



ACADEMIC AFFAIRS AND STUDENT WELFARE SERVICE

Faculty BannerWeb User Guide

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1. BannerWeb Access

On the Home Page of the University of Cyprus' website (<http://www.ucy.ac.cy>), click on the link **WEB APPLICATIONS** (found on the green bar at the bottom of the home page). From the list of Web Applications, click on **BannerWeb** **ΕΜΗΝΙΚΑ** or **ENGLISH**. In the new web page that opens, click on the link **Enter Secure Area**.

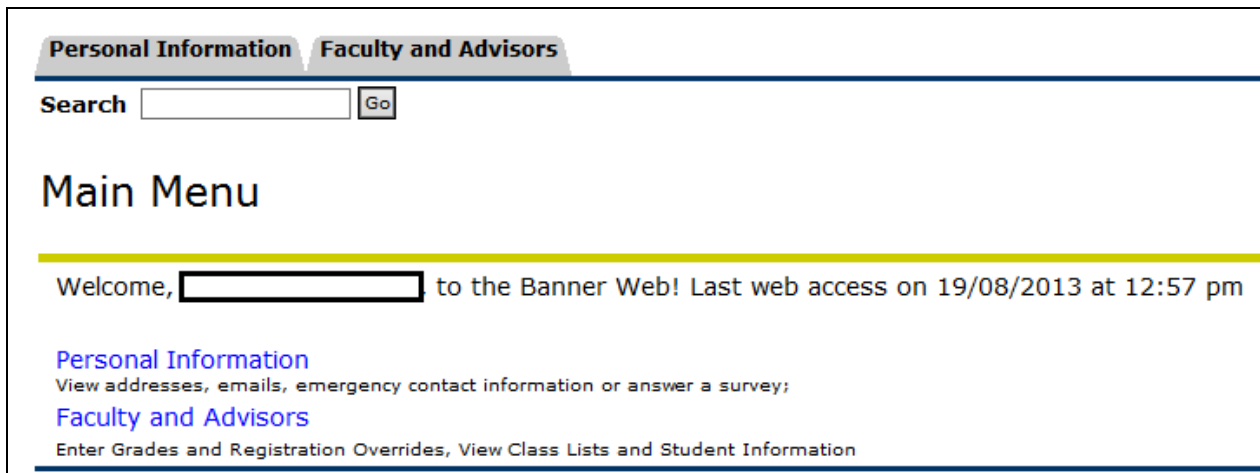
Your **User Name** and **Password** must be entered correctly to gain access to BannerWeb. The User Name and Password are the same credentials you use to access your web mail. After entering your User Name and Password, click **Login**.

2. Main Menu

Following entry to the BannerWeb application, two groups of information can be accessed via the Main Menu.

