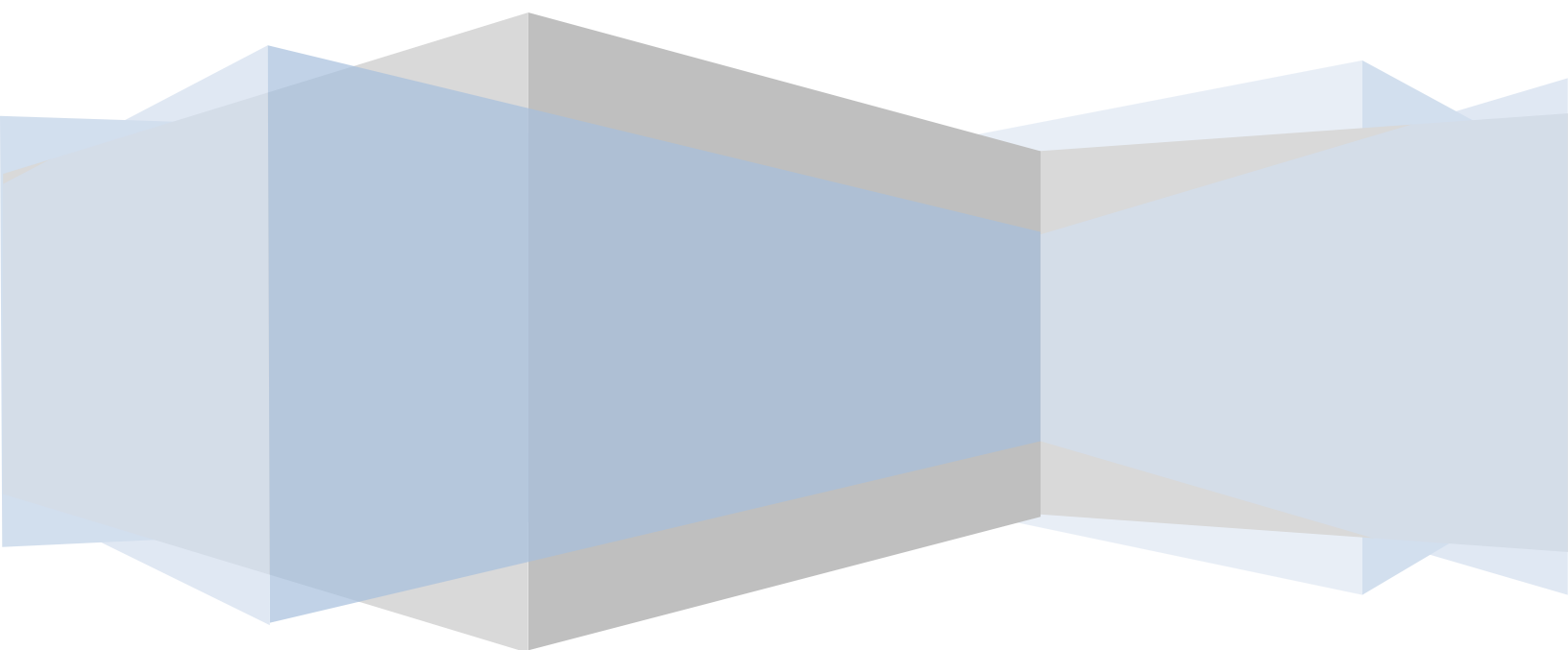


Central Connecticut State University



WebCentral-Banner Web for Faculty



WebCentral-Banner Web for Faculty

Accessing WebCentral-Banner Web

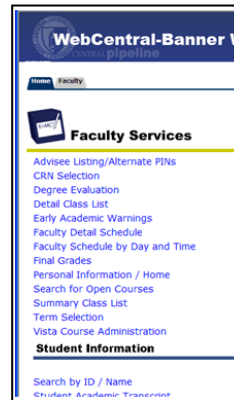
1. Navigate to the CCSU home page at www.ccsu.edu. Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.



2. The Office 365 log in screen will open. Log in with your CCSU email address and BlueNet password, then approve the multi-factor authentication (MFA) request using your 2nd device (mobile device or phone).



