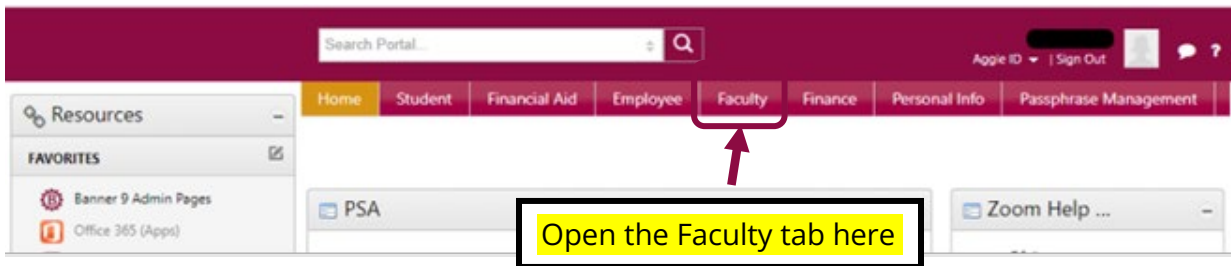


BANNER 9 FACULTY SERVICES

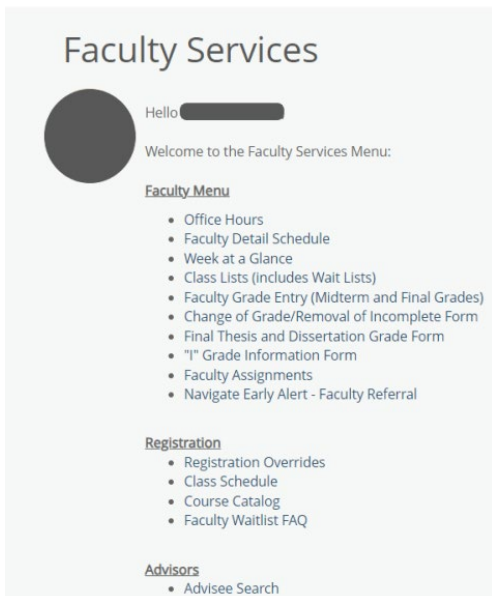
The “**Faculty**” tab in Self-Service Banner 9, also known as my.NMSU, allows faculty to perform a variety of actions, including viewing their class lists and entering midterm and final grades. Advisors can also view their advisee’s program information in one location.

You can access the Faculty Services Dashboard by logging into the my.NMSU portal and clicking on the “**Faculty**” tab.



FACULTY SERVICES DASHBOARD/LANDING PAGE

The Faculty Services Menu is where you will find a welcome message and some quick links.



Faculty Services quick links



CLASS LIST

To view your class list and waitlist, from the Faculty Services menu select **“Class List (Includes Waitlist)”** from the options. The class list will auto-populate all terms.

Use the **“CRN Listing”** dropdown menu to select a specific term to view.

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
COMM 1115G, M01	INTRODUCTION TO COMMUNICATION	65697	181	Active	08/16/2023 - 12/08/2023	2023 Fall (202340)
MATH 1511G, M07	CALCULUS I	66801	4	Active	08/16/2023 - 12/08/2023	2023 Fall (202340)

Select a term here

Select a course from your list

The course information, enrollment information, and class list details will populate.

Faculty & Advisors • Class List

Class List

2023 Fall - 202340 MATH 1511G | 66801

Export Print

You can print your class list summary or export it into a spreadsheet here

Course Information

CALCULUS I - MATH 1511G M07

CRN: 66801

Duration: 08/16/2023 - 12/08/2023

Status: Active

	Maximum	Actual	Remaining
Enrollment	25	4	21
Wait List	99	0	99
Cross List	0	0	0

View Class List details here

Class List Wait List

Summary Class List

Summary View

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			Registered	Undergraduate	4	Enter Grade	Enter Grade	Non Degree
<input type="checkbox"/>			Registered	Undergraduate	4	Enter Grade	Enter Grade	Freshmen
<input type="checkbox"/>			Registered	Undergraduate	4	Enter Grade	Enter Grade	Junior

An exported or printed spreadsheet will have all the details for the course, and the students registered.