2.1. Personal Information

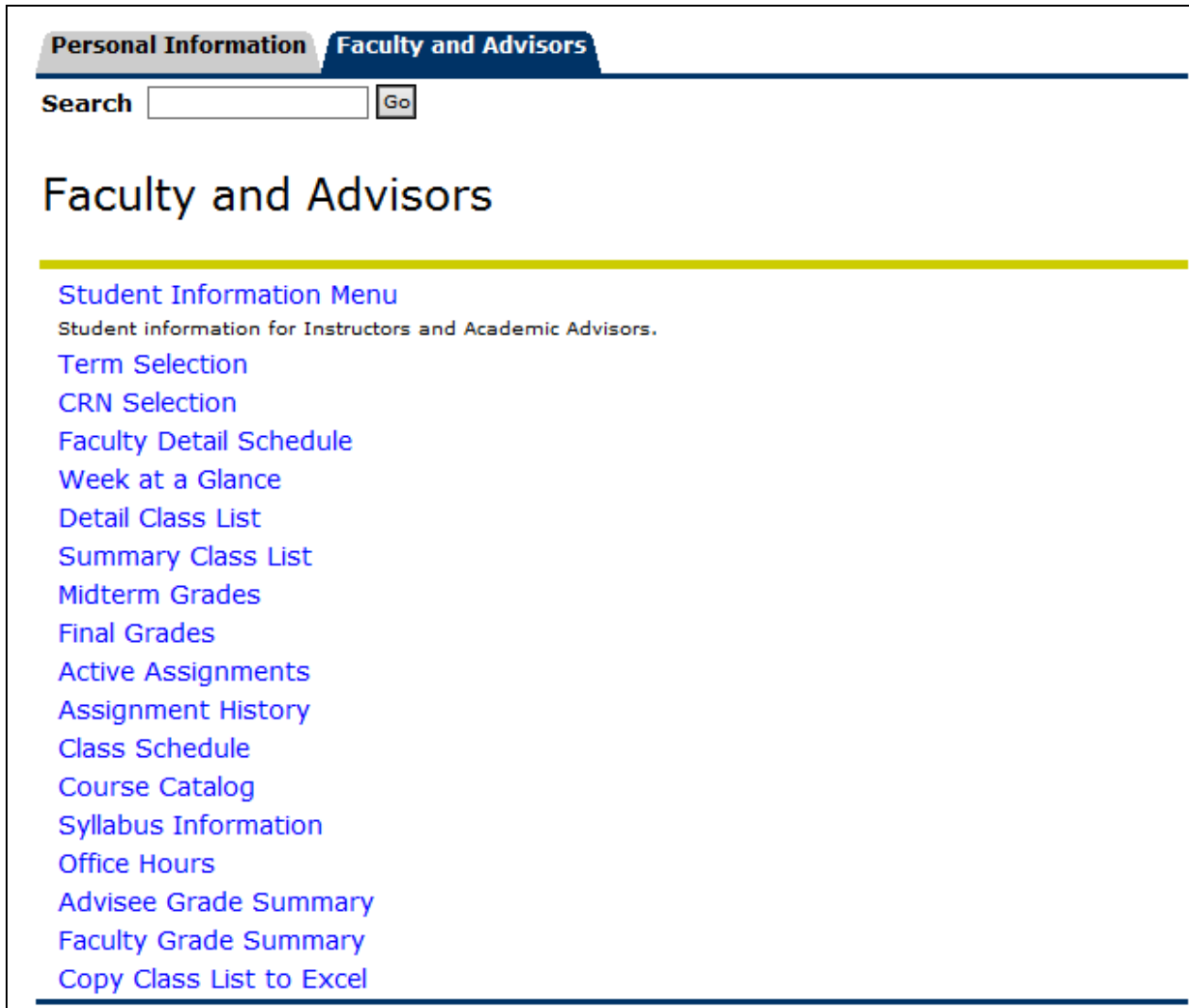
Your personal information (address, telephone number, etc.) is accessed via the link **Personal Information**.



The screenshot shows the BannerWeb Main Menu interface. At the top, there are two tabs: "Personal Information" and "Faculty and Advisors". Below the tabs is a search bar with the text "Search" and a "Go" button. The main heading is "Main Menu". A yellow horizontal line separates the heading from the content below. The content includes a welcome message: "Welcome, [redacted] to the Banner Web! Last web access on 19/08/2013 at 12:57 pm". Below this, there are two links: "Personal Information" with the description "View addresses, emails, emergency contact information or answer a survey;" and "Faculty and Advisors" with the description "Enter Grades and Registration Overrides, View Class Lists and Student Information".

2.2. Faculty and Advisors

This link enables **Faculty and Advisors** to view/update information within BannerWeb. Comprehensive description of each choice on the menu follows.



The screenshot shows the BannerWeb interface for Faculty and Advisors. At the top, there are two tabs: "Personal Information" and "Faculty and Advisors", with the latter being selected. Below the tabs is a search bar with the label "Search", an input field, and a "Go" button. The main heading is "Faculty and Advisors". A horizontal yellow line separates the heading from the menu items. The menu items are listed in blue text and include: Student Information Menu (with a sub-description: "Student information for Instructors and Academic Advisors."), Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, Midterm Grades, Final Grades, Active Assignments, Assignment History, Class Schedule, Course Catalog, Syllabus Information, Office Hours, Advisee Grade Summary, Faculty Grade Summary, and Copy Class List to Excel.

2.2.1. Student Information Menu

Under the link [Student Information](#), Faculty will have access to student information whereas Advisors will have access to additional academic information of their advisees.

Further Details for the Student Information Menu can be found below (Section 2.3 Student Information Menu).

