

**MARIST COLLEGE**

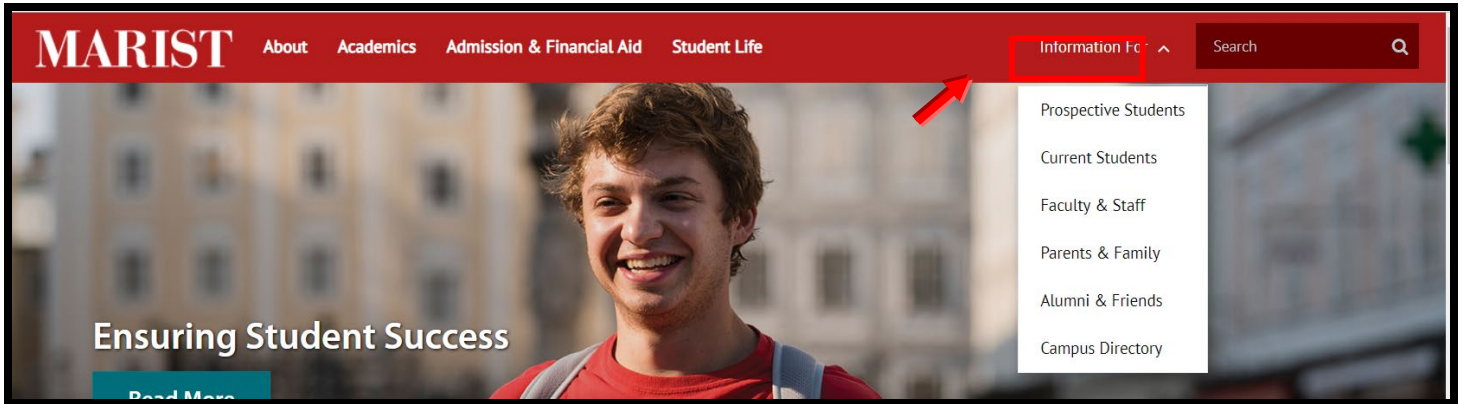
**Banner Self Service  
Documentation  
For Faculty**

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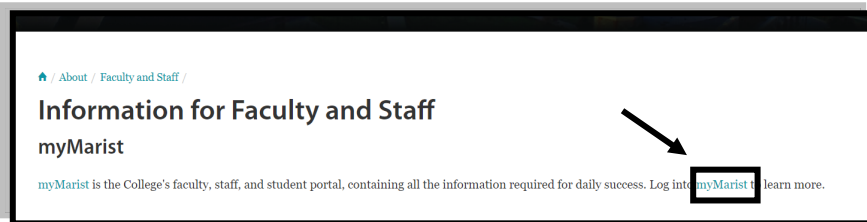
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Sign On Procedures

- To sign-on go to the Marist homepage and click on the **Information For ^** link.



- Click on the **Faculty & Staff** link
- Click on the **myMarist** link



- Click on **Log In** (on top right)



- Sign-on using your J, K, or other authorized account. ***If you have problems logging in please contact the Marist Help Desk.***

**MARIST**  
**Authentication Service**

Enter your Marist Account and Password.

Account:  
mary.marist

Password:  
••••••••

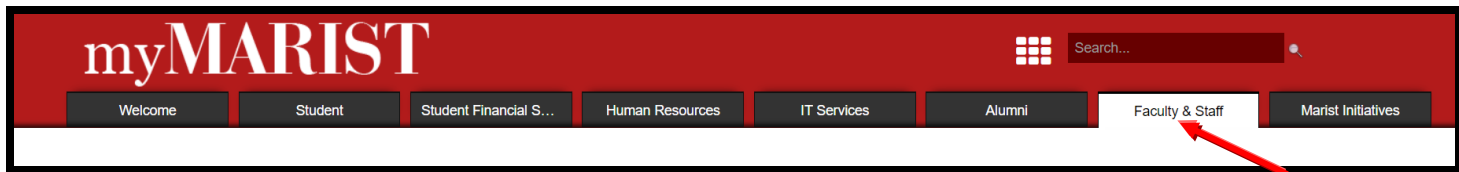
[LOGIN](#) [CLEAR](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

[Change Password](#)

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- Once you have accessed your account click on the **Faculty & Staff** tab.

