

# Faculty Technology Guide

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**Media & Information Technology Division**

2017 - 2018

# ONESPELMAN



## Spelman College

*A Choice to Change the World*

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## About This Guide

Welcome to the Spelman College Faculty Technology Guide. This guide is published by the Media & Information Technology Division (MIT) to provide a list of available and support technology services to the Spelman Community, as well as helpful technology tools.

The information in this technology guide is current as of August 2017. This resource was created to support the technology activities and needs of our faculty community. As this is not a final publication, we invite and encourage your suggestions. To submit your feedback, email us at: [mitservice@spelman.edu](mailto:mitservice@spelman.edu).

## Media & Information Technology Division Mission

- To provide a reliable and secure data network that enables convenient access to information on campus and beyond.
- To provide a standardized technological environment which is consistent yet accommodates the diversity of needs.
- To provide exemplary customer service through a knowledgeable staff.
- To provide reliable and comprehensive information systems that makes pertinent data available in a timely and consistent manner.
- To provide documentation, training, and support for faculty, staff and students to foster their effective and efficient utilization of information resources.



To learn more about the Media & Information Technology Division and Campus Technology, visit the [MIT Service Catalog](#) on the MySpelman portal. Log on to the [MySpelman](#) with your network username and password.

## MIT Support Priority Levels & Response Time Goals

Priority Level	Definition	Response Time	Resolution Time
1	<ul style="list-style-type: none"> <li>• Problem affecting a building or the entire campus significantly</li> <li>• Problem affecting a class, meeting or demonstration in progress</li> <li>• Problem affecting ability to perform any work activities</li> </ul>	5-10 minutes	1 business day
2	<ul style="list-style-type: none"> <li>• Problem affecting a small number of people significantly</li> </ul>	1 Business day	3 business days
3	<ul style="list-style-type: none"> <li>• Problem affecting a small number of people, but work can still be performed</li> </ul>	2 business days	5 business days

## ONESPELMAN Accounts

MIT supports the following systems:

- My.Spelman Portal- access to Enterprise Apps & Campus Resources
- Network - SC network and desktop computers
- IBM Notes College email -client desktop email & Webmail
- Banner Self Services - Academic Information System
- Spel.eLearn - Course Management System
- SpEL.Folio - ePortfolio Initiative
- Techsmith Relay
- Microsoft Office 365
- Lynda.com

# Information Technology Services

## Service Desk

Contact the Service Desk to report any technology-related issues. The Service Desk is staffed with knowledgeable support technicians and students dedicated to providing:

- ✓Telephone support
- ✓Hardware and software installations
- ✓Lab management support
- ✓Walk-in support
- ✓Internet and network connectivity support
- ✓Technology purchases



## Computer Equipment Loan Procedures

Requests for laptops and other computer loaner equipment should be directed to the Service Desk (ext. 5400, option 1, then press #1 or email to [mitservice@spelman.edu](mailto:mitservice@spelman.edu)). Laptops and other loaner equipment must be used for Spelman College activities only and should not be used for personal use.

To learn more about the Computer Equipment Loan Procedures, please visit [MIT Service Catalog](#) on the MySpelman portal.

## Departmental Equipment Purchasing Procedures

Contact the Service Desk (ext. 5400, option 1, then press #1 or send email to [mitservice@spelman.edu](mailto:mitservice@spelman.edu)) for information regarding estimates or quotes for purchasing departmental equipment. You may also submit a purchase inquiry request. You may need to provide a detailed description of your system requirements and software needs.

## Student Technology Assistance Center

The Student Technology Assistance Center (STAC) is a student staffed technology center that provides technology assistance to students. STAC are trained student technologists managed and trained by senior MIT staff members.



STAC provides student training and support for the following software and services:

- ✓Residential network connectivity
- ✓Laptop Loaners
- ✓Adobe Photoshop
- ✓Microsoft Office 365
- ✓Webmail
- ✓SpEl.Folio
- ✓Spel.eLearn
- ✓iMovie
- ✓Training Workshops

## Service Desk Quick Contact Information

### Service Desk Support Services

Location: Academic Computing Center Building (ACC), Room 201

Hours of Operation:

Calls: Monday-Friday from 8:30 am to 5:30 pm

After-hours Phone Support: Monday thru Friday

5:30 pm to 7:00 pm

24 hour coverage 7 days/week (\*after 7:00 pm please leave a message)

On-Campus Extension: 5400 (Option 1, then press #2)

Off-Campus: (404) 270-5400 (Option 1, then press #2)

Email: [mitservice@spelman.edu](mailto:mitservice@spelman.edu)

### Student Technology Assistance Center (STAC)

Location: Lower Manley

Phone: 404-270-5324

Hours of Operation:

Monday to Thursday from 10:00 am to 8:00 pm

Friday from 10:00 am to 4:00 pm

Saturday and Sunday from 1:00 pm to 4:00 pm

Hours of operation are subject to change based on demand

### Poster Printing Services

Contact: 404-270-5709

# Information Technology Services

## Computer Lab Services

Computer Lab Services provides hardware and software support for the electronic classrooms, computer laboratories, and manages Spelman's open access labs.

### Faculty Assistance:

- ✓ Hardware support for electronic classrooms and computer laboratories
- ✓ Software installations for electronic classrooms and computer laboratories



Computer labs providing open access privileges to students are Science Center, Rm. 230 (24 hour access), Tapley, Rm. 226, Giles, Rm. 316, and the Writing Center, Cosby Rm. 332. Individual hours of operation are posted in each lab.

Spelman College electronic classrooms and computer laboratories include the following hardware:

- ✓ IBM compatible workstations
- ✓ Mac workstations
- ✓ Sun Solaris workstations

Standardized software (i.e. Microsoft Office 2016, McAfee anti-virus, Internet Explorer, and Deep Freeze) is installed on all computers in electronic classrooms and computer labs campus wide. Additional software is installed at the request of departments overseeing departmental labs and is specific to the department's discipline. A complete list of electronic classrooms, computer labs, their locations, and standard applications can be found by visiting: <http://princess.spelman.edu/ecr.nsf>

## Computer Labs & IBM Notes Quick Contact Information:

### Computer Lab Services

Location: Science Center, Room 229

Phone: 404-270-5400 (Option 1, then press #2)

Email: [mitservice@spelman.edu](mailto:mitservice@spelman.edu)

Hours of Operation: Monday-Friday from 9:00 am – 5:00 pm

On-Campus Extension: 5400 (Option 1, then press #2)

Off-Campus: (404) 270-5400 (Option 1, then press #2)

Email: [mitservice@spelman.edu](mailto:mitservice@spelman.edu)

### IBM Notes & Web Mail Services

Spelman College Service Desk

Phone: 404-270-5400 (Option 1, then press #1)

Email: [mitservice@spelman.edu](mailto:mitservice@spelman.edu)

## Requesting Classroom Software

Request additional software installations for electronic classrooms and computer labs by completing the **Electronic Classrooms Resources Form** located on the **IBM Notes Dashboard** on the **General** tab. You can also complete your request online by visiting [MIT Requests](#) in the [MIT Service Catalog](#).

## Instructional Technology & Design Services

The Instructional Technology supports the selection, evaluation, implementation, and delivery of learning materials/systems to make teaching and learning more efficient for faculty, staff and students.

### Supports:

- ✓ Adobe Connect
- ✓ Course Design
- ✓ Lynda.com
- ✓ Microsoft Office 365
- ✓ Respondus Quiz Maker, Lockdown Browser and Monitor
- ✓ Spel.eLearn(Moodle) support
- ✓ SpEl.Folio support
- ✓ Techsmith Relay
- ✓ Departmental Workshops
- ✓ Faculty Training
- ✓ Multimedia Tools (Web 2.0) assistance

### Classroom Technology:

Instructional Technology provides training on how to use classroom technology including:

- ✓ Clickers
- ✓ Lecture Capture Videos
- ✓ SMART Board and Sympodium
- ✓ Document Camera
- ✓ Vision Classroom Management Software
- ✓ Videoconferencing
- ✓ Web conferencing

### Technology Training:

Training is offered in three formats: instructor-led workshops, Webinars, and Lynda.com self-paced training modules.

▣ *Instructor-led workshops.*

▣ *Webinars.* Facilitated online workshops, only requiring access to a telephone and a computer with access to the Internet.

▣ *Lynda.com Self-paced Training modules.* Online tutorials are available to faculty, staff, and student 24 hours a day, 7 days a week.

There are over 100 training modules, including:

- ✓ Microsoft Office 365
- ✓ Design and Digital Media editing (Adobe Acrobat)
- ✓ Project Management

For current workshop listings, please visit:



The [mySpelman](#) Portal allows faculty, staff and students the ability to use a single username and password to access campus services and applications. A few of the portal services are single sign-on access to:

- ✓ Banner, SpelFolio, and Lynda
- ✓ Library Services
- ✓ Discussion Forums
- ✓ Campus News
- ✓ Lost and Found

### Classroom/Lab Software:

#### ✓ *Respondus Lock Down Browser and Monitor*

When students use LockDown Browser they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading. Monitor is a companion product for LockDown Browser that enables institutions to protect the integrity of non-proctored, online exams.

#### ✓ *Vision Classroom Management Software*

Vision lets you make the most of your time when integrating technology in the classroom. It gives you the tools you need to control sources of distraction, monitor student computers, get started without lost transition time and notice as soon as someone needs your help.