2.2.2. Term Selection

This link allows access to available **Academic Terms** in BannerWeb. When utilizing BannerWeb, you must designate the **Academic Term** of interest. You must also use this link to change the **Academic Term** of interest, as appropriate.

The screenshot shows the BannerWeb interface for selecting an academic term. At the top, there are two tabs: "Personal Information" and "Faculty and Advisors". Below the tabs is a search bar with a "Go" button. The main heading is "Select Term". Below this is a dropdown menu labeled "Select a Term:" with a "Submit" button to its left. The dropdown menu is open, showing a list of academic terms: "Χειμερινό Εξάμηνο 2013/14", "Θερινό Εξάμηνο II 2012/13", "Θερινό Εξάμηνο 2012/13", "Εαρινό Εξάμηνο III 2012/13", "Εαρινό Εξάμηνο II 2012/13", and "Εαρινό Εξάμηνο 2012/13".

NOTE:

- If you do not initially select an **Academic Term** via this link, the system will ask you to designate one when an **Academic Term** is required whilst navigating BannerWeb.
- The designated Academic Term will remain in effect until a different Academic Term is chosen via this link.

2.2.3. CRN Selection

This link allows access to **Course Reference Numbers (CRN)** of the designated **Academic Term**. Instructors will be able to access the courses which they have taught and/or are teaching during the selected Academic Term. Instructors must choose the appropriate course as listed by using the down arrow, then click **Submit**.

Faculty who wish to view a course section's **class roster** which is not assigned to them must click on [Enter CRN Directly](#) at the bottom of the web page. Next, manually enter (type) the desired CRN, and then click the **Submit** button.

In both cases (as detailed above), clicking the **Submit** button will redirect you back to the **Faculty and Advisors** menu.

Personal Information	Faculty and Advisors
Search <input type="text"/> <input type="button" value="Go"/>	
<h2>Select a CRN</h2> <hr/>	
CRN: <input type="button" value="Submit"/>	<div style="border: 1px solid black; padding: 2px;"> Μιγαδικές Συναρτήσ μιας Μεταβλ - 10225 Θεωρία Αριθμών - 11011 Ερευνητικό Στάδιο III - 11026 Υποβολή Ερευνητικής Πρότασης - 11476 Διατριβή Μάστερ (Poitiers) - 12528 </div>

NOTE:

- If you do not initially designate a **CRN** via this link, the system will ask you to do so whilst navigating BannerWeb .
- The designated **CRN** will remain in effect until a different one is chosen via this link.

2.2.4. Faculty Detail Schedule

Faculty may view their assigned Academic Term teaching schedule by clicking on the link [Faculty Detail Schedule](#). Faculty can perform multiple tasks from this web page, such as Maintain/Add a Syllabus, Office Hours, view Class Rosters, etc.

In order to view this web page, an Academic Term must have previously been selected; otherwise the system will re-direct you to the **Term Selection** web page.

2.2.5. Week at a Glance

To view a chart of your teaching schedule, select the link [Week at a Glance](#). The schedule of other weeks may also be viewed by clicking on [Previous Week](#) or [Next Week](#) links. Also, by typing a date in box to the right of “Go to (DD-MON-YY)” the week of that date will be displayed.

2.2.6. Detailed Class List

Instructors may view a detailed list of all students (Current Program, Admit Term & Type, College, Major, Department, Class, etc.) in their course/s.

The Instructor can send an email to an individual student by clicking on the envelope icon located to the right of the student's information, or to the entire class by clicking the envelope icon located at the bottom of the list of students.

In order to view this web page, an **Academic Term** and a **CRN** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **CRN Selection** web pages.

2.2.7. Summary Class List

Instructors can see a summarized class list of all students in any one of their course section(s). The summary includes Enrollment counts, Student Name, Student ID, Registration Status, Level, Final Grades etc.

The Instructor can send an email to an individual student by clicking on the envelope icon located to the right of the student's information, or to the entire class by clicking the envelope icon located at the bottom of the list of students.

In order to view this web page, an **Academic Term** and a **CRN** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **CRN Selection** web pages.

2.2.8. Midterm Grades

This link allows instructors to enter midterm grades for their course sections. Midterm grades are selected from a drop-down list.

In order to view this web page, an **Academic Term** and a **CRN** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **CRN Selection** web pages.

2.2.9. Final Grades

This link allows instructors to enter final grades for their course sections. Final grades are selected from a drop-down list.