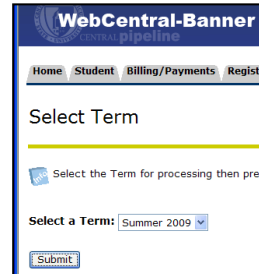
1. Click on the **Faculty** tab to access the list of tasks available to you in WebCentral-Banner Web.



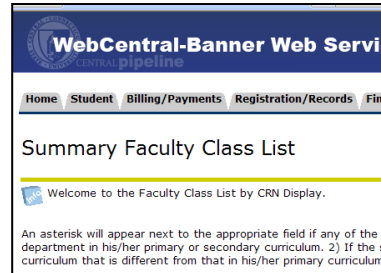
WebCentral-Banner Web for Faculty

Accessing a Class List

1. Click on the **Faculty** tab, then **Summary Class List**.
2. Click on the down arrow next to **Select a Term** and select the term for which you would like to view the summary class list, then click on the **Submit** button.



3. Click on the down arrow next to **Select a CRN** and select the course for which you would like to view the summary class list, then click on the **Submit** button. Your Summary Class List will be displayed.



E-mailing Individual Students or the Entire Class from the Class List

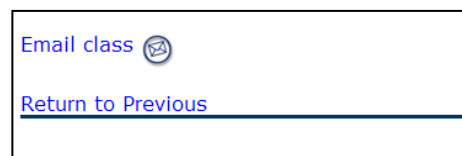
To send an e-mail to an individual student:

1. From the class list, click on the **e-mail icon** located to the right of the student's name.
2. A new Outlook e-mail message will open and will be addressed to the student. **Compose and send** your e-mail message as usual.

Degree	Program	Major	Class	Credits	Credits	Grade Detail
Non-Degree	Non-Matriculated Undergraduate	Non-Matriculated	First Year 0-25 credits	1.000		
Non-	Non-	Non-	First	1.000		

To send an e-mail to the entire class:

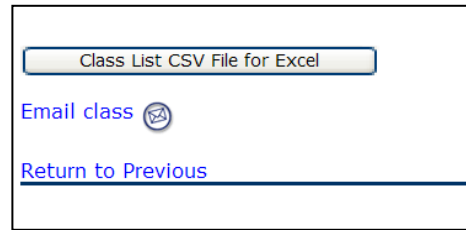
1. From the class list, scroll down to the bottom of the list and click on the **E-mail Class** link.
2. A new Outlook e-mail message will open and will be addressed to the entire class (the names are automatically added to the BCC field). **Compose and send** your e-mail message as usual.



WebCentral-Banner Web for Faculty

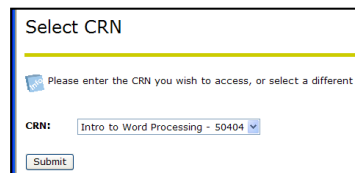
Copying a Class List to an External Program

1. From the summary class list, scroll down to the bottom of the list and click on the **Class List CSV File for Excel** button.
2. From the File Download dialog box, click on the **Save** button and the Save As dialog box will open
3. From the Save As dialog box, navigate to the location you wish to save the file to, enter a file name in the File name field, then click on **Save**. The file will be saved to the specified location. You are now able to open this file in Excel or another program that accepts CSV file types.




Entering Final Grades

3. Click on the **Faculty** tab, then **Final Grades**.
4. Click on the down arrow next to **Select a Term**, select the term for which you would like to enter final grades, then click on the **Submit** button.
5. Click on the down arrow next to **Select a CRN** and select the course for which you would like to enter final grades, then click on the **Submit** button.

A screenshot of a web form titled "Select Term". It features a dropdown menu with "Summer 2009" selected. Below the dropdown is a "Submit" button.A screenshot of a web form titled "Select CRN". It features a dropdown menu with "Intro to Word Processing - 50404" selected. Below the dropdown is a "Submit" button.

WebCentral-Banner Web for Faculty


6. The Final Grade Worksheet for the course you selected is displayed. In the Grade column, click on the down arrow next to None, then **click on the appropriate grade**. Continue this process for each student in the course.