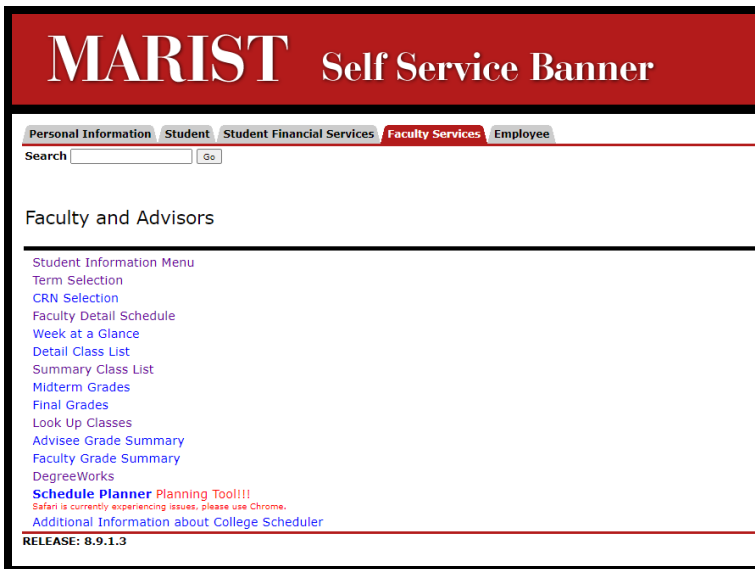


The screenshot shows a navigation menu with three main sections: Quick Links, Academic Resources, and Departmental Resources. Under 'Quick Links', there are links for 'New Student Welcome Packet', 'Campus Resources for Remote Support', and 'Remote Online Services'. Under 'myMarist Services', there are links for 'myMail (Marist Email System)', 'Foxmail', 'Foxweb', 'Change Password', 'Forward Marist Email Account', 'UnForward Marist Email Account', and 'IPTV Instructions/Registration'. Under 'Online Services', there is a list of services including 'Remote Online Services', 'Banner Self Service', 'Banner Self Service Information Guide', 'iLearn', 'My Classes - Week at a Glance', 'Degreeworks', 'Parking Registration', 'Marist Alumni Career Network Search', 'FoxQuest - Internship & Career Opportunities', 'Digital Measures (SOM Faculty only)', 'Marist Money Statement', 'Zoom', 'Microsoft Teams', and 'WebEx for Faculty/Staff'. A red arrow points to 'Banner Self Service'.

- On the **Faculty & Staff** tab under **Online Services**, select **Banner Self Service** and then **Faculty and Advisors**

The screenshot shows the 'MARIST Self Service Banner' interface. At the top, there is a navigation bar with tabs for 'Personal Information', 'Student', 'Student Financial Services', 'Faculty Services', and 'Employee'. Below the navigation bar is a search box with a 'Go' button. The 'Main Menu' section contains several links: 'Personal Information', 'Student', 'Financial Aid', 'Faculty and Advisors', and 'Employee'. A red arrow points to 'Faculty and Advisors'. At the bottom, there is a 'RELEASE: 8.9.1.3' notice and a copyright notice for 2021 Ellucian Company, L.P. and its affiliates.

- Under **Faculty and Advisors**, you will find the following menu options:



From the **Faculty and Advisors** menu, you have access to:

- Faculty Detail Schedule
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Look up Classes
- Advisee Grade Summary
- Faculty Grade Summary
- Degree Works

The menu item, **Student Information Menu**, gives you access to:

- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Academic Transcript
- Advisee Listing
- View Test Scores
- View Holds
- Student Week at a Glance

How To Enable

- Sign on and Navigate to **View Holds**
  - **Faculty & Staff** tab
  - **Banner Self Service**
  - **Faculty and Advisors**
  - **Student Information Menu**
  - **View Holds**
- Select the appropriate term

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Select Term' and features a dropdown menu labeled 'Select a Term:'. The dropdown menu is open, showing a list of terms: 'Spring 2011', 'Spring 2011', 'Fall 2010', 'Spring 2010', 'Winter 2010', 'Fall 2009', and 'Fall 2008'. The 'Fall 2010' option is highlighted in blue. A red arrow points to the 'Fall 2010' option. To the left of the dropdown menu is a 'Submit' button. Below the dropdown menu, the text 'RELEASE: 8.4' is visible.