In order to view this web page, an **Academic Term** and a **CRN** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **CRN Selection** web pages.

2.2.10. Active Assignments

Instructors may do all course-related maintenance on this page. Entries on this page are considered a work-in-progress. Active assignments are considered to be courses for

which NOT all grades have been recorded and roll to academic history (finalized). Faculty can perform multiple tasks from this web page, such as Maintain/Add a Syllabus, Office Hours, view Rosters, etc.

While working within the **Active Assignments** web page, it is not necessary for instructors to continually select a course from the [CRN Selection](#).

2.2.11. Assignment History

The [Assignment History](#) link shows the instructor a list of all the courses he/she has taught.

2.2.12. Class Schedule

After clicking the link [Class Schedule](#), the Dynamic Schedule page will request that you select an **Academic Term**, followed by clicking on **Submit**. The next web page (**Class Schedule Search**) will ask you to enter at least one **Subject** (and other criteria if desired), and then to click on **Class Search** to display the available course sections.

2.2.13. Course Catalog

To browse through courses offered by the University of Cyprus, click the link [Course Catalog](#). After selecting the desired **Academic Term**, click on **Submit**. On the **Search for Courses** web page, choose at least one **Subject** (and other criteria if desired), then click on **Get Courses** to display the available courses.

2.2.14. Syllabus Information

Instructors may use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for a given course section. After entering the desired details on this web page, the instructor must click **Submit** to enable students to view the syllabus information via a link shown on the **Class Schedule Search** results and the **Schedule of Classes** web pages.

In order to view this web page, an **Academic Term** and a **CRN** must have been previously selected; otherwise the system will re-direct you to the **Term Selection** and **CRN Selection** web pages.

2.2.15. Office Hours

Use this web page to maintain your office hours for any given course section. **From/To Times** and **From/To Dates** are required when adding office hours. Office hours may be deleted by clearing the **From/To Times** or **From/To Dates** and clicking **Submit**. Office hours can be copied to other sections by selecting the additional sections via the **Copy To** box function.

Students may view Office Hours when the **Display** indicator is checked. Office hours for any given course section can be viewed only by the students who are registered for that particular section.

In order to view this web page, an **Academic Term** and a **CRN** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **CRN Selection** web pages.

2.2.16. Advisee Grade Summary

The [Advisee Grade Summary](#) link presents to the instructor a list of their advisees and the grades each advisee received for the courses attended during the selected term.

For each advisee, his/her Photo, Name and Id Number are displayed.

Also, for each graded section attended by the advisee the following information are shown:

- CRN
- Course Subject and Number
- ECTS
- Course Level
- Registration Status
- Midterm Grade
- Final Grade
- Grade in Academic History

In order to view this web page, an **Academic Term** and a **CRN** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **CRN Selection** web pages.

2.2.17. Faculty Grade Summary

The [Faculty Grade Summary](#) link presents to the instructor the class roster and the final grade each student received.

For each student the following information are displayed:

- Photo
- Name
- Id Number
- CRN

- Course Subject and Number
- Course Title
- ECTS
- Registration Status
- Midterm Grade
- Final Grade
- Grade in Academic History

The Grades in Academic History are the finalized grades taken in account in the calculation of the students' GPA. The Grade in Academic History may be different than the Final Grade only in the cases where the instructor requested the change and when retrospective grade recording/updating took place.

In order to view this web page, an **Academic Term** and a **CRN** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **CRN Selection** web pages.