Course Information							
Course Title	CALCULUS I - MATH 1511G M07						
Term	2023 Fall - 202340						
CRN	66801						
Duration	08/16/2023 - 12/08/2023						
Status	Active						
Enrollment Counts							
	Maximum	Actual	Remaining				
Enrollment	25	4	21				
Wait List	99	0	99				
Cross List	0	0	0				
Summary Class List							
Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
[Redacted]		Registered	Undergraduate	4	Enter Grade	Enter Grade	Non Degree
[Redacted]		Registered	Undergraduate	4	Enter Grade	Enter Grade	Freshmen
[Redacted]		Registered	Undergraduate	4	Enter Grade	Enter Grade	Junior
[Redacted]		Registered	Undergraduate	4	Enter Grade	Enter Grade	Freshmen

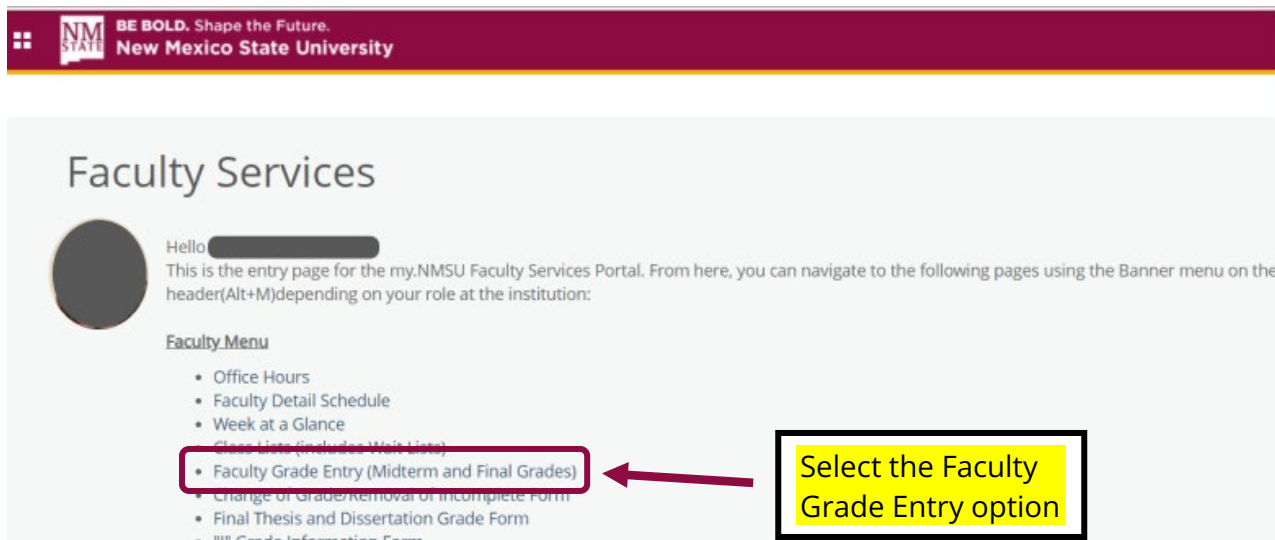
If the course has a wait list, click on the **“Wait List”** tab on the Class List page. The students on the wait list will populate.

NOTE: The students’ waitlist position will not be in descending order. Use the descending tool to organize the waitlisted.

The screenshot shows the 'Class List' page for course 'MGMT 309 | 61588'. The 'Wait List' tab is selected. A yellow callout box points to the 'Wait List' tab with the text 'Click here to open Your Wait List'. Below the tab, a 'Summary Wait List' table is displayed. The table has columns for 'Student Name', 'ID', 'Registration Status', 'Level', 'Credit Hours', 'Waitlist Position', 'Notification Expires', and 'Class'. The 'Waitlist Position' column is highlighted with a red box, and a yellow callout box points to it with the text 'Click here to organize by descending order'. The table shows four waitlisted students, all Undergraduate, with positions 1, 2, 3, and 4.