- Click **Submit**

- Enter the student ID number
- Click **Submit**

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

**Administrative Holds**

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Registration Hold-See Advisor	Sep 30, 2021	Dec 31, 2099			Registration	<a href="#">Remove Hold</a>

- Click the **Remove Hold** button
- The screen will revert to a message:

**No holds exist.**

- You are either all done or may move on to the next student by going back and repeating the steps



How to Enter Midterm Grades

- Sign on and Navigate to **Midterm Grades**
  - **Faculty & Staff** tab
  - **Banner Self Service**
  - **Faculty and Advisors**
  - **Midterm Grades**
- Select the appropriate term

The screenshot shows the Banner Self Service interface. At the top, there are navigation tabs: Personal Information, Alumni and Friends, Student, Financial Aid, Faculty Services (highlighted), and Employee. Below the tabs is a search bar with a 'Go' button. The main heading is 'Select Term'. A dropdown menu is open, showing the following options: Spring 2011 (selected), Spring 2011, Fall 2010 (highlighted with a red arrow), Spring 2010, Winter 2010, Fall 2009, and Fall 2008. A 'Submit' button is located to the left of the dropdown. Below the dropdown, the text 'RELEASE: 8.4' is visible.

- Using the drop down arrow, select the appropriate course:

## HOW TO ENTER MIDTERM GRADES

[Personal Information](#)
[Alumni and Friends](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)

Search

Select a CRN

---

CRN:

[ Enter CRN Directly ]

RELEASE: 8.3

**Course Information**  
**FINANCIAL ACCTNG - ACCT 203N 112**  
 CRN: 00003  
 Students Registered: 22

Please submit the grades often. There is a 30 minute time limit starting at 09:53 am on Oct 07, 2010 for this page.

**Mid Term Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	[REDACTED]	[REDACTED]	2 3.000	**Registered**	Sep 27, 2010 A	09/27/2010	5	2	
2			5 3.000	**Registered**	Apr 29, 2010 None				2
3			3 3.000	**Registered**	Apr 28, 2010 None				1
4			5 3.000	**Registered**	Apr 29, 2010 None				2
5			7 3.000	**Registered**	Apr 30, 2010 None				2
6			1 3.000	**Registered**	Mar 09, 2010 None				3
7			6 3.000	**Registered**	Apr 28, 2010 None				1
8			3 3.000	**Registered**	Aug 30, 2010 None				3
9			1 3.000	**Registered**	Jun 09, 2010 None				2

Only for California schools - ignore

- Do not enter any information in the **Last Attend Date** and **Attend Hours** columns.  
**These are for California schools, please ignore them.**

## HOW TO ENTER MIDTERM GRADES

Time limit starting at 09:53 am on Oct 07, 2010 for this page.

Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number		
3.000	**Registered**	Sep 27, 2010	A	09/27/2010	5	2	
3.000	**Registered**	Apr 29, 2010	None			2	
3.000	**Registered**	Apr 28, 2010	A-			1	
3.000	**Registered**	Apr 29, 2010	B			2	
3.000	**Registered**	Apr 30, 2010	B+			2	
3.000	**Registered**	Apr 30, 2010	B-			2	
3.000	**Registered**	Mar 09, 2010	C			3	
3.000	**Registered**	Apr 28, 2010	C+			1	
3.000	**Registered**	Aug 30, 2010	C-			3	
3.000	**Registered**	Jun 09, 2010	D			2	
3.000	**Registered**	Sep 03, 2010	D+			5	
3.000	**Registered**	Apr 28, 2010	F			3	
3.000	**Registered**	Oct 04, 2010	I			3	
3.000	**Registered**	Oct 04, 2010	None			3	

- To enter grades use the drop down selection tool.
- When grades have been entered, click on **Submit**
- To view grades for the entire class click on **Faculty Grade Summary**, from the **Faculty and Advisors** menu.