2.2.18. Copy Class List to Excel

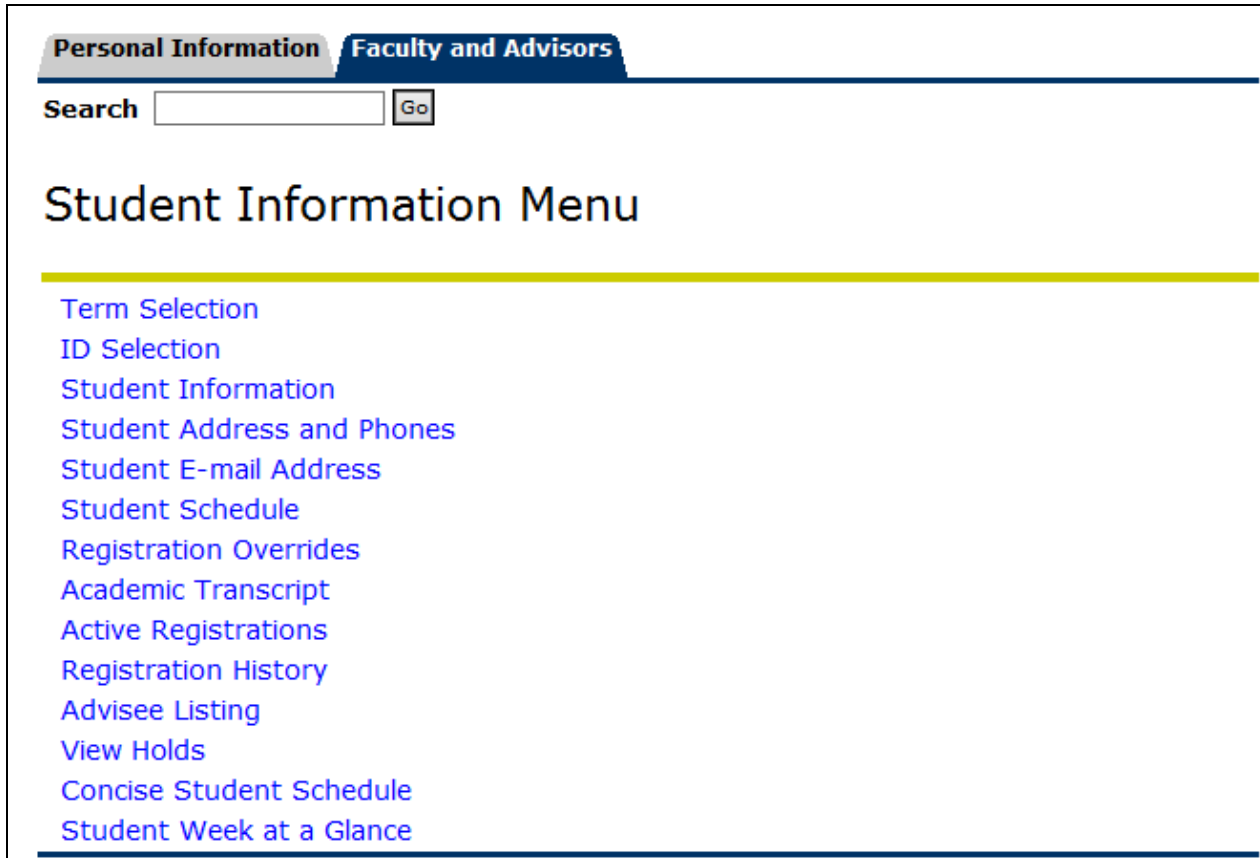
The [Copy Class List to Excel](#) link allows the instructor to copy the student class list to excel file. Instructions are found at the top of the page.

In order to view this web page, an **Academic Term** and a **CRN** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **CRN Selection** web pages.

2.3. Student Information Menu

(Continued from 2.2.1)

From the **Student Information** menu, Instructors have access to student information whereas Academic Advisors have access to additional academic information of their advisees. Comprehensive description of each choice on the menu follows.



The screenshot shows a web interface with two tabs: "Personal Information" and "Faculty and Advisors". Below the tabs is a search bar with the label "Search", an input field, and a "Go" button. The main heading is "Student Information Menu". A list of menu items follows, separated by a horizontal line:

- [Term Selection](#)
- [ID Selection](#)
- [Student Information](#)
- [Student Address and Phones](#)
- [Student E-mail Address](#)
- [Student Schedule](#)
- [Registration Overrides](#)
- [Academic Transcript](#)
- [Active Registrations](#)
- [Registration History](#)
- [Advisee Listing](#)
- [View Holds](#)
- [Concise Student Schedule](#)
- [Student Week at a Glance](#)

2.3.1. Term Selection

See Section 2.2.2. Term Selection

2.3.2. ID Selection

This link is used to identify the student whose information the Instructor/Advisor would like to see. The Instructor/Advisor may search for a student:

- by entering the **Student ID**

Note: Student Id search can be perform to identify any student at the University of Cyprus.

- by entering the entire or partial student Last Name and/or the entire or partial student First Name.

