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Getting started

Go to our homepage at www.drakestate.edu.

Click on Online Services in the bottom right corner of the page.

From there choose Banner Self Service

Select Login to My Drake State and Login with your D-number and Password. If this is your first time logging in, your password is your date of birth (MMDDYY).
Your Main Menu will contain only items specific to you. Every Faculty member will have a Faculty Services tab. Below is the **Faculty Menu** in Faculty Services. This guide will demonstrate a few of the more commonly used tools available to you through SSB. There are multiple ways to retrieve the same information or perform the same tasks. Following are examples of how to use these tools. Please explore the menu to discover the techniques that best fit your individual needs.
Selecting a Student ID
Clicking on the Student Information Menu, gives you the following menu choices.

In SSB, every query you make or task you perform is related to a specific term (semester), student and/or Course Reference Number (CRN). You will be prompted for this information every time you enter SSB. Once you select this information, all subsequent menu items you select relate back to that term, student and/or CRN. You must select another term, student or CRN to view information related to your new query.
Click **ID Selection**

On the Student and Advisee ID Selection page, enter the student’s Banner ID (D-Number) or the student’s last and first name. If you are uncertain of how to spell their complete name, search using their partial name followed by the wildcard symbol (%). For example: Arrington can be found by entering Arrin%.
Viewing General Student Information

From the Student Information Menu, click **Student Information**.
This will display general information about the student’s major, classification, advisor, academic standing, etc.

<table>
<thead>
<tr>
<th>Student Information effective from Fall 2013 to The End of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered for Term: No</td>
</tr>
<tr>
<td>First Term Attended: Fall 1989</td>
</tr>
<tr>
<td>Last Term Attended: Fall 2013</td>
</tr>
<tr>
<td>Status: Active</td>
</tr>
<tr>
<td>Matric Term: Fall 1989</td>
</tr>
<tr>
<td>Residence: In State Resident</td>
</tr>
<tr>
<td>Citizenship: US Citizen</td>
</tr>
<tr>
<td>Student Type: Transfer</td>
</tr>
<tr>
<td>Class: Freshman</td>
</tr>
<tr>
<td>Primary Advisor: Deloris R. Smothers</td>
</tr>
<tr>
<td>Primary Advisor Type: Major Advisor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Program: Associate in Applied Science</td>
</tr>
<tr>
<td>Level: Undergraduate</td>
</tr>
<tr>
<td>Program: AAS-Business Admin Office Adm</td>
</tr>
<tr>
<td>Admit Term: Fall 1989</td>
</tr>
<tr>
<td>Admit Type: Regular Admit</td>
</tr>
<tr>
<td>Catalog Term: Fall 2013</td>
</tr>
<tr>
<td>College: No College Designated</td>
</tr>
<tr>
<td>Major: Business Admin-Office Admin</td>
</tr>
</tbody>
</table>

Student Schedule ▪ Student Addresses and Phones ▪ Student E-mail Addresses
Advisee Listing

From the Student Information Menu, click **Advisee Listing**.

This shows your advisees. You can click any hyperlink to get more detailed information without the need to return to the main menu.
Academic Transcript for a student

From the Student Information Menu, click Academic Transcript.

If needed, select the Term, and student you wish to view.

Select the Transcript Level (Undergraduate) and Transcript Type (Unofficial Web Transcript) from the drop-down menus. This transcript will show all coursework completed at Drake State as well as specific transfer work.

Click Display Transcript.
A similar screen appears
Selecting the Course Reference Number (CRN)

From the main Faculty Services menu, click **CRN Selection**. The CRN was formerly known as the course number (BIO103 99).

Choose the desired course and click **Submit**. Only the courses you are teaching will be displayed. However, if you aren’t the Primary Instructor of the CRN, you may enter the CRN Directly.

Once the CRN is selected, you may now proceed to other menu functions, (grades, permissions, rosters, etc.) for that section. To view information about other CRN’s, go back and select another CRN.
Entering Final Grades

From the main Faculty Services menu, click **Final Grades**. This feature is not available until the final assessments are in progress. It is not active/available in the beginning of a term. **There is a 15 minute time limit on this page. If there are 15 or more minutes of inactivity, you will be prompted to login again. Please submit grades continuously.** You are entitled to make grade changes here if exams are still in progress. If the time has elapsed for grades to be completed, you are not permitted to make a Grade Change here.

Choose the desired CRN and click **Submit** if requested. Notice to the right of the CRN you will see the number of students enrolled in the course.
The class list for the selected CRN appears. Select the correct grade for each student from the Grade drop down menu. Click **Submit** after you have carefully reviewed the grades for accuracy.

If you are issuing an “F”, you will be prompted to enter that student’s last day of attendance. The **Attended Hours** field is not required. This page times out for security after 15 minutes of inactivity, save (click **Submit**) your changes frequently.
Summary Class List – Roster

From the main Faculty Services menu, click **Summary Class List**.