## HOW TO ENTER MIDTERM GRADES

Personal Information Faculty Services Employee

Search  Go

### Faculty Grade Summary

1 - 25 of 25

**Course Information**  
**AMERICAN LIT I - ENG 210L 112**  
**CRN:** 00731  
**Students Registered:** 6

Student Name	ID	Credits	Registration Status	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	MidTerm Grade
		3.000	**Web Registered** Nov 11, 2010			A
		3.000	**Web Registered** Nov 10, 2010			B+
		3.000	**Web Registered** Nov 10, 2010			D
		3.000	**Web Registered** Nov 03, 2010			A
		3.000	**Web Registered** Nov 10, 2010			C+
		3.000	**Web Registered** Nov 10, 2010			A-
		3.000	**Web Registered** Nov 03, 2010			B+
		3.000	**Web Registered** Nov 11, 2010			B
		3.000	**Web Registered** Nov 10, 2010			A-
		3.000	**Web Registered** Nov 11, 2010			B-
		3.000	**Web Registered** Nov 10, 2010			C+
		3.000	**Web Registered** Nov 10, 2010			B-

Done

If you have any questions about the grading process, please contact:

Mary Heller at [Mary.Heller@marist.edu](mailto:Mary.Heller@marist.edu) or ext 2172 or Kathy Coomes at [Kathy.Coomes@marist.edu](mailto:Kathy.Coomes@marist.edu) or ext. 2338.

How to Enter Final Grades

- The process and screens are the same/similar as those of Midterm Grades
- Sign on and Navigate to **Final Grades**
  - **Faculty & Staff** tab
  - **Banner Self Service**
  - **Faculty and Advisors**
  - **Final Grades**
- Select the appropriate term

The screenshot shows the Banner Self Service interface. At the top, there are navigation tabs: Personal Information, Alumni and Friends, Student, Financial Aid, Faculty Services (highlighted), and Employee. Below the tabs is a search bar with a 'Go' button. The main heading is 'Select Term'. Below this, there is a 'Select a Term:' label followed by a dropdown menu. The dropdown menu is open, showing a list of terms: Spring 2011, Spring 2011, Fall 2010 (highlighted in blue), Spring 2010, Winter 2010, Fall 2009, and Fall 2008. A red arrow points to the 'Fall 2010' option. To the left of the dropdown is a 'Submit' button. Below the dropdown, the text 'RELEASE: 8.4' is visible.

- Using the drop down arrow, select the appropriate course:

Personal Information Alumni and Friends Student Financial Aid Faculty Services Employee

Search  Go

Select a CRN

---


CRN: ACCT 203N 112: FINANCIAL ACCTNG, 00003 (22) 

Submit

---

RELEASE: 8.3 [ Enter CRN Directly ]

**Course Information**  
**FINANCIAL ACCTNG - ACCT 203N 112**  
 CRN: 00003  
 Students Registered: 22

 Please submit the grades often. There is a 30 minute time limit starting at 09:53 am on Oct 07, 2010 for this page.

Only for California schools - ignore

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			23.000	**Registered**	Sep 27, 2010 A	09/27/2010	5	2
2			53.000	**Registered**	Apr 29, 2010 None			2
3			33.000	**Registered**	Apr 28, 2010 None			1
4			53.000	**Registered**	Apr 29, 2010 None			2
5			73.000	**Registered**	Apr 30, 2010 None			2
6			13.000	**Registered**	Mar 09, 2010 None			3
7			63.000	**Registered**	Apr 28, 2010 None			1
8			33.000	**Registered**	Aug 30, 2010 None			3
9			13.000	**Registered**	Jun 09, 2010 None			2

- Do not enter any information in the **Last Attend Date** and **Attend Hours** columns. **These are for California schools, please ignore them.**

## HOW TO ENTER FINAL GRADES

Time limit starting at 09:53 am on Oct 07, 2010 for this page.

Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number		
3.000	**Registered**	Sep 27, 2010	A	09/27/2010	5	2	
3.000	**Registered**	Apr 29, 2010	None			2	
3.000	**Registered**	Apr 28, 2010	A			1	
3.000	**Registered**	Apr 29, 2010	A-			2	
3.000	**Registered**	Apr 30, 2010	B			2	
3.000	**Registered**	Apr 30, 2010	B+			2	
3.000	**Registered**	Apr 30, 2010	B-			2	
3.000	**Registered**	Mar 09, 2010	C			3	
3.000	**Registered**	Mar 09, 2010	C+			3	
3.000	**Registered**	Apr 28, 2010	C-			1	
3.000	**Registered**	Apr 28, 2010	D			3	
3.000	**Registered**	Apr 28, 2010	D+			3	
3.000	**Registered**	Aug 30, 2010	F			2	
3.000	**Registered**	Jun 09, 2010	I			5	
3.000	**Registered**	Sep 03, 2010	None			3	
3.000	**Registered**	Apr 28, 2010	None				

- To enter grades use the drop down selection tool. . Final grades are not dynamic, as they need to be rolled to academic history at the end of each semester – Students will not be able to see their final grades until this process is done!
- When grades have been entered, click on **Submit**
- To view grades for the entire class click on **Faculty Grade Summary**, from the Faculty and Advisors menu.