# Educational Technology (cont.)

## Learning Spaces:

Spelman College has several learning environments that facilitate the integration of technology in teaching.

### Active Learning Classrooms

- ✓ SCI CTR - Tapley 133, SCI 238, SCI 337
- ✓ Cosby 217

### E-Labs/ Electronic Labs

- ✓ Student computer workstations
- ✓ Instructor PC
- ✓ Digital Projector
- ✓ Projector  
Screen/Whiteboard/  
Symposium

### Technology Enhanced Classrooms

- ✓ Instructor PC
- ✓ Digital Projector
- ✓ Projector Screen/Whiteboard

### Science Labs (Hybrid)

- ✓ Lecture-style seating
- ✓ Digital Projector
- ✓ Projector Screen
- ✓ Whiteboard

### Distance Learning Classroom

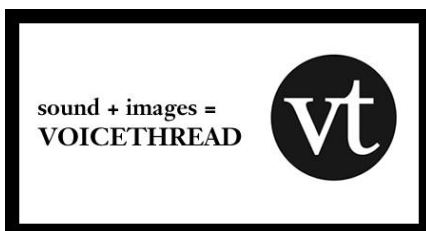
- ✓ Sci Ctr 232, Cosby LL27, Fine Arts 129
- ✓ Instructor PC
- ✓ Digital Projector
- ✓ Projector Screen/Whiteboard
- ✓ Videoconferencing equipment
- ✓ Document Cameras
- ✓ Audio conferencing capabilities



Keys to the Instructor workstation cabinets can be picked up in the A/V Technology Services offices, Cosby LL1.



## VoiceThread:



VoiceThread is a cloud-based application that allows professors and students to upload, share and discuss documents, presentations, images, audio files and videos.

## Educational Technology (cont.)

### SpelLearn (Moodle):

Spel.eLearn (Moodle) is the course management system used at Spelman College to support web enriched courses.

Faculty use Spel.eLearn to:

- ✓ Organize and deliver course materials
- ✓ Deliver tests online
- ✓ Administer self-tests and surveys
- ✓ Post lecture notes
- ✓ Deliver assignments and presentations
- ✓ Post class events, and grades

### SpEI.Folio:

The Spelman College Electronic Portfolio Project (SpEI.Folio)

*For the institution,*

- ✓ Records in SpEI.Folio allow the College to record the way higher education goals have been met by the evaluation of real student work performed within the College curriculum.
- ✓ Allows the College to view its successes and challenges and to report to accreditation authorities.

*For the faculty, who teach with the ePortfolio,*

- ✓ Furnishes a record of achievement of the learning objectives of the institution, especially in general education.
- ✓ Allows for a consistent assessment of performance through established standards (expressed in rubrics).
- ✓ Helps faculty review the College programs and improve them where needed.
- ✓ Serves as a reference for progress through the Spelman curriculum.
- ✓ Helps to develop a vision of changes over time, and how the many experiences at Spelman fit together to shape perspectives and analytical skills.
- ✓ Allows the integration of images, videos, and other multimedia with written text.

### Web Conferencing:

**Adobe Connect & Bluejeans** provide excellent platforms for enhancing blended pedagogies, collaboration, and online learning. The applications provide flexibility in delivering rich content including streaming audio, video, and slide show presentations.

Contact [scitds@spelman.edu](mailto:scitds@spelman.edu) for more information about the Ed Tech apps and view our [EDTech Toolkit](#).

### TechSmith Relay:

Whether you want to flip your classroom, make a quick review video, or record your entire lesson, you can use TechSmith Camtasia Relay! Camtasia Relay gives anyone the ability to record and share videos securely from anywhere. It includes an easy-to-use desktop and mobile recorder, built-in quizzing and analytics, plus hosting to manage videos and images effectively. Faculty and staff who already have the Camtasia application now have a place to store and manage their class videos. Camtasia Relay is a great addition to the flipped classroom and departmental training

### Respondus – Quiz Maker:

Respondus is an exam creation software tool that can integrate exams into Moodle making test creation and online exam delivery seamless.

### Instructional Technology and Design Services Quick Contact Information:

**Appointments are available for individual consultations and multimedia project assistance for faculty.**

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404.270.5391

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Instructional Technologist  
404-270-5818

### Instructional Technology & Design Services (ITDS)

Spelman College Service Desk

Phone: 404-270-5400 (Option 1, then press #2)

Email: [scitds@spelman.edu](mailto:scitds@spelman.edu)

Hours of Operation: Monday-Friday from 9:00 am – 5:00 pm

Instructional Technology On-line Information: Please see the ITDS page under the Media and Information Technology tab on the Portal

For Educational Technology helpful information, see

**Appendix A, Helpful Tips: Educational Technology**, page 13

# Educational Technology (cont.)

## A/V Technology Services

A/V Technology Services provides audio/visual (A/V) support for academic activities and all other campus events.

### Services:

#### Events:

- ✓A/V and multimedia equipment support services
- ✓Videotape events
- ✓Support and equipment for events

#### Classrooms:

- ✓Classroom and lab A/V equipment support
- ✓Faculty, staff and students A/V equipment support

#### Spelman ID Cards:

- ✓ID cards for faculty, staff and students
- ✓Replacement ID cards

#### Photography:

- ✓Events and programs photographing
- ✓Faculty, staff and students headshots
- ✓Specialty photographic projects

#### Passport Photos (fee assessed service):

- ✓Photos provided for faculty, staff and students

#### Equipment Consultation:

- ✓Consultation for purchasing new A/V equipment or specialty equipment

#### Video Production Services:

- ✓Video recording of programs
- ✓Video editing (major events and special programs)
- ✓Editing
- ✓Use of studio
- ✓Small duplication projects (VHS, DVD, CD)

All services, with the exception of ID cards and passport photos, require a service and/or equipment request.

### Audio/Visual Equipment Loan Policy:

Audio/visual loaner equipment is available for academic or college use by current Spelman College faculty, staff, and students (advisors must submit requests and pick up for students).

All audio/visual loaner equipment must be returned to the Educational Media Services location or a previously designated person or location within one hour of the agreed return time.

Any person who checks out the A/V equipment assumes financial responsibility for any damages or missing parts.

Educational Media Services does not provide blank media (DVDs, CDs, VHS tapes, etc.) for any of the audio/visual equipment.

The failure to adhere to the return policy impacts other users and may result in the revocation of borrowing privileges for the academic year.



### A/V Technology Services Quick Contact Information:

Location: Cosby LL1  
Spelman College Service Desk  
Phone: 404-270-5400 (Option 1, then press #3)  
**Emergency Classroom Support: 404-270-5400 (Option #8)**  
Email: [mitservice@spelman.edu](mailto:mitservice@spelman.edu)  
Hours of Operation: Monday-Friday from 8:30 am – 5:30 pm

See **Appendix A, Helpful Tips: Educational Technology**, Page 13 for additional information.



# Banner Services

Banner, the College's Academic Information System software application, integrates student, financial, human resources, and financial aid data. The Banner application was developed specifically for higher education institutions by Sungard Higher Education (SCT). Banner processes, stores, retrieves and reports information from one integrated set of data.

One of the primary distinguishing features of the Banner system is its database structure which allows for online real time access through the web. Faculty can check course enrollments, student information, submit grades, and much more all via the web.

## Services:

- ✓ Supports Banner system
- ✓ Supports system maintenance and upgrades
- ✓ Assists with reporting

Please report your Banner problems to the Service Desk at 404-270-5400 (or by email at [mitservice@spelman.edu](mailto:mitservice@spelman.edu)).

For more information on Banner, see Appendix A, Helpful Tips: Banner (page 14) and the Banner Guide.

## Accessing Banner

Logon to Banner with your SC Identification Number (SCID, your 900#) and your 6 digit Personal Identification Number (PIN). Your PIN is usually your birthday (MMDDYY).

If you are unable to login, contact the Service Desk (ext. 5400, option 1, then press #1 or send email to [mitservice@spelman.edu](mailto:mitservice@spelman.edu)).

# Network & IT Operations

Network & Operations Services supports the College's network infrastructure and network access for faculty, staff and students.

## Network Services:

- ✓ Develops, upgrades and maintains the campus data, video, and voice connectivity for the Spelman College network infrastructure
- ✓ Configures, deploys, and manages the entire campus network infrastructure
- ✓ Manages voice and data network
- ✓ Supports the campus CIS instructional systems, and Banner database services
- ✓ Implements and monitors network security, and virus protection policies



## Wireless Services:

- ✓ Manages wireless access
- ✓ Wireless access is available in all administrative buildings (full outdoor wireless connectivity)

## IBM Notes Services

IBM Notes is the official campus communication system for faculty and staff. Google email is the campus communication system for students. Both applications are supported by the IBM Notes Services team.

## Services:

- ✓ Supports IBM Notes desktop client email & WebMail (College email for faculty/staff)
- ✓ Supports Gmail (students)
- ✓ Manages IBM Lotus application servers
- ✓ Manages Android, Apple (iPad/iPhone), Black Enterprise server

Please report your System and Network problems to Service Desk at 404-270-5400 ( or by email at [mitservice@spelman.edu](mailto:mitservice@spelman.edu))

## Accessing the Spelman Wireless Network

To login to Spelman's Wireless Network:

1. Connect to **SpelFS or Spelmanite** from your computer's wireless interface.
2. Launch your Internet browser
3. Type your Spelman Network Account username and password in the wireless authentication window.

There may be times when the authentication screen doesn't automatically load in your browser's window. If you experience problems with connecting, contact the Service Desk (ext. 5400, option #1).

