there are buttons for 'Cancel', 'Clear All', and 'Go'.

### 3.2.10 Grade Entry

Through this feature, you can enter and view the grades for your students in each course during the semester. To learn more about this feature, please refer to its manual.

### 3.2.11 Class List

In this feature, you can view the list of courses assigned to you in a specific term, as illustrated below:



The screenshot shows a web interface titled "CRN Listing". At the top, there is a dropdown menu set to "All Terms". Below this is a section labeled "Select Course" with a search bar and a magnifying glass icon. The main part of the interface is a table with the following columns: Subject, Course Title, CRN, Enrollment Count, Status, Duration, and Term. Each column has a small up/down arrow icon. The table contains one row of data: ACC 220, M1 | Principles of Accounting II | 11072 | 1 | Inactive | 08/23/2020 - 12/24/2020 | First Academic Semester 2020 (202010). At the bottom of the table, it says "Results found: 1". Below the table is a pagination bar with buttons for "K", "<", "Page 1 of 1", ">", and "X", along with a "Per Page" dropdown set to 25.

| Subject     | Course Title                | CRN   | Enrollment Count | Status   | Duration                | Term                                  |
|-------------|-----------------------------|-------|------------------|----------|-------------------------|---------------------------------------|
| ACC 220, M1 | Principles of Accounting II | 11072 | 1                | Inactive | 08/23/2020 - 12/24/2020 | First Academic Semester 2020 (202010) |

Clicking on the following columns will provide you with different details:

- **Subject:** If you click on it, you will be able to view the list of registered and waitlist students and export the list to Excel.
- **Course Title:** If you click on it, you will be able to view details regarding the course overall, such as, the course catalogue, description, syllabus, attributes, restriction etc.
- **CRN:** If you click on it, you will be able to view details regarding the specific CRN, such as, class details, enrollment count, meeting times, etc.

Note that through this feature, you can email all the students in a specific class by clicking the email icon.

### 3.2.12 Track Students Attendance

Through this feature, you can track the attendance of your students in each course and CRN by selecting the course/CRN. To learn more about this feature, please refer to its manual.