Personal Information Faculty Services Employee

Search  Go

### Faculty Grade Summary

1 - 25 of 25

**Course Information**  
**AMERICAN LIT I - ENG 210L 112**  
**CRN:** 00731  
**Students Registered:** 6

Student Name	ID	Credits	Registration Status	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	MidTerm Grade	Final Grade
		3.000	**Web Registered** Nov 11, 2010			A	A
		3.000	**Web Registered** Nov 10, 2010			B+	C+
		3.000	**Web Registered** Nov 10, 2010			D	B
		3.000	**Web Registered** Nov 03, 2010			A	B+
		3.000	**Web Registered** Nov 10, 2010			C+	A-
		3.000	**Web Registered** Nov 10, 2010			A-	B
		3.000	**Web Registered** Nov 03, 2010			B+	
		3.000	**Web Registered** Nov 11, 2010			B	
		3.000	**Web Registered** Nov 10, 2010			A-	
		3.000	**Web Registered** Nov 11, 2010			B-	
		3.000	**Web Registered** Nov 10, 2010			C+	
		3.000	**Web Registered** Nov 10, 2010			B-	

Done Internet

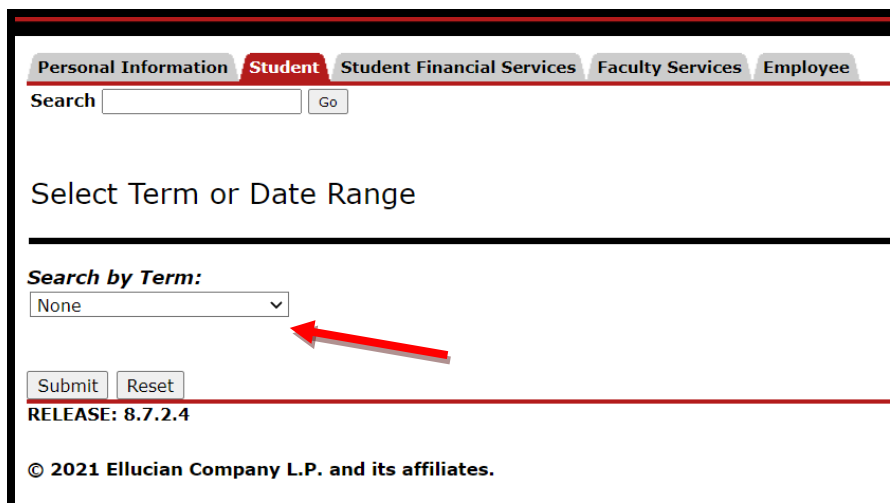
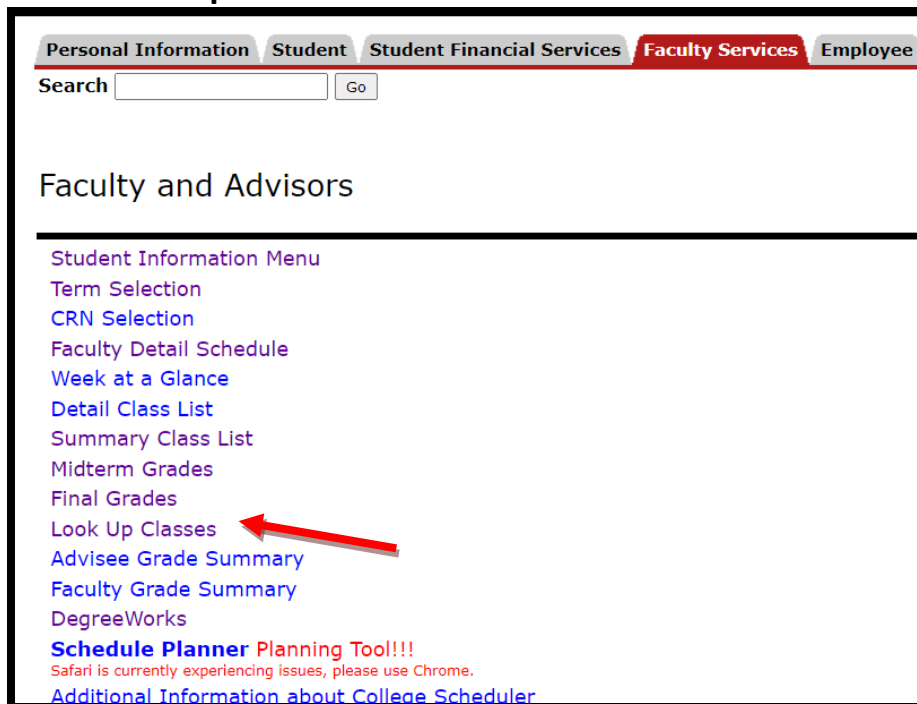
If you have any questions about the grading process, please contact:

Mary Heller at [Mary.Heller@marist.edu](mailto:Mary.Heller@marist.edu) or ext 2172 or Kathy Coomes at [Kathy.Coomes@marist.edu](mailto:Kathy.Coomes@marist.edu) or ext. 2338.



Look Up Classes

- Sign on and Navigate to **Look Up Classes**
  - **Faculty & Staff** tab
  - **Banner Self Service**
  - **Faculty and Advisors**
  - **Look Up Classes**



- Select the appropriate term using the dropdown arrow
- Click **Submit**

### Look Up Classes

Use the selection options to search the class schedule. You may

**Subject:** Accounting

- Agriculture-LdM
- Anthropology
- Arabic
- Architecture - LDM
- Art
- Art History - LDM
- Art Studio - LDM
- Art-International
- Athletic Training

Course Search    Advanced Search

- Scroll to the appropriate Subject and click on it
- Click **Course Search**

### Look Up Classes

Fall 2021		
Accounting		
203N	FINANCIAL ACCTNG	<a href="#">View Sections</a>
204N	MANAGERIAL ACCTNG	<a href="#">View Sections</a>
301N	INTERM ACCTING I	<a href="#">View Sections</a>
310N	COST ACCTING	<a href="#">View Sections</a>
315N	FRAUD EXAMINATION	<a href="#">View Sections</a>
330N	FIN STATMNT ANAL	<a href="#">View Sections</a>
380N	ACCOUNT INTERN	<a href="#">View Sections</a>
397N	ACCOUNT INTERN	<a href="#">View Sections</a>

- Click **View Sections** next to the course you want to view.

Look Up Classes														10075920 Cheryl J. Lown Fall 2021 Oct 04, 2021 02:25 pm					
Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.																			
<b>Sections Found</b>																			
<b>Accounting</b>																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL.Cap	XL.Act	XL.Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	12999	ACCT	203N	399	AGI	3.000	FINANCIAL ACCTNG	TBA		0	17	-17	0	0	0	TBA	09/01-12/31	TBA	
<input type="checkbox"/>	11740	ACCT	203N	620	AAA	3.000	FINANCIAL ACCTNG	W	02:00 pm-03:15 pm	24	14	10	0	0	0	David J Nash (P)	08/30-12/17	LT 020	
<input type="checkbox"/>	11744	ACCT	203N	621	AAA	3.000	FINANCIAL ACCTNG	F	03:30 pm-04:45 pm	24	25	-1	0	0	0	David J Nash (P)	08/30-12/17	LT 020	
<input type="checkbox"/>	10002	ACCT	203N	622	AAA	3.000	FINANCIAL ACCTNG	TR	03:30 pm-04:45 pm	0	19	-19	0	0	0	Michael A Craven (P)	08/30-12/17	DY 227	
<input type="checkbox"/>	11434	ACCT	203N	623	AAA	3.000	FINANCIAL ACCTNG	MW	03:30 pm-04:45 pm	0	20	-20	0	0	0	Carol B Friedman (P)	08/30-12/17	DY 227	
<input type="checkbox"/>								M	11:00 am-12:15 pm	0	20	-20	0	0	0	Carol B Friedman (P)	08/30-12/17	DY 227	
<input type="checkbox"/>								W	09:30 am-10:45 am							Carol B Friedman (P)	08/30-12/17	DY 227	

- This shows the sections that are offered for the course you chose.