# **APPENDICES**

# APPENDIX A: Helpful Information

## Helpful Information: Troubleshooting Tips

Use the following information to maintain/protect the health of your computer system. If you are a heavy web user or document saver, it is recommended that you complete a monthly disk cleanup and disk defragmenter on your hard drive.

### LOGGING SERVICE DESK REQUESTS

1. Please record the issue that you are experiencing. Include the exact error message(s).
2. Please report your problem to Service Desk at 404-270-5400 ( or by email at [mitservice@spelman.edu](mailto:mitservice@spelman.edu)) and provide valid contact information.
4. Please record the ticket number supplied to you by the support representative. This number will be used to track your work order. You will also receive an email confirmation.

### CLEANING YOUR SYSTEM USING DISK CLEANUP

1. Click the **Start** button.
2. Click the **Programs** button.
3. Click **System Tools**.
4. Click **Disk Cleanup** and let this run. This process may run for a few minutes.
5. Close the window when complete.

### DEFRAGGING YOUR SYSTEM USING DISK DEFRAG

1. Close all applications.
2. **Windows 7**- Click the Start button, then select All Programs>Accessories. Now choose System Tools>Disk Defragmenter.
3. **Windows 8**- PC, laptop or tablet will defrag itself by default every week, thanks to the scheduled task: Optimize Drives. So if you haven't changed any settings, you shouldn't need to defrag.
4. **Windows 10**- PC, laptop or tablet will defrag itself by default every week, thanks to the scheduled task: Optimize Drives. So if you haven't changed any settings, you shouldn't need to defrag.

### TURNING-OFF THE DESKTOP CLEANUP WIZARD

Every 60 days the Desktop Cleanup Wizard appears and prompts you to clean up your desktop. Stop the Desktop Cleanup Wizard from appearing, if you like your desktop the way it is by:

1. Right click an empty space on the desktop.
2. Click **Properties**.
3. Click the **Desktop** tab.
4. Click the **Customize Desktop** button.
5. Uncheck the box labeled **Run Desktop Cleanup Wizard**.

### BACKING UP YOUR DATA

You should backup your critical data to CD or thumb drive periodically. A backup file can be used to restore your data if your system crashes. There are two types of files:

- Data files that you create (Word documents, Excel spreadsheets, etc.)
- Programs that you use to create your work (Word, Excel, Photoshop, etc.)

Organize your data so the backup procedure is quick and efficient:

- Keep all your data together: move all the files and folders directories you want to backup into My Documents on your hard drive.
- Make sure any new files you create are saved in there as well.

You can store your backup data on personal media or the Spelman servers, including:

- recordable CDs & DVDs (CD-RW or CD-R)
- external (USB 2 or Firewire) hard drives
- backup space on the Spelman servers (for more information, contact the Service Desk, ext. 5400, option 1, then press #1 or send email to [mitservice@spelman.edu](mailto:mitservice@spelman.edu))

### SPEEDING-UP YOUR COMPUTER

You can make your Windows XP, 7, 8, & 10 computer run faster by changing its visual effects. If you're running Windows on a system which is low in memory, turn off the visual effects.

1. Right click **My Computer** on the *Desktop* or in the **Start** menu.
2. Click **Properties**. In the *Properties* dialog box, click the **Advanced** tab.
3. Under the *Performance* section, click the **Settings** button.
4. Disable the fade or slide menus/tooltips.
5. Disable shadows under menus/mouse pointer.
6. Disable smooth-scroll list boxes.
7. Disable the option to use a background image for each folder.
8. Click **OK** twice.

## Helpful Information: Email

### ARCHIVING EMAIL

Archiving mail allows you to manage the size of your mailbox by moving email messages from the I Notes Mail Server to a folder on your hard drive.

#### ARCHIVING EMAIL FOR IBM NOTES VERSION 9.0.1

##### Archiving for the first time

Before you can archive messages, you must create an archive. Follow these steps:

1. Open your mail, select Actions > Archive > Settings > Criteria, and either edit existing criteria or create new criteria. This criteria will tell Notes which documents to archive and what to do with the documents.
2. After editing or creating, select the desired criteria from the list and click Enable.
3. If you have access, click the Schedule tab to schedule when to run archiving. You must leave your computer on at the time you schedule.

To archive now, select Actions > Archive > Archive now.

##### Schedule archiving to run automatically

Open your mail, and select Actions > Archive > Settings > Schedule, and schedule when to run archiving. You must leave your computer on at the time you schedule.

##### Archive selected messages now

When creating or editing archiving criteria, choose Selected by user for the Selection Criteria. Make sure to enable this criteria.

At any time after this, select the messages you would like to archive, and then select Actions > Archive > Archive selected documents.

##### Delete messages automatically

When creating or editing archiving criteria, select Just clean up this application without archiving.

### AVOIDING SPAM EMAIL

Never reply to any SPAM email messages. If you reply to a piece of unwanted e-mail, you confirm the e-mail is active and spammers will send more email.

When you receive email which IBM Notes recognized as SPAM email, you will receive a system-generated email from **proofpoint-pps**. The email has been placed in quarantine and will be automatically deleted after 14 days.

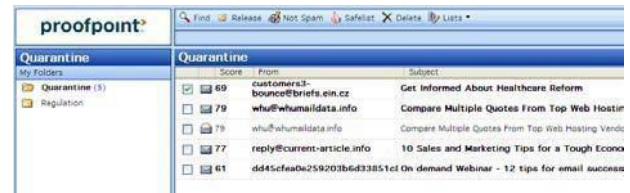
To manually delete SPAM email messages:

1. Open the email message.

2. Click **View**.



3. Select the message by placing a check next to the message and click the Delete button.



### How do I give someone access to manage my calendar?

You can let specified people open your mail, calendar, to do, or contact entries. You can also let people send, edit (including adding a follow-up flag), and delete messages, create and delete calendar entries, and create and delete to do items for you.

#### To give a peer access to your *Inbox*

1. Click File > Preferences.  
*Mac OS X users: Click Notes > Preferences*
2. Click Mail, and then click the Access & Delegation tab. (*Notes Basic client users: Click More > Preferences and click the Access & Delegation tab*).
3. On the access to your mail & calendar page, do one of the following:
  - a. To give a new person access, click Add, and then specify the person or group.
  - b. To change the access already granted to a person or group, click a person or group in the first list. The second list shows what access the person or group already has. To modify that level of access, click Change Access.
4. Select which components the person or group can access, and then select how much they can access.

#### \*\*Results

Note: If you give someone access to write mail for you, the mail they write for you is sent under your name. If you give someone access only to read mail for you, then the mail they write for you is sent under their name.

Note: When you give people access to your mail, they cannot read encrypted mail that you receive. Additionally, you cannot read encrypted messages they create for you unless your user ID contains the encryption key used to encrypt the messages. Important: Delegates with Reader access on your mail file can also read calendar entries marked *Private*.

## Helpful Information: Educational Technology

### ACCESSING Spel.eLearn (Moodle)

Your Spel.eLearn account is created automatically when you are hired as a faculty person. Courses are added to your account as courses are assigned to you in Banner.

- Your Spel.eLearn login information:
  - Your username: your Spelman email username
  - Your password: One Spelman password
  
- When your Bannerweb pin number is changed, your Spel.eLearn password also changes.

#### To login:

1. From the MySpelman Portal ([my.spelman.edu](http://my.spelman.edu)), Under Campus Apps, click the Moodle icon to **Login**

### CLASSROOM TECHNOLOGY SUPPORTED BY A/V Technology Services

The A/V Technology Services Department is responsible for supporting the following audio, video and instructional technology equipment:

- Projectors
- Crestron touch monitors
- Smartboards
- Sympodiums
- Changing Projector Light Bulbs
- Speaker systems
- Extron panels

### SERVICES NOT SUPPORTED BY A/V Technology Services

Service Issue	Contact
Replacement/repair ceiling lights	Facility Management Services (ext. 5440)
Request for tables and chairs and other such furniture for programs	Facility Management Services (ext. 5440)
Set up for tables, chairs and other furniture for programs	Facility Management Services (ext. 5440)
Request for loaner laptops for outside of campus presentations	Department/Division must facilitate

### SUBMITTING EVENT TECHNOLOGY REQUESTS

Media and presentation equipment can be requested from Event Technology online. Equipment and supplies are limited and are available on a first-come, first-served basis.

An equipment request should be submitted when media equipment or accessories are needed for the classroom or special events. They include:

- TV combo
- Nomad and laptop for use with Nomad
- DVD player
- Cassette player
- Additional equipment available upon request

Service requests should be made in advance for support, in the classroom or for special events, and includes support for:

- Videotaping
- Photography
- A/V technician
- Video duplication
- Additional equipment available upon request

#### To submit your A/V Technology requests online:

1. Click on the **A/V Technology Request** link on the General tab of the IBM Applications Dashboard.
2. Select the type of request needed: Equipment or Service.
3. Complete your request.
4. Click the **Submit** button.

\*\*Event Technology Services does not loan stand-alone laptops. Loaner laptops should be retrieved from the Service Desk (ext. 5400, option 1, then press #2 or send email to [mitservice@spelman.edu](mailto:mitservice@spelman.edu)).

#### Equipment and Service Deadlines:

1. Equipment Requests should be submitted 24 hours or more before the day and time the equipment is required to confirm availability.
2. Service Requests should be submitted at least 7 days or more in advance of the date and time support is needed. During this time, Educational Media will:

- Consult with customers about the details of events
- Give customer time to obtain purchase order
- Secure contract support
- Obtain necessary quotes for additional equipment if needed. (Purchase orders are required before approved.)