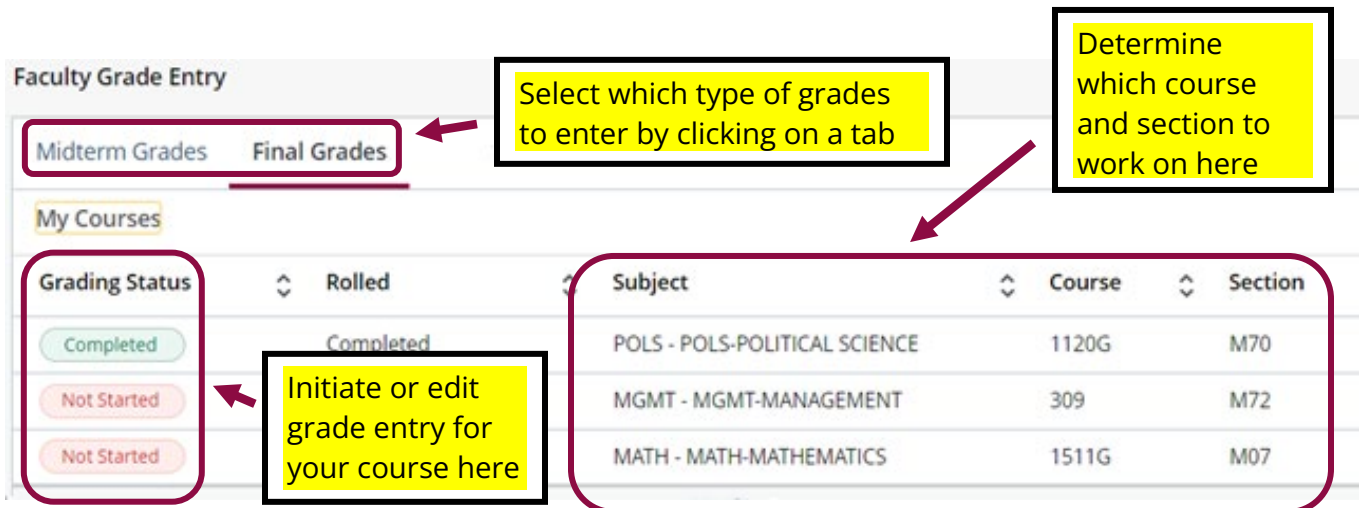
FACULTY GRADE ENTRY

To enter midterm and final grades, select **“Faculty Grade Entry (Midterm and Final Grades)”** from the Faculty Services Dashboard options.



The **Faculty Grade Entry** page opens where you will have a list of active courses to choose from. Select the course to enter grades by clicking on the button in the **Grading Status** column.

NOTE: To set up the new Canvas to Banner grade entry integration feature [click here](#).



The students registered for the course will populate. Select the tab to enter “**Midterm Grades**” or “**Final Grades**”. Click the dropdown menu and enter grades manually.

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	POLS - POLS-POLITICAL SCIENCE	1120G	M70	AMER NATIONAL GOVT	202310 - 2023 Spring	47393
Not Started	FYEX - FYEX-FIRST YEAR EXPERIENCE	1117	M74	FINANCIAL LITERACY	202340 - 2023 Fall	59986
Completed	MGMT - MGMT-MANAGEMENT	309	M72	HUMAN BEHVR/ORG	202340 - 2023 Fall	61588
Not Started	MATH - MATH-MATHEMATICS	1511G	M07	CALCULUS I	202340 - 2023 Fall	66801

Records Found: 4

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date

Records Found: 4

Save Reset

NOTE: If you enter an F, U, or I grade, you must also enter a date in the “**Last Attend Date.**” field.

Midterm Grade

Last Attend Date

Grades

Include the date if an F, U, or I grade is entered

Once grades have been entered, you must click “**Save**” to submit your grades.

Click Save

Save Save SHIFT+9

Reset

NOTE: If you click “**Save**” but have not entered grades for every student on your class list, the indicator will turn yellow and change to “In Progress”.

My Courses

Grading Status	Subject	Course	Section
Not Started	POLS - POLS-POLITICAL SCIENCE	1120G	M70
Not Started	FYEX - FYEX-FIRST YEAR EXPERIENCE	1117	M74
Completed	MGMT - MGMT-MANAGEMENT	309	M72
In Progress	MATH - MATH-MATHEMATICS	1511G	M07

A yellow box labeled "Grading Status" with an arrow pointing to the "In Progress" status in the table.

If you click “**Save**” when grades have been entered for every student on your class list, the indicator will turn green and change to “Completed”.

My Courses

Grading Status	Subject	Course	Section
Not Started	POLS - POLS-POLITICAL SCIENCE	1120G	M70
Not Started	FYEX - FYEX-FIRST YEAR EXPERIENCE	1117	M74
Completed	MGMT - MGMT-MANAGEMENT	309	M72
Completed	MATH - MATH-MATHEMATICS	1511G	M07

A yellow box labeled "Grading Status" with an arrow pointing to the "Completed" status in the table.

NOTE: You can still change grades and save again, up to the deadline for submitting grades. If you need to change a grade after the deadline for submitting grades, you must complete a Change of Grade form and route for approvals.