
X If you have previously logged in to Banner to enter grades or to access your roster, you may have already changed your pin. If you do not remember your PIN, you can either call to have me reset your PIN to your date of birth, or you can enter your login and select FORGOT PIN. This will only work on the first 9 (th) of the year.

change your PIN.

X The system will ask you for a security question and answer if you have not already set this up. Select a question and answer that you can easily remember.

X Select Faculty Services

X Under Term Selection (select which one is pertinent) :

Select: Spring 20 X

Select: Summer 20 X

Select: Fall 20 X

X To view your schedule and course information for the term you will be teaching, Select Faculty Detail Schedule for the correct term (Spring 20 X, Summer , or Fall_____)

X If you have more than one course, you will need to select the class that you want information on

X Click on enrollment and it will give you a list of the students registered in that particular class

X You can email the class or email a student from this area

X If you select the Detail class list (at the bottom of the screen), you can see detailed information although the concentration area of the student does not appear

X By selecting a particular student, you can see address and telephone information. We are continually updating information on c

X From this area, you can also add a syllabus and office hours if you want to have this information for your students. Never change the course title as this information is what prints on the student's academic record and official transcript.

X There is a faculty view of student information and you can see the concentration under this view (listed under Primary Curriculum).

To enter final grades:

1. First select the term, then FINAL GRADES. All withdrawal grades should have already been rolled to academic history (column: Rolled = Y). If you are entering the grade for the first time, a drop down listing of the grades will show up. Select the appropriate grade for each student.

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2. If you have more than one class to grade, you will need to go back to Faculty Services, CRN Selection and select the next class. Also, if you have a cross-listed course that is listed