Choose the desired CRN and click **Submit** if requested.
The class list appears for the selected CRN. The Enrollment Counts section shows you how many students are enrolled in your class. The Summary Class List is your class roster. You may print your roster by using the print icon in your web browser tool bar.
Active Assignments

From the main Faculty Services menu, click **Active Assignments**.
As a Faculty member, you can utilize this page to view all active assignments for a term. The class syllabus and office hours may be maintained here as well. You can also display the class list and detail schedule information.
Entering Office Hours

From the main Faculty Services menu, click **Office Hours**.
Choose the desired CRN and click **Submit** if requested.
The submitted CRN page appears.

Enter the desired information and click **Submit**. You must use military time, check the appropriate days of the week, choose which contact number (if any), your office location, the date range for which those hours are active, and whether or not you want to display them on the web for students to see.

Once you set your office hours for one class, you can use that copy function to assign those hours to your other classes (recommended).

Course Catalog

From the main Faculty Services menu, click **Course Catalog**.

Select a Catalog Term and Submit.
The Catalog is where you will find all of the courses that are taught at Drake State along with other valuable information.
Class Schedule

From the main Faculty Services menu, click Class Schedule.
The class schedule allows you to view the courses that are being taught a particular term.
Listed below is a sample view of the schedule.

**Principles of Accounting II - 10017 - BUS 242 - 1**

Associated Term: Fall 2014  
Registration Dates: Apr 09, 2014 to Jun 03, 2014  
Levels: Undergraduate  
Main Campus Campus  
Lecture Schedule Type  
Traditional Instructional Method  
3.000 Credits  
View Catalog Entry

**Scheduled Meeting Times**

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>8:00 am - 9:30 am TR</td>
<td>Main Campus - Bldg 500 311</td>
<td>Aug 18, 2014 - Dec 19, 2014</td>
<td>Lecture</td>
<td>Sheila D. Hammon (P) Adam Clark</td>
<td></td>
</tr>
</tbody>
</table>

**Principles of Management - 10018 - BUS 275 - 1**

Associated Term: Fall 2014  
Registration Dates: Apr 09, 2014 to Jun 03, 2014  
Levels: Undergraduate  
Main Campus Campus  
Lecture Schedule Type  
Traditional Instructional Method  
3.000 Credits  
View Catalog Entry

**Scheduled Meeting Times**

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>2:00 pm - 3:30 pm TR</td>
<td>Main Campus - Bldg 800 810</td>
<td>Aug 18, 2014 - Dec 19, 2014</td>
<td>Lecture</td>
<td>Gwendolyn M. Pope (P)</td>
<td></td>
</tr>
</tbody>
</table>
Frequently Asked Questions

1. What is Banner Self Service?
Banner Self Service is a web based product used by students, faculty, staff and advisors. A secure web product, Banner Self Service retrieves and records data directly to and from the Banner database, based upon the user’s role in Banner. All information is live and in real time. Banner Self Service provides information in an easy-to-read format that is available from any computer connected to the Internet.

2. Which browser do I use?
It is important that you use the most up-to-date version of your Internet browser.

3. How do I access Banner Faculty Self Service on the Internet?
Click the Online Services link at the bottom right corner of our webpage at www.drakestate.edu. From there choose the Banner Self Service link. If problems occur, please use the following hyperlink: http://ban-app.drakestate.edu:9000/PROD/twbkwbis.P_GenMenu?name=homepage

4. What information do I need to login to Banner Faculty Self Service?
You will need your Banner user ID (capital D number) and PIN. If this is your first time logging in, your password is your date of birth (MMDDYY). You will be prompted to reset it to something else once you log in. Do not give your PIN to anyone else.

5. I've forgotten my PIN or my account has become disabled. What do I do?
If you have forgotten your PIN, you can answer your PIN question to reset your PIN. If you are still having a problem, contact the Office of Admissions/Registrar to have it reset.

6. Is there a time limit on Banner Faculty Self Service?
Yes. For your protection, if your Banner Self Service session has more than 15 minutes of inactivity, your session will be terminated.

7. Who do I call for help?
If you are having problems specific to Banner Faculty Self Service or need assistance, contact the Office of Admissions/Registrar at 256-551-3109.

8. How do I print class rosters?
Faculty can print their own up-to-the-minute class rosters using Banner Faculty Self Service.

1. Login to Faculty Self Service
2. Open the Summary Class List
3. Print the class list by clicking the Printer icon or choosing the File menu and Print.

If you are not the Primary Instructor:
1. Login to Faculty Self Service
2. Open the CRN
3. Enter the CRN directly
4. Open the Summary Class List and Print the Roster

9. **How SAFE is my Banner ID and PIN?**
The only way anybody can get access to your data through Banner Self Service is by entering your Banner ID number as well as the PIN known only to you. This is why you should change your PIN number to something that is known only to you. Please treat your PIN as you would your PIN number for your ATM card, for instance.