When your organization or program reserves an auditorium or meeting room which is outfitted with audio/video equipment, you are still required to submit a Media Equipment/Service request to reserve the equipment for use.

## Helpful Information: Banner

### LOGGING ON TO BANNER SELF-SERVICE

1. Launch Internet browser.
2. Navigate to [my.spelman.edu](http://my.spelman.edu).
3. Click **Banner** icon.
4. Click **Faculty**.
5. Click **Banner Web**. The Banner Web screen will appear.
6. You will be automatically logged in to Banner Self Service
7. Log on manually from Registrar's link from [www.spelman.edu](http://www.spelman.edu) by Clicking **Spelman College Self Service Login**.



7. Type your 900 User Identification Number (SCID) in the User ID box and your 6 digit Personal Identification Number (PIN). Your default PIN # is usually your birthday (MMDDYY).
8. Click **Login**. (Human Resources can supply your SCID and PIN).
9. You may be prompted to reset your PIN. Key in your current PIN and then create a new 6-digit PIN. Click **Login**.
10. Create a security question and answer, click **Submit**. If you forget your PIN, you will be requested to answer this security question.

The Main Menu will appear.

### BANNER PERSONAL INFORMATION

In the Personal Information section, you are able to:

- Update addresses
- Update contact information or marital status
- Review name or social security number change information
- Change your PIN
- Customize your directory profile

### ACCESSING THE BANNER FACULTY & ADVISORS MENU

When you click on Faculty and Advisors link, the Faculty Services menu will appear. You are able to:

- Enter Grades and Registration Overrides
- View Class Lists
- Access Student Information

**To retrieve class roll information:**

1. Choose the desired term.
2. Choose the year.
3. Click **Submit**.
4. You will return to the Main Menu. Click on **CRN Selection**.
5. You will view your course(s) for this term. Highlight the desired course and click submit.
6. You will return to the Main Menu.

### ACCESSING FINANCE INFORMATION FOR BUDGET MANAGERS

You must have a Banner account to access this information. To obtain a Banner account:

1. Access the **IBM Notes Dashboard**.
2. Click the **Banner** tab.
3. Click **Banner Account Request**.
4. Click **Form Access**.
5. Click **Finance Requests**.
6. Complete the Banner request form and click the **Submit** button.

**To view faculty and student information:**

1. Login to Banner 8.
2. Click on the Student Menu or key the name of the form (listed below) in the Go To block and press the Enter key.

# APPENDIX A: Helpful Information (cont.)

## Helpful Information: Spelman Network

### REQUESTING A SPELMA ACCOUNT

To obtain an e-mail or network account, you must submit an account request. Spelman College employees are able to access several systems, including:

- Network
- IBM Notes Email
- Banner Services
- Spel.eLearn
- SpEl.Folio

If you are a new faculty member, the Provost office will make this request. New employee network account requests are submitted by the employee's manager (the link to the New Account Application form below). Once MIT receives the completed form, the account will be activated within 3-5 business days. When the account has been created, this information will be forwarded to the employee's manager.

To request a new Spelman account, please visit:  
<http://princess.spelma.n.edu/accountreq.nsf>.

### ACCESSING THE SPELMA COLLEGE NETWORK IN THE LABS & ELECTRONIC CLASSROOMS

Your network account gives you access to the computers in the classrooms and labs. To login:

1. In the username field, type sc\_main\username
2. Type your password.

### GUIDELINES FOR CREATING PASSWORDS

- All Spelman systems and applications require access by entering a valid username and password.
- To prevent unauthorized access to our systems and protect institutional information, MIT has implemented a "strong password" policy:
  - Must be changed every 90 days (based on the date that you last changed your password).
  - Must be a minimum of 8 characters long.
  - Must contain a mixture of letters and at least one (1) number and one (1) special character (!, \*, @, %, \$).

Must be changed to a new password (you cannot reset your password to the current password).

### PASSWORD SUGGESTIONS

- Do not use well-known names or easily accessible general information.
- Do not use easily accessible personal information (such as birthdays, family members, pet names, etc.)
- Passwords should not be based on the College's name or geographic location.
- Do not write your password on sticky notes or paper and leave it in your work area.

Do not give your password to student assistants.

### DEVICES NOT ALLOWED ON THE SPELMA NETWORK

Wireless routers, hubs, manageable/non-manageable switches, gaming devices, smartTV's, or any network devices are not allowed on the Spelman network, including Spelman offices, classrooms, labs, and general building locations. These devices can cause network interference and security issues. These devices are prohibited unless approved and/or installed by an MIT representative. If any of these devices are detected, your connectivity will be disabled immediately from the network.



## APPENDIX B: Acceptable Use of Electronic Resources

Spelman College values technology as a means of communicating information and ideas to the College community and the world. In keeping with the College's commitment to utilizing technology in teaching and learning as well as administrative processes, this policy provides direction in the appropriate use of all forms of electronic resources on campus. The text that follows provides information on what constitutes a violation of Spelman's Policy on Acceptable Use of Electronic Resources as well as what the procedures are for addressing policy violation complaints.

For the purposes of this policy, electronic resources are defined as all computer-related equipment, computer systems, interconnecting networks, facsimile machines, voicemail and other telecommunications facilities, as well as all information contained therein (collectively, "electronic resources") owned or managed by Spelman College.

The use of Spelman College's electronic resources is a privilege, not a right, which may be suspended or revoked at any time for misuse. Spelman College reserves the right to limit access to its electronic resources when applicable College policies, state and/or federal laws or contractual obligations are violated. The College does not, as a rule, monitor the content of materials transported over the College's network resources or posted on College-owned computers and networks, but reserves the right to do so when there is reasonable grounds to believe that a violation of law or College policy has occurred. Spelman College provides reasonable security against intrusion and damage to files stored on the central computing facilities, but does not guarantee that its computer systems are secure. Spelman may not be held accountable for unauthorized access by other users, nor can the College guarantee protection against media failure, fire, floods, etc.

This policy applies to all users of computer resources owned or managed by Spelman College, including, but not limited to, Spelman faculty and visiting faculty, staff, students, external individuals or organizations and individuals accessing external network services, such as the Internet and Intranet, via Spelman's computing facilities.

### USE OF RESOURCES

All users of Spelman College electronic resources are expected to utilize such resources in a responsible, ethical and legal manner consistent with Spelman College policies. As a user of Spelman electronic resources, you agree to be subject to the guidelines of the "Policy for Acceptable Use of Computer Resources."

In the text that follows, individual Policy statements are followed by specific examples of activities that constitute unauthorized use of Spelman electronic resources.

1. Spelman College electronic resources may not be used to damage, impair or in any way cause purposeful damage to Spelman College networks or computers or external networks or computers.

For example, you may not:

- a. Use Spelman College electronic resources to breach security of any computer system.
- b. Share your network ID and password with any unauthorized person on or off campus.
- c. Use computer resources to send large amounts of email (e.g., email "spamming") to an internal or external system, except for acceptable college-related activities
- d. Send email of any type to someone's address in an effort to disable their email capabilities
- e. Forge, alter or willfully falsify electronic mail headers, directory information, or other information generated and/or maintained by the College
- f. Use computer resources irresponsibly or in a manner that adversely affects the work of others. This includes recklessly or intentionally (1) damaging any system by introducing computer "viruses" or "worms," (2) damaging or violating information not belonging to you, or (3) misusing or allowing misuse of computer resources
- g. Use Spelman College resources for non-College related activities that unduly increase the network load (e.g., chain mail, network gaming and spamming)
- h. Use Spelman College resources for any other purpose deemed inappropriate or unacceptable by Spelman College

2. Unauthorized access, reproduction or use of the resources of others is prohibited, except as allowed for educational use under the Fair Use Doctrine of the Copyright Act of 1976

For example, you may not:

- a. Make unauthorized copies of copyrighted materials. You should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment
- b. Create or execute any computer programs intended to (1) obscure the true identity of the sender of electronic mail or electronic messages, except when the option of anonymous access is explicitly authorized, (2) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner, or (3) examine or collect data from the network (e.g., a "network sniffer" program)

