AJMAN UNIVERSITY

جامعة عجمان

Banner System

Faculty Startup Guide

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.

The Office of Information Technology

✉ helpdesk@ajman.ac.ae

📞 06-7056500, or Ext.: 6500

2019-2020

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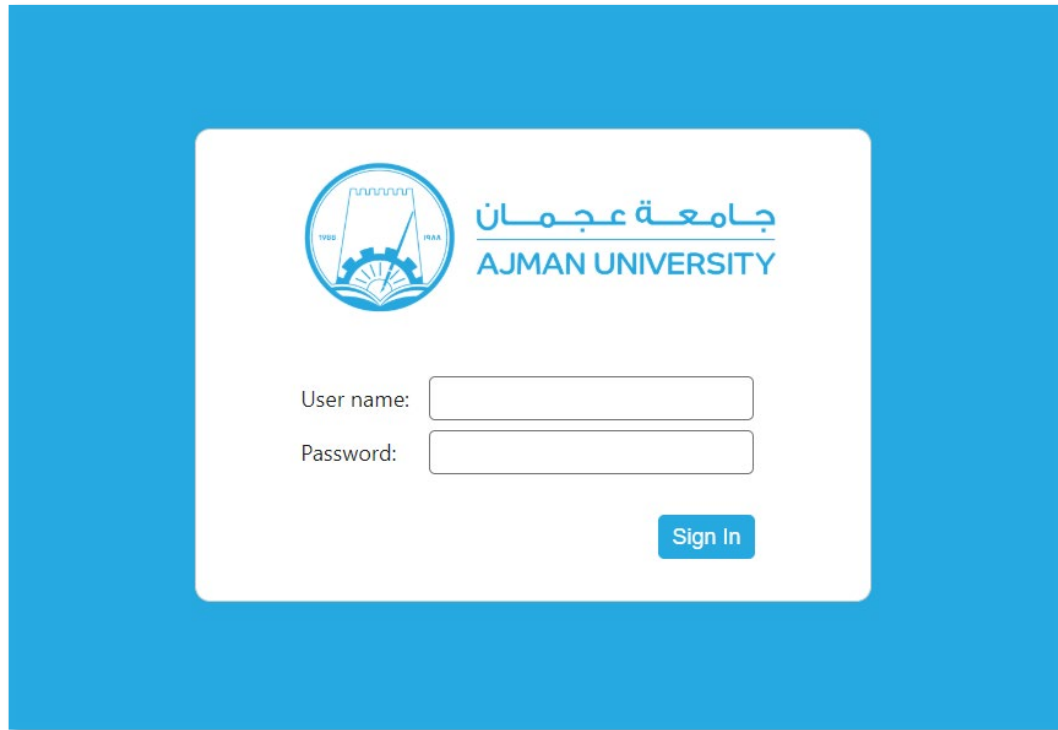
1. Using this Guide

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 or by calling 06-705 6500.

2. Accessing Banner

You can access Banner through: <u>Ajman University's website</u> → <u>MyAU</u> → Faculty/Staff → <u>Banner (SIS)</u>. You can log into Banner using your username and password.
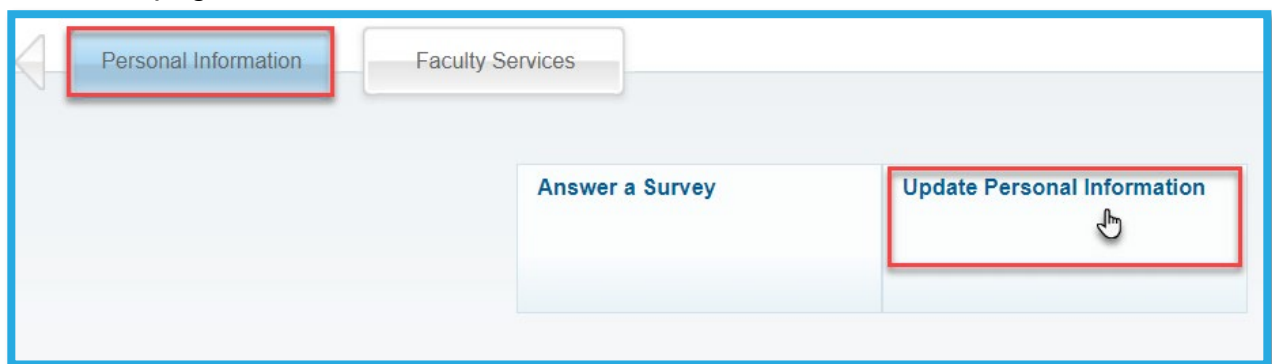

3. Banner Features

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 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.

