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Getting started

Go to your institution's homepage and click OneACCS.

Enter your User ID and password provided by your institution.
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.

### Faculty and Advisors

- Advising Student Profile
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Detail Class List
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- Student Information Menu
Advising Student Profile

The Advising Student Profile can be used by Faculty and Advisors to view important information about their advisees. The information is consolidated into a profile page and can be used to assist the student with academic decisions. Some of the profile data available to advisors and students includes:

- Student contact information
- Biographical information
- General student information (such as classification, student status, student type, residency, campus, attendance start dates, last registration term, and matriculation term)
- List of advisors and advisor type with contact information
- Primary and secondary curriculum records
- Prior education and test score information
- Academic standing, GPA, and earned hours information
- Summary of registered courses with registration status and instructor
- Registration notices
- Hold notices
- Graduation information
Advisee Search

The first screen displayed in the Advisor Student Profile is the “Advisee Search” screen

- Use the Advisee Search page to select the term for a specific advisee to view their student profile information.
  - The selected term will determine which advisees you have access to as well as which information will be displayed for the students.

- You can search for one of your advisees individually by Student ID, Student Email, or Students Name and click “View Profile” to view this specifics students information.

- To see ALL advisees that are assigned to you for the selected term click the “View My Advisee Listing” Button, which will open the “Advisee Listing Screen”.

![Advisee Search Screen](image-url)
Advisee Listing Screen

The Advisee Listing provides a list of all students with whom you have an active advising relationship for the given semester. You can sort, filter, and/or download the list of advisees, email advisees, and you can access an individual student’s profile from this page.

- Navigate through all advisees using the horizontal arrow keys at the bottom of the screen
- Quickly sort the information displayed by clicking the Column headers
  - For more advanced filtering click the “Filter Button” in the right corner
- The “Email All” button allows you to quickly send a BCC message to advisees
- To download an Excel list of your advisees select Tools>Export Advisee Listing>Export
  If your advisees are filtered this export will only include the students in the filter
Viewing a Student’s Profile

There are two ways to access a student’s profile:

1. From the Advisee Search Screen use “search by” to find a student and click “View Profile”

   ![Advisee Search Screen](image)

2. From the Advisee Listing Screen, select “View Profile” underneath the students’ name.

   ![Advisee Listing Screen](image)
Navigating a Student’s Profile

Before analyzing a student’s information ensure the correct term is selected in the top left hand corner. The term information displayed is the term you selected on the Advisee Search Screen.

1. **Curriculum and Courses**- Displays curriculum information for the student’s primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours and GPA.

2. **Prior Education and Testing**- Displays High School and Post-Secondary information as well as any Placement testing and scores

3. **Student Information**- Displays general information about student and their academic criteria

4. **Notes Tab**- Select this tab to add advising notes for the student

5. **Registration Notices**- Displays term selected Academic Standing, Student Status and Enrollment Status

6. **Holds**- Displays any holds associated with the student for the selected term
Term Selection

In Self Service Banner, 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.

Select Term

Select a Term: Fall 2020

Submit
Selecting the Course Reference Number

From the Faculty and Advisors menu, click CRN Selection

Faculty and Advisors

<table>
<thead>
<tr>
<th>Advising Student Profile</th>
<th>Term Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN Selection</td>
<td>Faculty Detail Schedule</td>
</tr>
<tr>
<td></td>
<td>Detail Class List</td>
</tr>
<tr>
<td></td>
<td>Summary Class List</td>
</tr>
<tr>
<td></td>
<td>Midterm Grades</td>
</tr>
<tr>
<td></td>
<td>Final Grades</td>
</tr>
<tr>
<td></td>
<td>Class Schedule</td>
</tr>
<tr>
<td></td>
<td>Course Catalog</td>
</tr>
<tr>
<td></td>
<td>Office Hours</td>
</tr>
<tr>
<td></td>
<td>Faculty Grade Summary</td>
</tr>
<tr>
<td></td>
<td>Student Information Menu</td>
</tr>
</tbody>
</table>

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

Select a CRN

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.
Faculty Detail Schedule

From the Faculty and Advisors menu, click Faculty Detail Schedule. The Faculty Detail Schedule provides information specific to each course you are teaching such as number of credits, enrollment, days and time.

