

Detailed Reference for Faculty Services in Banner Self Service

How to access Faculty Services:

1. Go to the myWings portal, located at <http://mywings.unf.edu>.
2. Login to myWings by entering your network username and password.
3. Select the **Faculty/Advisor** tab.
4. Click the [Faculty & Advisor Self Service](#) link to access the 'Faculty & Advisors Menu'.

The 'Faculty and Advisors Menu' in Banner Self Service:

Term Selection

This page enables you to choose a specific term to view or add information. The selected term is used for further processing of other Faculty & Advisor Self Service menus.

Action: Select a term from the drop-down list and click the **Submit** button.

CRN Selection

This page allows you to choose from your assigned sections of courses within the specified term. The selected CRN is used for further processing of other Faculty & Advisors menus until you select a different CRN.

Action: Select a CRN from the drop-down list and click the **Submit** button.

Faculty Detail Schedule

This page provides detailed information about all courses you are scheduled to teach for the specified term. You can add your office hours and syllabus to a course, see enrollment numbers for your courses, and link to detailed information including class rosters and waitlists.

Actions:

- To view details about a particular section of a course, click the course title link (e.g. [Lang Dev Disorders - 82980 - EEX 6991 – 0](#)). From this detailed page, you can view the catalog description of the course.
- To add your office hours and syllabus to a section of a course, click the 'Add' link next to the Office Hours and Syllabus fields, respectively.
- To view your class roster for a section of a course, click the 'Enrollment' link. This will take you to the 'Summary class list' page (see Summary Class List menu).

Faculty Schedule by Day and Time

This page provides your schedule of courses in weekly format for the specified term. Courses without assigned meeting times are listed below the table.

Actions:

- To view more detailed information about a course on your schedule, click the link for the course in the table.
- To switch the view to another week of the term, type a date from the requested week in MM/DD/YYYY format in the 'Go to' field.


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The 'Faculty and Advisors Menu' in Banner Self Service, continued:

Detail Class List

This page provides you with a detailed list of students registered in your course for the specified CRN and term. For each student on the class list, you see their name, ID number, registration status, and their major and program information.


Actions:

- To view a student's address & telephone number, click on the student's name. This will take you to the 'View Student Address and Phone' page.
- To e-mail a student on your class list, click the  icon at the end of the record.

Summary Class List

This page provides you with a summary of enrollment counts and a list of students registered in your course for a specified CRN and term. For each student on the class list, you see their name, ID number, registration status, and the level for which they are taking the course.

Actions:

- To enter your midterm or final grades (when available), click on the 'Enter' link next on the student's record.
- To view a student's address & telephone number, click on the student's name. This will take you to the 'View Student Address and Phone' page.
- To e-mail a student on your class list, click the  icon at the end of the record.
- To e-mail the entire class, click the 'Email class' link at the bottom of the page.

Detailed Wait List/Summary Wait List

These pages provide you with a list of students who are on the Waitlist for a specified CRN and term. You can access student information using the same actions as the detailed and summary class lists.

Faculty and Advisors Security Information

This screen provides you with a summary of your Banner Self-Service security status.

Faculty & Advisors Student Menu

This menu links to additional student information menus available to you. Access this menu to display a student's program information, address, telephone number, e-mail address, and schedule for the term. You will need to the student's ID number to access this information (use the 'ID Selection' link to find a student).

Advisors Menu

This menu links to additional menus for faculty and employees who have the role of "advisor". Advisors can view academic transcripts and degree completion evaluations.