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:

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.

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:

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:

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:

3.2.5 Course Catalogue

Here, you can view the course summary for a specific term, as illustrated below:
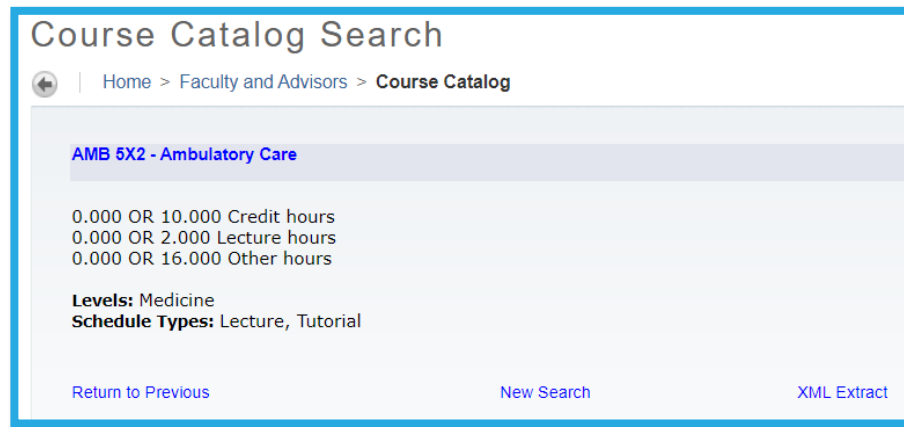
What is the difference between Class Schedule and Course Catalogue features?

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 (0000-2359)	To Time (0000-2359)	Day of the Week M T W Th F S U	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
		☐ ☐ ☐ ☐ ☐ ☐ ☐					☐
		☐ ☐ ☐ ☐ ☐ ☐ ☐					☐
		☐ ☐ ☐ ☐ ☐ ☐ ☐					☐

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:
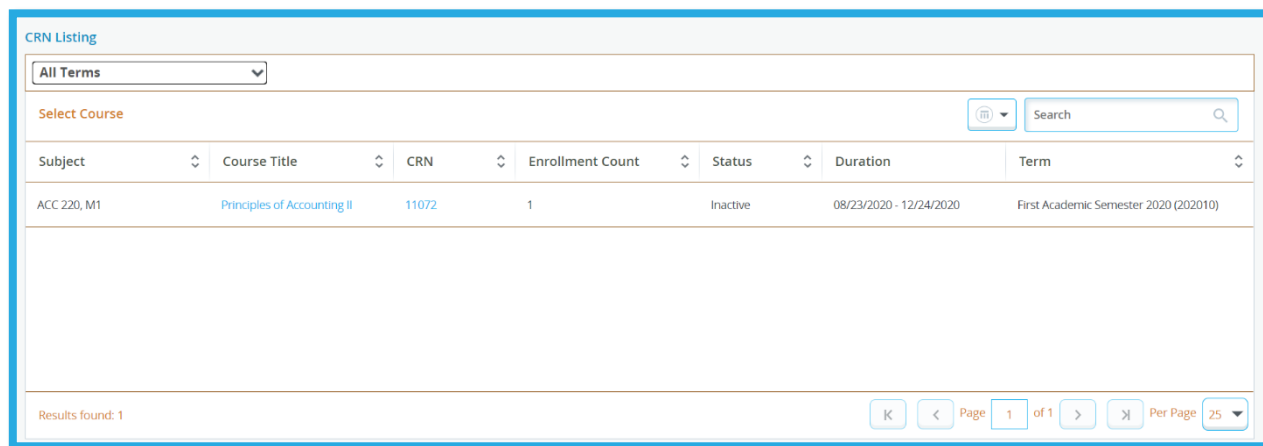
3.2.10 Grade Entry

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:

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)

Results found: 1

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.