Faculty and Advisors

Introduction to Philosophy - 11386 - PHL 106 - WA1

<table>
<thead>
<tr>
<th>Status:</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available for Registration:</td>
<td>Jul 08, 2019 - Aug 20, 2019</td>
</tr>
<tr>
<td>College:</td>
<td>Social Science</td>
</tr>
<tr>
<td>Department:</td>
<td>2</td>
</tr>
<tr>
<td>Part of Term:</td>
<td>3.000</td>
</tr>
<tr>
<td>Course Credits:</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Course Level:</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>Campus:</td>
<td>No</td>
</tr>
<tr>
<td>Override:</td>
<td>Add</td>
</tr>
<tr>
<td>Syllabus:</td>
<td>Classlist</td>
</tr>
<tr>
<td>Rosters:</td>
<td>Add</td>
</tr>
<tr>
<td>Office Hours:</td>
<td></td>
</tr>
</tbody>
</table>

Enrollment Counts

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollments: 40</td>
<td>35</td>
<td>5</td>
</tr>
<tr>
<td>Cross List: 0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 18A</td>
<td>Distance Learning Aug 19, 2019 - Oct 10, 2019</td>
<td>Lecture</td>
<td>Cedric David Arrington</td>
<td>Tyler J Andrews</td>
</tr>
</tbody>
</table>
Detail Class List

From the Faculty and Advisors menu, clickDetail Class List. The Detail Class List provides Faculty with course information, enrollment and a roster of students in the class with pertinent information about each student.

Faculty and Advisors

- Advising Student Profile
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- Faculty Detail Schedule
  - Detail Class List
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- Student Information Menu

Course Information

Emergency Medical Technician - EMS 110 100
CRN: 11046
Duration: Aug 19, 2019 - Dec 12, 2019
Status: Active

Enrollment Counts

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>25</td>
<td>0</td>
</tr>
</tbody>
</table>

Detail Class List

<table>
<thead>
<tr>
<th>Record</th>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Registered</td>
<td>33</td>
</tr>
</tbody>
</table>

Current Program

Associate in Applied Science
Level: Undergraduate
Program: EMT - Emergency Medical Tech
Admit Term: Spring 2019
Admit Type: Unconditional Admit
Summary Class List

From the Faculty and Advisors menu, click Summary Class List. The Summary Class List provides Faculty with course information, enrollment counts and an alphabetized roster of students.

Faculty and Advisors

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* An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student is not enrolled in his/her primary curriculum.

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

Course Information
English Composition I - ENG 101 100
CRN: 22760
Duration: Jan 13, 2020 - May 09, 2020
Status: Active

Enrollment Counts
Maximum Actual Remaining
Enrollment: 13 4 9
Cross List: 0 0 0

Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
</table>

ALABAMA COMMUNITY COLLEGE SYSTEM
**Midterm Grades**

From the Faculty and Advisors menu, click Midterm Grades. This feature is not available until the mid-term 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.

---

**Faculty and Advisors**

- Advising Student Profile
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- Final Grades
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- Student Information Menu

---

**Mid Term Grades**

Enter mid-term grades and test attendance date and hours. If Confidential appears next to a student’s name, the personal information is to be kept confidential.

**Course Information**

**English Composition I - ENG 101 100**

CRN: 22760
Students Registered: 4

Submit: Reset

Please submit the grades often. There is a 15 minute time limit starting at 09:57 pm on Jan 25, 2020 for this page.

---

**Mid Term Grades**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Last Attend Date</th>
<th>Attended Hours</th>
<th>5-999.99</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td><strong>Registered</strong> Mar 26, 2020</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td><strong>Web Registered</strong> Nov 05, 2019</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td><strong>Web Registered</strong> Nov 12, 2019</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td><strong>Web Registered</strong> Nov 12, 2019</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Submit: Reset

Please submit grades often. There is a 15 minute time limit on this page.
Final Grades

From the Faculty and Advisors menu, click Final Grades. The class list for the selected CRN appears. 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.

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.
Reporting Attendance

From the Faculty and Advisors menu, click Final Grades.

Faculty and Advisors

1. Select the desired term from the drop-down list and select Submit.

2. Select the CRN of the course you wish to view.

3. After selecting the CRN, your class roster will appear.

4. Under Last Attend Date, please enter the first date of attendance for each student as MM/DD/YYYY. Do not enter any additional information.