## APPENDIX B: Acceptable Use of Electronic Resources (cont.)

- c. Use electronic resources to gain unauthorized access to resources of the College or other institutions, organizations or individuals
  - d. Use false or misleading information for the purpose of obtaining access to unauthorized resources
  - e. Access, alter, copy, move or remove information, proprietary software or other data files without prior authorization
  - f. Use electronic resources to discover another individual's password
  - g. Use electronic resources to obtain personal information (e.g. educational records, grades, or other College files) about an individual without their permission unless related to legitimate advising, mentoring or administrative activities
  - h. Use electronic resources to forge an academic document
  - i. Use electronic resources to steal another's individual works or to misrepresent one's own work
  - j. Use electronic communication to collude on examinations, papers, or any other academic work in violation of College policy
  - k. Use electronic resources to falsify or fabricate research data
  - l. Use electronic resources to obtain or release another individual's or entity's proprietary information or trade secrets
  - m. Use Spelman electronic resources for remote activities that are unauthorized at the remote site
  - n. Intercept transmitted information intended for another user
3. Use of Spelman College electronic resources to interfere with or cause impairment to the activities of other individuals is prohibited  
For example, you may not:
- a. Send chain email or information about pyramid schemes
  - b. Send large quantities of email to an individual's mailbox (e.g., email "spamming") which has the effect of interfering with or causing impairment to that individual's activities
  - c. Change an individual's password in an effort to gain unauthorized access to their account
  - d. Communicate or use any password, personal identification number, credit card number or other personal or financial information without the permission of its owner
4. Use of Spelman College electronic resources to harass or make threats to specific individuals, or a class of individuals is prohibited  
For example, you may not:
- a. Send unwanted and repeated communication by electronic mail, voicemail or other form of electronic communication
  - b. Use email or newsgroups to threaten, stalk or harass someone
  - c. Post or distribute via any form of electronic communication "hate speech" regarding a group's race, ethnicity, religion, gender, or sexual orientation
5. Use of Spelman electronic resources in pursuit of unauthorized commercial activities is prohibited  
For example, you may not:
- a. Use computer resources for personal commercial gain, or other commercial purpose without approval by the College
  - b. Use computer resources to operate or support a non-College related business
  - c. Use computer resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College policy
6. Use of Spelman electronic resources to violate city, state, federal or international laws, rules, regulations, rulings or orders, or to otherwise violate any College rules or policies is prohibited.  
For example, you may not:
- a. Pirate software, music and images in violation of copyright and trademark laws
  - b. Effect or receive unauthorized electronic transfer of funds
  - c. Disseminate or receive child pornography or other illegal material
  - d. Use computer resources to view, effect, receive or distribute pornography of any kind
  - e. Violate any laws or participate in the commission or furtherance of any crime or other unlawful or improper purpose

### REPORTING & RESPONSE TO VIOLATIONS

Members of the Spelman College community should report violations Spelman College's Policy on Acceptable Use of Electronic Resources to the Vice President for Media and Information Technology.

Reports of suspected unauthorized use or misuse of Spelman electronic resources will be investigated pursuant to standard College procedures. Violation of this Policy will result in action by the appropriate College office or agency. Such action may include, but is not limited to: permanent or temporary suspension of user privileges, deletion of files, disconnection from the Spelman network, and referral to applicable student/faculty/staff disciplinary processes. All potentially illegal activities may be reported to local, state or federal authorities, as appropriate, for investigation and prosecution.

## APPENDIX B: Acceptable Use of Electronic Resources (cont.)

### QUESTIONS RELATING TO THIS POLICY

This policy supersedes all previous policies regarding acceptable use of computer resources, facsimile machines, voicemail, email and other telecommunications facilities.

The examples of unauthorized use of Spelman electronic resources listed above are not meant to be exhaustive. Questions regarding this Policy or the application of this Policy to a specific situation should be referred to the Vice President for Media and Information Technology. Whenever you are in doubt regarding an issue of questionable use, it is in your best interest to resolve the issue before pursuing any questionable use of electronic resources.

### ACADEMIC FREEDOM

The College is committed to academic freedom as stated in the Bylaws of the Faculty of Spelman College, Article IV: Academic Freedom. The assessments of complaints about unauthorized use or misuse of electronic resources will be evaluated consistent with this and other College policies as listed below.

## APPENDIX C: Green Computing

### Green Computing

Green computing is the practice of finding a balance between work we need to complete, and the work's impact on the environment. There are three main considerations in green computing:

- 1) the energy the computer system uses
- 2) the resources used indirectly when working on the computer (ranging from paper for printing to the air conditioning that keeps the machines from over-heating)
- 3) what happens to old equipment when it's replaced or no longer needed

MIT manages the institutional systems and supports programs with this in mind, but there are steps individual users can take as well. The three quickest and easiest things you can do are:

- Turn off (or hibernate / deep sleep) your computer. Whether you're away from your room for the day, or out of your office for the night, shut down your machine before you leave (or set it to shut down automatically). You will not hurt your computer by turning it off and on each day.
- Don't use a screen saver. Instead, have your screen go blank, or better yet actually go to sleep (set via the power management system for your computer) - it uses less energy and it's better for the screen.
- Save paper by printing responsibly. If you have to print, only print the necessary pages.



2016-17

Media and Information Technology – Banner Services  
BANNER WEB FACULTY SELF-SERVICE



BANNER



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## TERMS OF USAGE

- You are entering a secure information area. Unless otherwise noted, any information you enter or change will be effective immediately. You are responsible for any changes made using your ID. Please do not share your ID or PIN with others.

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## FERPA

- ❖ For more information please visit the Registrar's Office link on Spelman's homepage. [www.spelman.edu](http://www.spelman.edu).
- 

<b>What is FERPA?</b>	The Family Educational Rights and Privacy Act - also known as the Buckley Amendment (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) - is a Federal law that protects the privacy of student education records (i.e. "those records, files, documents, and other materials that ...contain information directly related to a student; and are maintained by an educational agency or institution or by any person acting for such agency or institution." (1:6, 1998, LRP Publications) FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education. (1:4, 1998, LRP Publications) It states: No one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of student. There are exceptions, such as allowing certain personnel within the institution with legitimate educational interest to view the records, or releasing in an emergency in order to protect the health or safety of students or other persons.
-----------------------	---

<b>What is your Responsibility as a Spelman Employee?</b>	<p>In accordance with FERPA regulations, only "...college officials who have been determined to have legitimate educational interest in accessing ...student records...have a right to review without student consent." ( 7:15 , 1998, LRP Publications) As a Spelman employee, your job places you in a position of trust and you play a crucial part in ensuring that student information is handled correctly. Students have the right to expect that their education records are being treated with the care and respect that you would want for your own records. The confidentiality, use, and release of these student education records are governed by FERPA. Your use of this information is governed by the regulations and the duties and responsibilities of your employment and position.</p> <p>In general, all student information must be treated as confidential. Even public or "directory information" is subject to restriction on an individual basis. Unless your position involves release of information and you have been trained in that function, any requests for disclosure of information, especially from outside Spelman, should be referred to the Registrar's Office or the Vice President of Student Affairs. Inappropriate release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. ( 7:15 , 16, 1998, LRP Publications)</p>
---	---

<b>Other Important Things to Remember</b>	<p>Picture identification should be checked when releasing education records. Also always check to ensure that the student permitted disclosure of information before you release any information on the student.</p> <p>Discussing a student's record with any person who does not have a legitimate education interest is a violation of FERPA. This pertains to conversations on and off the job.</p> <p>Removing any student's education information - in any form - from the office for non-business purposes is a violation of FERPA.</p> <p>Releasing confidential student information (non-directory) to another student, College, organization, or any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization is in violation of FERPA.</p>
---	--