Note: The Name search is restricted to **Students** attending a course taught by the Instructor, for **Advisees** or **Both**.

After a name search is performed, the name of the student must be selected, and then click **Submit**.

Personal Information
Faculty and Advisors

Search

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: **Students**
 Advisees
 Both
 All

NOTE:

- If you do not initially designate a **Student/Advisee ID** via this link, the system will ask you to do so when a **Student or Advisee ID** is required whilst navigating BannerWeb.

- The designated **Student/Advisee ID** will remain in effect until a different one is chosen via this link.

2.3.3. Student Information

This link is used by Instructors to view Student Information. Information displayed includes:

- Registered for Term
- First Term Attended
- Last Term Attended
- Status, Residence
- Citizenship
- Student Type, Class
- Academic Standing Term
- Primary Advisor
- various Curriculum Information
- etc.

In order to view this web page, an **Academic Term** and a **Student ID** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **ID Selection** web pages.

2.3.4. Student Address and Phones

This link is used by Instructors to view Student Addresses and Phones.

In order to view this web page, an **Academic Term** and a **Student ID** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **ID Selection** web pages.

2.3.5. Student E-Mail Address

This link is used by Instructors to view Student email addresses.

In order to view this web page, an **Academic Term** and a **Student ID** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **ID Selection** web pages.

2.3.6. Student Schedule

This link is used by Instructors to view a Student's Schedule of Classes.

In order to view this web page, an **Academic Term** and a **Student ID** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **ID Selection** web pages.

2.3.7. Registration Overrides

The instructor of any given course section may override certain registration restrictions (eg. prerequisite, time conflicts, etc.) for a student who wishes to register for that particular section.

On the **Registration Overrides** web page the instructor must select the type of Registration Override and the course section for which the registration restriction is abandoned.

On this web page the instructor can view existing Registration Overrides of the student and also view details of his/her schedule of classes.

In order to view this web page, an **Academic Term** and a **Student ID** must have previously been selected; otherwise the system will re-direct you to the **Term Selection** and **ID Selection** web pages.

2.3.8. Academic Transcript

The Advisor can view an advisee's **Academic Transcript** by selecting the **Transcript Level** and/or **Transcript Type**, followed by clicking on **Display Transcript**.

In order to view this web page, a **Student ID** must have previously been selected; otherwise the system will re-direct you to the **ID Selection** web page.

An advisor may also view advisees' Academic Transcripts via the **Advisee Listing** link.

2.3.9. Active Registrations

All active course registrations (courses not yet graded) of a student are viewed in this link.

In order to view this web page, a **Student ID** must have previously been selected; otherwise the system will re-direct you to the **ID Selection** web page.

2.3.10. Registration History

A student's course Registration History including course grades, can be accessed via this link.

In order to view this web page, a **Student ID** must have previously been selected; otherwise the system will re-direct you to the **ID Selection** web page.

2.3.11. Advisee Listing

Clicking on this link allows Advisors to view all the advisees assigned to them for a given Academic Term. Information viewed on this web page includes: Student Names, Student Information, Holds, and Transcripts.

The Advisor can send an email to an individual advisee by clicking on the envelope icon located next to the advisee's name or to all his/her advisees by clicking the envelope icon located at the bottom of the advisee list.

In order to view this web page, an Academic Term must have previously been selected; otherwise the system will re-direct you to the **Term Selection** web page.

2.3.12. View Holds

The Advisor can view the active Hold of his/her advisees by clicking this link. An advisor may also view advisees' Holds via the **Advisee Listing** link.

In order to view this web page, an **Advisee** must have previously been selected; otherwise the system will re-direct you to the **ID Selection** web page.

2.3.13. Concise Student Schedule

Via the link [Concise Student](#) Schedule the instructor may view the schedule of classes for the selected student's and term.

2.3.14. Student Week at a Glance

To view a chart of your course schedule, select the link [Week at a Glance](#). The schedule of other weeks may also be viewed by clicking the [Previous Week](#) or [Next Week](#) links. Also, by typing a date in box to the right of "Go to (DD-MON-YY)" the week of that date will be displayed.

3. Exiting BannerWeb

When you wish to terminate your session using BannerWeb, click **EXIT** at the top right-hand corner of the page, **and then close your Browser Window.**