 Please submit the grades often. There is a 30 minute time limit starting at 11:19 am on Dec 08, 2005 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	Student, One	30010111	3.000	**Registered** Nov 14, 2005	A	N	MM/DD/YYYY	0-999.99	4
2	Student, Two	30020222	3.000	**Registered** Nov 14, 2005	A	N			3
3	Student, Three	30030333	3.000	**Registered** Nov 14, 2005	INC	N	09/20/2005		2

7. When you have finished entering all the grades, click on the **Submit** button located at the bottom of the screen. Note: There is a 30-minute time limit to enter your grades. The Submit button acts as a Save command, so you may press this button at any time during the grading process and the 30-minute time limit will start again. After clicking on the Submit button, you will see a message at the top of the worksheet that reads “The changes you made have been saved successfully” – this is your confirmation that your grades have been submitted.

 Please submit the grades often. There is a 30 minute time limit starting at 11:19 am on Dec 08, 2005 for this page.

The changes you made have been saved successfully.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status
1	Student, One	30010111	3.000	**Registered**

Additional Information:

- Last Attend Date** - If you have a student that has stopped attending your class and did not officially Withdraw, you must indicate this in the Last Attend Date column. Enter the appropriate grade for the student, then type the date they last attended your class in the Last Attend Date column – you must enter the date in MM/DD/YYYY format.
- Attend Hours** - Do not enter any information in the Attend Hours field – we do not use this field at CCSU.
- Rolled Column** - Once Registrar’s staff rolls grades to academic history, the Rolled Grades indicator will be changed to Y. If you need to change a grade after they have been rolled, you must submit an official Change of Grade Form to the Office of the Registrar.
- E-Mail** - You can e-mail students directly from the Final Grades worksheet by clicking on the e-mail icon next to their name.
- Accessing the Worksheet for Other Courses** - To access the Final Grades worksheet for other courses you are teaching, click on the **CRN Selection** link at the bottom of the current worksheet. From this screen, **select another course** and click on **Submit**. You will be brought to the **Faculty** tab – click on **Final Grades** to access the Final Grades worksheet for the course you just selected.

WebCentral-Banner Web for Faculty

View Advisee Listing with Alternate PINs

1. Click on the **Faculty** tab, then **Advisee Listing**. A list of your advisees and the alternate PINs will be displayed (note: the “alternate PIN” is named the “registration PIN” on this screen).
2. A list of your advisees and the alternate PINs will be displayed (note: the “alternate PIN” is named the “registration PIN” on this screen). From this screen, you may also view other student information such as transcripts and degree evaluations. If you would like to e-mail a student, click on the **e-mail icon** next to their name. If you would like to download your advisee listing to Excel, click on the **Advisee List CSV File for Excel** button.

Student Name	ID	Class	Registration PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Bonoso-Pederson, Jacquelyn	30075400	Graduate		View	View	View	View	View
Ricci, Lisa A.	30122108	Graduate	123123	View	View	View	View	View
TEST, TEST	30232435	First Year 0.25 credits	456456	View	View	View	View	View

Running a Degree Evaluation

1. Click on the **Faculty** tab, then **Degree Evaluation**.
2. If you are prompted to select a term, click on the down arrow next to **Select a Term**, select the term for which you would like to run a degree evaluation, then click on the **Submit** button.
3. Enter the **Student's ID** number or search for the student by name, then click on the **Submit** button. On the next screen, verify the student's name then click on the **Submit** button.

Select Term

Select a Term: Summer 2009

Submit

Student/Advisee ID Selection

Enter the ID of the Student/Advisee you want to process then press the

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

Submit Reset

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4. On the Degree Evaluation screen, click on one:

- a. **View Previous Evaluations**
- b. **Generate New Evaluation**
- c. **What-if Analysis**

Degree Evaluation Record

You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, [Click here](#) for directions on how to run a degree evaluation.

Curriculum Information

Primary Curriculum

Program: Non-Matriculated Graduate
Catalog Term: Spring 2006
Level: Graduate
Campus: CCSU
College: No School Designated
Degree: Non-Degree

First Major: Non-Matriculated

[View Previous Evaluations | Generate New Evaluation | What-if Analysis]

View Previous Evaluations – to view evaluations that have been run.

1. From the View Previous Evaluations screen, click on the **Program** name under Current Evaluations.
2. From the Degree Evaluation Display Options screen, click on the radio button next to **Detail Requirements**, then click on the **Submit** button. The student's Degree Evaluation will be displayed.