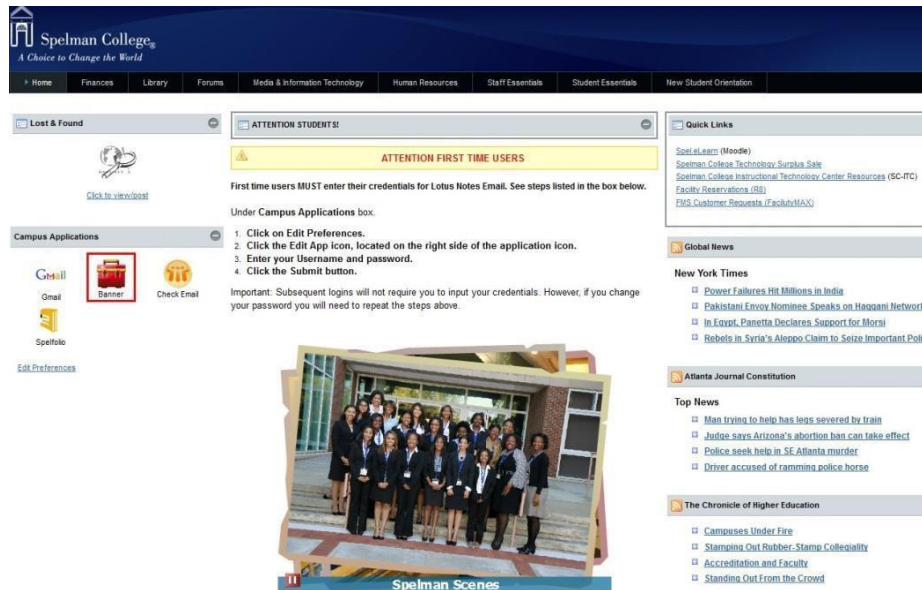
**Faculty Self-Service Banner Web**

---

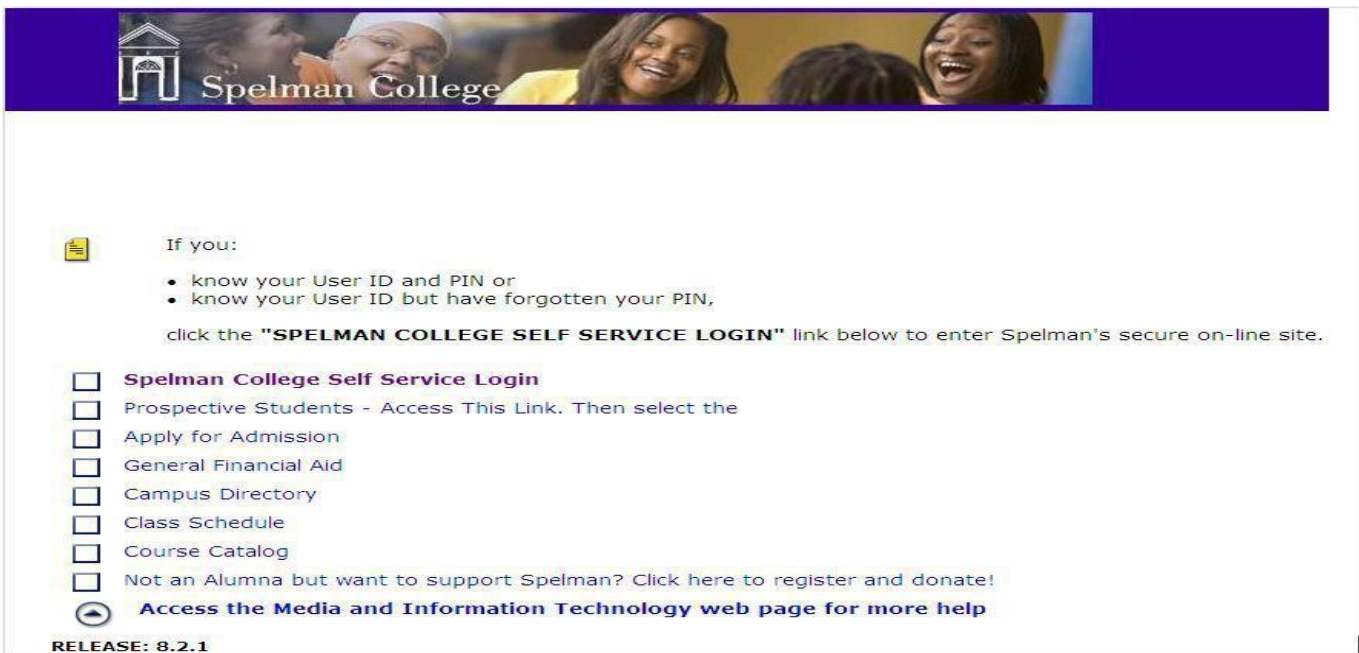
	<p>Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended while connected to Spelman's network is in violation of FERPA.</p> <p>Making personal use of student information is in violation of FERPA.</p> <p>Allowing another person to use your computer access code is in violation of FERPA.</p> <p>Putting paperwork in the trash with a student's information (i.e. social security number or grades) is also in violation of FERPA.</p> <p>In addition to the possibility of personal litigation, proven FERPA violations may result in loss of federal funds to Spelman College.</p> <p>Violation of confidentiality and security may lead to appropriate personnel (employee or student) action.</p>
--	--

## LOGGING INTO BANNER SELF-SERVICE

Go to the MySpelmanPortal (<http://my.spelman.edu>). Login and then click on Banner.



Once you click on Banner Web a new screen will appear. Click on Spelman College Self Service Login.





## Faculty Self-Service Banner Web

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Enter your Spelman College Identification Number (SCID, your 900 #) in the User ID field, and your six digit Personal Identification Number (PIN) to login. This information can be obtained from Human Resources.



[HELP](#) | [EXIT](#)

Please enter your **9 character User Identification Number (i.e. your Spelman 900 number)** or your **Alternate ID, if one has been established for you**, and your **6 digit Personal Identification Number (i.e. PIN )**. When finished, select **Login**.

If you have forgotten your PIN, but know your 9 character User ID or Alternate ID, select the **Forgot Pin** button to answer the security question you established for yourself and re-create a new PIN.

To protect your privacy, **PLEASE EXIT** and close your browser when you are finished.

User ID:

PIN:

You may be asked to reset your PIN. Enter your current PIN and then create a new 6 digit PIN. Click *Login* to continue.

A screenshot of a web browser window displaying the Spelman College login verification page. The browser's address bar shows "Verify Login". The page header features the Spelman College logo and a photo of students. Below the header, the text "Login Verification Change PIN" is displayed. A red error icon and message state: "Your PIN has expired. Please change it now." Below this message are three input fields: "Re-enter Old PIN:", "New PIN:", and "Re-enter new PIN:". A "Login" button is located at the bottom left of the form area. A "HELP" link is visible in the top right corner of the page content.

**Next, create a security question and answer and click Submit. You will have to answer this question if you forget your PIN.**

Security Question and Answer

Personal Information Faculty Services

Search  Go MENU SITE MAP HELP

## Security Question and Answer

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin:

Question: Not Selected

Answer:

OR

Question: What color is my car?

Answer: green

Submit Reset

**The Main Menu will appear with a Welcome and your name.**

Main Menu

Personal Information Faculty Services

Search  Go ACCESSIBILITY SITE MAP HELP

## Main Menu

Welcome, **Your name will appear here**, to the WWW Information System! Last web access on Jul 06, 2009 at 06:43 pm

**Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Faculty and Advisors**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**WebCT.com, The e-Learning Hub**  
Find online help, research tools, discussions, and more!

**Spelman College Campus Directory**  
Access this link to perform a campus search of Offices and employees by Office

RELEASE: 8.1.1 Powered by

[PERSONAL INFORMATION](#)

Click the *Personal Information* link to:

**Update addresses, contact information or marital status; review name or social security number change information; change your PIN; and customize your directory profile.**

The screenshot shows a web browser window with the address bar displaying "Personal Information". The page has a navigation bar with "Personal Information" and "Faculty Services" tabs. Below the navigation bar is a search box with a "Go" button and links for "RETURN TO MENU", "SITE MAP", and "HELP". The main content area is titled "Personal Information" and contains a list of links: "Answer a Survey", "Change Security Question", "View Addresses and Phones", "Update Addresses and Phones", "View E-mail Addresses", "Update E-mail Addresses", "Directory Profile", "View Emergency Contacts", "Update Emergency Contacts", "Update Marital Status", "Name Change Information", "Social Security Number Change Information", and "Change your PIN". A note below the links says "Need to update your PIN? Change it here." At the bottom left, it says "RELEASE: 8.1.1" and at the bottom right, there is a "Powered by" logo.

**FACULTY AND ADVISORS MENU** - Faculty Services

**Click on *Faculty and Advisors* link. Faculty Services menu will appear. You can Enter grades, registration overrides, view class lists and student information.**

---

Faculty Services

---

- [Student Information Menu](#)
  - [Term Selection](#)
  - [CRN Selection](#)
  - [Faculty Detail Schedule](#)
  - [Week at a Glance](#)
  - [Detail Class List](#)
  - [Summary Class List](#)
  - [Detail Wait List](#)
  - [Summary Wait List](#)
  - [Midterm Grades](#)
  - [Final Grades](#)
  - [Registration Overrides](#)
  - [Add or Drop Classes](#)
  - [Look Up Classes](#)
  - [Electronic Gradebook by Component](#)
  - [Faculty and Advisor Security Information](#)
  - [Active Assignments](#)
  - [Assignment History](#)
  - [Class Schedule](#)
  - [Course Catalog](#)
  - [Syllabus Information](#)
  - [Office Hours](#)
  - [View a Population Selection](#)
-

[CLASS ROLL INFORMATION](#)

To retrieve class roll information, choose the *Term* desired.

## Faculty Services

---

- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)

Then choose the year and click *Submit*.

### Select Term

---

Select a Term:    

Fall 2009
Fall 2009
Spring 2009
Fall 2008

---

RELEASE: 8.1

You will be returned to the *Faculty Services* Menu. Next, click on **CRN Selection**.

## Faculty Services

---

- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)

You will see the course(s) that you are assigned for the requested term. Highlight the desired course and click *Submit*.

Search

Select a CRN

---

CRN:

- First-Year Composition - 60006
- First-Year Composition - 60006
- Domestic Exchange - 60551
- African Diaspora & the World - 62907

---

[\[ Enter CRN Directly \]](#)

RELEASE: 8.1

You will be returned to the Faculty Services Menu. Now you are ready to choose the information you want to view.

### Faculty Services

---

- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Detail Wait List](#)
- [Summary Wait List](#)
- [Midterm Grades](#)
- [Final Grades](#)

**FACULTY DETAIL SCHEDULE**

**View course information, enrollment totals and more at a glance.**

★
Faculty Detail Schedule

<b>Status:</b>	Active
<b>Available for Registration:</b>	Mar 13, 2008 - Sep 04, 2009
<b>College:</b>	Liberal Art & Science
<b>Department:</b>	No department designated
<b>Part of Term:</b>	1
<b>Course Credits:</b>	18.000
<b>Course Levels:</b>	Undergraduate
<b>Campus:</b>	Spelman
<b>Override:</b>	No
<b>Syllabus:</b>	Add
<b>Rosters:</b>	Classlist
<b>Office Hours:</b>	Add

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b> 100	0	100	
<b>Cross List:</b> 0	0	0	

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule	Type	Instructors
Class	12:00 am - 12:01 am	TBA		Aug 26, 2009 - Dec 11, 2009	Lecture		Last Name, First Name (P)

**WEEK AT A GLANCE**

**The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.**

The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY):

Previous Week	Week of Sep 07, 2009 (76 of 90)							Next Week
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
1pm		<a href="#">SENG 103-01</a> 60006 Class 1:00 pm-2:15 pm COSBY 219		<a href="#">SENG 103-01</a> 60006 Class 1:00 pm-2:15 pm COSBY 219				
2pm								
3pm								
4pm								
5pm			<a href="#">SADW 111-01</a> 62907 Class 4:30 pm-7:00 pm COSBY 104					

**DETAIL CLASS LIST**

**View Class and student information.**

**\*\* If the word Confidential appears next to a student's name, the personal information is to be kept confidential.**

**Course Information**

**First-Year Composition - SENG 103 01**

**CRN:** 60006  
**Duration:** Apr 01, 2009 - Dec 20, 2009  
**Status:** Active

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b> 18	7	11	
<b>Cross List:</b> 0	0	0	

**Detail Class List**

Record Number	Student Name	ID	Registration Status	Registration Number
1	Gantt, Axia T.	9003.....	**Web Registered**	10

**Current Program**

Bachelor of Arts  
**Level:** Undergraduate  
**Admit Term:** Fall 2008  
**Admit Type:** Regular Decision  
**Catalog Term:** Fall 2008  
**College:** Liberal Art & Science  
**Campus:** Spelman  
**Major and Department:** Undeclared, Undeclared

**SUMMARY CLASS LIST**

**Access course information, enrollment count, availability and student information, addresses and email addresses when you click on the student's name . There is also a link to enter Mid- Term Grades and Final Grades.**

**Click on the envelope next to the student's name to email the individual or Email the entire class from the Email class link at the bottom of the page.**

**Course Information**

**First-Year Composition - SENG 103 01**

**CRN:** 60006  
**Duration:** Apr 01, 2009 - Dec 20, 2009  
**Status:** Active

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b> 18	7	11	
<b>Cross List:</b> 0	0	0	

**Summary Class List**


Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	Student Name	9003*****	**Web Registered**	Undergraduate	4.000	Enter	Enter	
2	Student Name	9003*****	**Web Registered**	Undergraduate	4.000	Enter	Enter	
3	Student Name	9003*****	**Web Registered**	Undergraduate	4.000	Enter	Enter	
4	Student Name	9002*****	**Web Registered**	Undergraduate	4.000	Enter	Enter	
5	Student Name	9003*****	**Web Registered**	Undergraduate	4.000	Enter	Enter	
6	Student Name	9002*****	**Web Registered**	Undergraduate	4.000	Enter	Enter	
7	Student Name	9002*****	**Web Registered**	Undergraduate	4.000	Enter	Enter	

Email class







**ENTERING MIDTERM GRADES AND FINAL GRADES**

Enter final grades and last attendance date and hours. **If Confidential appears next to a student's name, the personal information is to be kept confidential.** Click on black arrow to select a grade. If there is a N in the Rolled column you can still change the grade from the web process. If there is a Y you must change the grade in the Registrar's Office or electronically via the IBM Notes Dashboard. You can enter one grade or multiple grades. **You must** click the **Submit** button below for grades to be updated.

 Please submit the grades often. There is a 20 minute time limit starting at 11:45 am on Jul 07, 2009 for this page.

*Final Grades*

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Garth, Avia T.	90031	4.000	**Web Registered** Jun 04, 2009	None ▾	N	<input type="text"/>	<input type="text"/>	10	
2	Harp, Britta A.	90031	4.000	**Web Registered** Apr 15, 2009	None ▾	N	<input type="text"/>	<input type="text"/>	3	
3	Holt, Z...	9003	4.000	**Web Registered** Jun 22, 2009	None ▾	N	<input type="text"/>	<input type="text"/>	13	
4	Lampkins, Brett E.	90021	4.000	**Web Registered** May 14, 2009	None ▾	N	<input type="text"/>	<input type="text"/>	9	
5	Laster, Je...	90031	4.000	**Web Registered** May 05, 2009	None ▾	N	<input type="text"/>	<input type="text"/>	7	
6	Nichols, April J.	90021	4.000	**Web Registered** Apr 15, 2009	None ▾	N	<input type="text"/>	<input type="text"/>	1	
7	Ruff..., Christ... I.	9003	4.000	**Web Registered** Jul 04, 2009	None ▾	N	<input type="text"/>	<input type="text"/>	14	

 Please submit the grades often. There is a 20 minute time limit starting at 11:45 am on Jul 07, 2009 for this page.

## CONFIGURING EMAIL SETTINGS IN INTERNET EXPLORER

### Open Internet Explorer

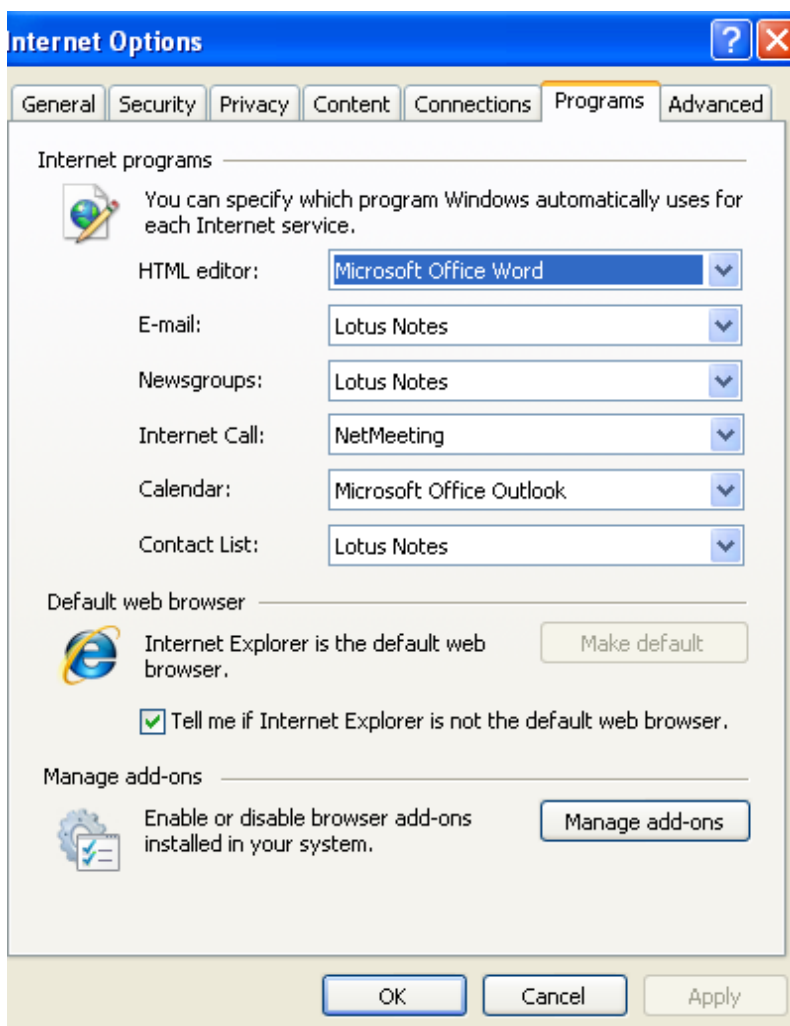
Click on Tools

Click on Internet Options

Click on Programs

Make sure your settings are set as shown below.

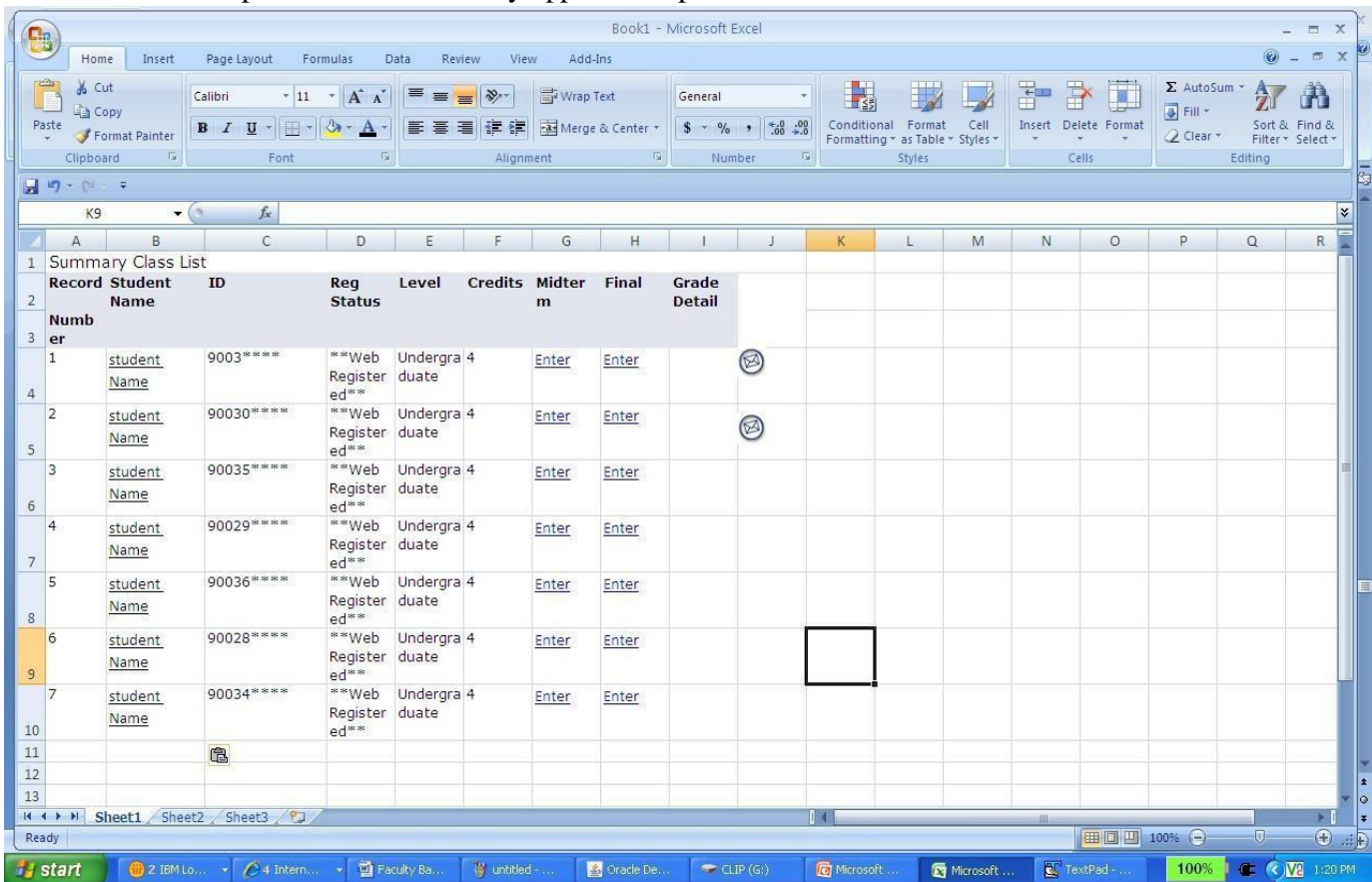
Click apply. then OK.