View Degree Evaluations

To view evaluation results, select a program.

Current Evaluations

Program	Submission Date	Request Num
Management Information Systems	Jul 19, 2006 12:45 pm	4
English	Mar 06, 2006 02:51 pm	2

Degree Evaluation Display Options

Please select the desired display.

Detail Requirements

Additional Information

Generate New Evaluation – to run a new evaluation.

1. On the Generate New Evaluation screen, click on the radio button next to **Program**.
2. Select the **Term**.
3. Verify that **Use In-Progress Courses** is checked.
4. Click on **Generate Request**.
5. At the Degree Evaluation Display Options screen, click on the radio button next to Detail Requirements, then click on the **Submit** button. The student's new Degree Evaluation results will be displayed.

Generate New Evaluation

To generate a new evaluation, select a program, degree, and term.

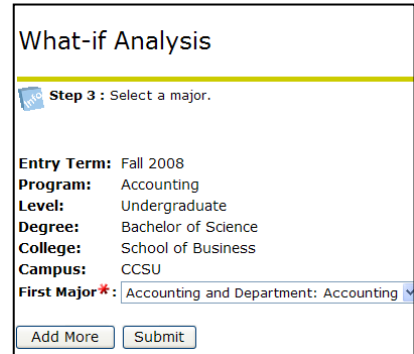
Program: Non-Matriculated Graduate
Degree: Non-Degree
Major: Non-Matriculated

Term: Fall 2009

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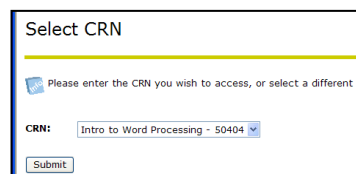
What-if Analysis – to run an evaluation for a different Program (this is used to determine the classes that will count in a different Program if the student chooses to switch Programs).

1. On the What-If Analysis screen, click on the down arrow next to **Entry Term** and select a term (the term in which you would start the new program), then click on **Continue**.
2. Click on the down arrow next to **Program** and select the program you are interested in, then click on **Continue**.
3. Click on the down arrow next to **First Major** and select the major. If you are interested in a minor, click on **Add More** then click on the down arrow next to **Concentration 1** and select a minor, then click on the **Submit** button.
4. Click on **Generate Request**.
5. From the Degree Evaluation Display Options screen, click on the radio button next to **Detail Requirements**, then click on the **Submit** button. The student's What-If Analysis will be displayed.



Early Academic Warning

1. Click on the **Faculty** tab, then **Early Academic Warning**.
2. Click on the down arrow next to **Select a Term**, select the current term, then click on the **Submit** button.
3. Click on the down arrow next to **Select a CRN** and select the course, then click on the **Submit** button.



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- From the Early Academic Warning screen, click on a **student's name**. The Early Academic Warning report form will open. **Select one or more reasons** for reporting the student, **enter** an approximate **grade** (if available), and **type any comments**, then click on the **Submit** button.

This student will be contacted for a follow-up discussion and appropriate referrals to support his/her academic success at CCSU by the Assistant Dean of Students or the Director of the University Learning Center.

Name: Smith, Trudy **ID:** 20011222 **Instructor/Course:** Tina-Marie Rivera-Rowe - WP 204 CCL
E-mail: smithtrm@ccsu.edu **Phone:** 203-555-1212 **Address:** 10 Main Street, Wallingford, CT 06492

Based on my observations of, and/or discussion with this student, I believe s/he is in danger of doing poorly or failing this course because: (Choose any that apply.)

Poor attendance
 Never attended class
 Poor academic performance
 Late or missing assignments
 Low exam/quiz scores
 Poor class motivation/attitude/lack of purpose
 Personal problems
 Other (please explain below in the comments section)

Approximate grade to date (if available):

Comments:

- You will receive a “thank you” confirmation – click on the **Continue** button to return to the **Faculty** tab. From this screen, do one of the following:
 - Click on Early Academic Warning link to return to the student list for the same course and report another student.
 - Click on the CRN Selection link to select another course, then the Early Academic Warning link to access the student list for that course and follow step 6 above.



Remember! Once you have finished using WebCentral-Banner Web, you should exit completely by clicking on the Exit button. If you need assistance, please contact the IT Help Desk at 860-832-1720.