**PRINTING YOUR ON-LINE CLASS LIST**

- Login to Banner Web.
- Choose Faculty Services.
- Choose desired term and submit.
- Choose a class list selection (CRN) and Submit.
- Select " Summary Class List" (this list is tabular and pastes well into Excel)
- Dragging with the left mouse button, select only the table of student information beginning with the title Summary Class List and highlight the list until you get to the bottom.
- Select "Copy" from the menu.
- Open Excel and select "Paste" from the Edit menu.

Note: Information pasted into Excel may appear compressed or abbreviated until the columns are resized.



**[FACULTY AND ADVISORS MENU](#)** - Advisors Services

**NOTE:** Advisors must be attached to their advisees in the Banner system in order to view a student's information and to assist with registration. If you have any questions, please see the Registrar's Office.

**[STUDENT INFORMATION MENU](#)**

**TO VIEW:** Click on *Student Information Menu* for more access to more advisors' tools and additional student information.

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## Student Information

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- [Term Selection](#)
- [ID Selection](#)
- [Student Information](#)
- [Student Address and Phones](#)
- [Student E-mail Address](#)
- [Student Schedule](#)
- [Registration Overrides](#)
- [Add or Drop Classes](#)
- [Change Class Options](#)
- [Academic Transcript](#)
- [Electronic Gradebook for a Student](#)
- [Degree Evaluation](#)
- [Active Registrations](#)
- [Registration History](#)
- [Advisee Listing](#)
- [Test Scores](#)
- [View Holds](#)
- [View Application To Graduate](#)
- [Concise Student Schedule](#)
- [Student Week at a Glance](#)

Select the *Term Selection*, enter the student's **ID** or name and click *Submit*. Now you're ready to assist the student with registration, advising or viewing transcripts.

---

## Student and Advisee ID Selection

90000

 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

## [GENERAL STUDENT INFORMATION](#)

This gives you the current program, classification and general information of the student you are assisting.

---

Information for April Test-Student

### ***Student Information effective from Fall 2006 to The End of Time***

**Registered for Term:** No  
**First Term Attended:** Fall 2004  
**Last Term Attended:** Spring 2006  
**Status:** Active  
**Residence:** Out of State  
**Student Type:** Continuing  
**Class:** First Year  
**Primary Advisor:**  
**Primary Advisor Type:** Major  
**Expected Graduation Date:** May 22, 2011

### ***Curriculum Information***

#### **Current Program**

Bachelor of Science

**Level:** Undergraduate  
**Program:** BS-Biochemistry  
**Admit Term:** Spring 2000  
**Catalog Term:** Spring 2000  
**College:** Honors Program  
**Campus:** Spelman  
**Major and Department:** Biochemistry, Chemistry  
**Major:** Comparative Women's Studies


[REGISTRATION - ADD OR DROP CLASSES](#)

**The student must supply the PIN.**

Faculty Student PIN

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Information for **Student's Name**

 Please enter the Personal Identification Number (PIN) for the student. Choose the ID Selection link to select a different student.


Student PIN:

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[ADD CLASSES](#)

Enter the appropriate **Course Request Numbers** in the boxes under “Add Class” and click on the “**Submit Changes**” button. If you are uncertain of a course’s CRN, you may click on the “Class Search” button to find it.

---

 Use this page to add or drop classes for the selected term. Classes for which the student has already registered will appear in the Current Schedule. Additional classes may be added in the Add Classes table. To add a class, enter the Course Reference Number (CRN) in the Add Classes table. Classes may be dropped using the options available in the Action field. If no options are listed in the Action field, the class may not be dropped. When adds or drops are complete, select Submit Changes.

You may choose Class Search to review the class schedule.

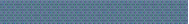
Add Classes Worksheet

CRNs									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>							

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[\[ ID Selection | Term Selection | Registration Overrides \]](#)


RELEASE: 8.0

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## CLASS SEARCH

Click on the Class Search button to start the search.

Use the Class Search option by specifying the course's subject. You may narrow the search by specifying a course number, title, part of term, start time, end time or days of class meetings. Click on "Find Classes" to view the search results.

 Use any combination of the selection options to search for particular classes in the class schedule. Choose Class Search when your selection is complete.

**Subject:**   
Anthropology  
Art

**Course Number:**

**Title:**

**Schedule Type:**

**Credit Range:**  hours to  hours

**Campus:**

**Part of Term:**  
Non-date based courses only

**Instructor:**   
Anderson, Susan C  
Ayalew, Mentewab B.

**Session:**

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

The less information you put in for your search, the more information you will receive in your results.

## Media and Information Technology – Banner Services

### Faculty Self-Service Banner Web

If a class is full/closed you will see a **C** in the box to your left.



Class Number	Section	Credits	Subject	Time	Days	Instructor	Start/End	Room
<input type="checkbox"/>	62588 SFLS 201 11 S	4.000	Intermediate Spanish	02:50 pm	MWF	Cleveland Johnson (P)	08/26-12/11	COSBY 103
<input type="checkbox"/>	60076 SFLS 202 01 S	4.000	Intermediate Spanish	03:00 pm-03:50 pm	MWF	Pilar Valencia (P)	08/26-12/11	COSBY 217
<input type="checkbox"/>	60077 SFLS 202 02 S	4.000	Intermediate Spanish	09:00 am-09:50 am	MWF	Pilar Valencia (P)	08/26-12/11	COSBY 214
<input type="checkbox"/>	60078 SFLS 202 03 S	4.000	Intermediate Spanish	11:00 am-11:50 am	MWF	Julio Gonzalez-Ruiz (P)	08/26-12/11	COSBY 103
<b>C</b> <input type="checkbox"/>	60079 SFLS 202 04 S	4.000	Intermediate Spanish	12:00 pm-12:50 pm	MWF	Julio Gonzalez-Ruiz (P)	08/26-12/11	COSBY LL27
<b>C</b> <input type="checkbox"/>	60442 SFLS 202 05 S	4.000	Intermediate Spanish	02:25 pm-03:40 pm	TR	TBA	08/26-12/11	COSBY 206
<input type="checkbox"/>	60080 SFLS 222H 01 S	4.000	Intensive Inter Span:Major/Min	01:00 pm-01:50 pm	MWF	Pilar Valencia (P)	08/26-12/11	COSBY 330

To make a selection **click in the box** and choose Register.

- Click **Register** - you **are registered** in the class.
- Click Add to **Work Sheet** – It is placed on work sheet, you **must click submit changes to be in the class.**

To complete the web portion of registration, click on Submit Changes.

**(DO NOT CLICK ON THE BACK ARROW ON YOUR BROWSER.)**



**VJEW ACADEMIC TRANSCRIPT**

Select the type of transcript to view

**Q** Select the transcript level and transcript type.

Transcript Level: All Levels VI  
 Transcript Type: Advisor's Copy VI

Display Transcript

RELEASE: 8.1

Powered by

**Student Academic Transcript**

900000!

**Q** This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for [April Test-Student](#)  
[Transfer Credit](#) | [Institution Credit](#) | [Transcript Totals](#) | [Courses in Progress](#)

*Transcript Data*

STUDENT INFORMATION

Name : April Test-student  
 student Type: Continung  
 Curriculum nformation

Current Program

College: Honors Program  
 Major and Department: Biochemistry, Chemistry  
 Major: Comparative Women's Studies

\*\*\*Transcript type:ADVR Advisor's Copy Is NOT Official

\*\*\* DEGREES AWARDED

TRANSFER CREDIT ACCE(PTED BY INSTITUTION [-Top-](#)

Subject	Univ de Bnhin, Brazil	Course#	Till	Grid#	Credit Hours	Quality Point	R
		Attempt Hours	Joint/Other HOURS	Earned Hours	VA Hours	Quality Points	VA
Chemical Therm:		0_000	0_000	0_000	0_000	0_00	0_00

Unofficial Transcript

INSTITUTION CREDIT

Enroll 2004  
 College: Honors Program  
 Major: Student BIOChemistry  
 Type: Academic New Hrst Time  
 Standing:

Subject	Course	Level	Title	Credit Hours	Quality Points	Start and End Date
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SALW	111	III	African Diaspora & the World	W	4.000	11.00
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Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	Graded Hours	Quality Points	GPA
current Term:	4.000	0.000	0.000	0.000	0.00	0.00
cumulative:	4.000	0.000	0.000	0.000	0.00	0.00

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**Spelman College  
Media & Information Technology Division**