   NOTE: If your course does not appear in the list, it is because you are not listed as the primary instructor in the system. Please contact the appropriate individual on your campus for further assistance.

5. Enter a last attend date for each student on the roster that has attended class.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled Last Attend Date</th>
<th>Attend Hours</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.000</td>
<td><strong>Web Registered</strong></td>
<td>None</td>
<td>08/27/2018</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>3.000</td>
<td><strong>Web Registered</strong></td>
<td>None</td>
<td>08/27/2018</td>
<td></td>
<td>23</td>
</tr>
<tr>
<td>3.000</td>
<td><strong>Web Registered</strong></td>
<td>None</td>
<td>08/27/2018</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>3.000</td>
<td><strong>Web Registered</strong></td>
<td>None</td>
<td>08/27/2018</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

If the student did not attend your class, please leave the Last Attend Date field empty.

Attendance Hours are not required.
6. When finished entering attendance, select **Submit**.

   If you see a STOP warning, check the error message, make any necessary corrections and select the **Submit** button again.

7. To record attendance for additional courses, click on Faculty Services at the top of the page and repeat the same steps for a different course.

8. When you are done using Self Service, select **EXIT** in the upper right-hand corner of the page. You should also close your internet browser to ensure security.

**END OF TERM NOTES:**

- If the student *attended* and grades of A, B, C, or D are entered, you **do not** have to change the initial Last Attend Date.
- If the student *attended* and *received* an F or I (Incomplete) grade, the Last Attend Date should be changed to the **actual** last date of attendance.
Class Schedule

From the Faculty and Advisors menu, click Class Schedule.

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<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student</th>
<th>Faculty Services</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search [ ]</td>
<td></td>
<td>[Go]</td>
<td></td>
</tr>
</tbody>
</table>

Select Term or Date Range

**Search by Term:**

Spring 2020 (View only)

**OR**

**Search by Date Range (MM/DD/YYYY):**

From: [ ]

To: [ ]

Submit  Reset

RELEASE: 8.7.2.6
The Class Schedule allows you to view the courses that are being taught in a particular term.

Listed below is a sample view of the schedule.
Course Catalog

From the Faculty and Advisors menu, click Course Catalog.

Faculty and Advisors

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Select a Catalog Term and Submit

Search Information

Search: [Input Field]  Go

Course Catalog Search

Please select a Catalog term and choose Submit to proceed to the Course Search page.

**Search by Term:**

Spring 2020

Submit

The Catalog is where you will find all of the courses that are taught at your institution along with other valuable information.

Subject:
- Accounting Technology
- Advanced Manufacturing
- Aerospace Technology

Course Number Range: from [Input Field] to [Input Field]

Title: [Input Field]

Schedule Type:
- All
- Clinical
- Distant Learning

Department:
- [Input Field]

Credit Range: [Input Field] hours to [Input Field] hours

Get Courses  Reset
Entering Office Hours

From the Faculty and Advisors menu, click **Office Hours**.

Faculty and Advisors

- Advising Student Profile
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Choose the desired CRN and click Submit.

Select a CRN

- **CRN:**
  - ENG 101 100: English Composition I, 22760 (4)
  - ENG 101 101: English Composition I, 22760 (4)
  - NUR 113 101: Nursing Concepts I, 23201 (39)

Submit
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).
Academic Transcript for a student

From the Student Information Menu, click Unofficial Academic Transcript.

Faculty and Advisors

Advising Student Profile  
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CRN Selection  
Faculty Detail Schedule  
Detail Class List  
Summary Class List  
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Final Grades  
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Faculty Grade Summary  
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If needed, select the Term, and student you wish to view.

Select the Transcript Level and Transcript Type from the drop-down menus. The Transcript Level will be undergraduate and the default Transcript Type is Unofficial Web Transcript. This transcript shows all work completed at your current institution as well as specific transfer work.

Click Submit.

Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level: All Levels
Transcript Type: Unofficial Web Transcript

Submit

RELEASE: 8.7.1
A screen showing all course work and grades appears.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Level</th>
<th>Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS</td>
<td>122</td>
<td>UG</td>
<td>Lightening/Tinting</td>
<td>C</td>
<td>2.000</td>
<td>4.000</td>
</tr>
<tr>
<td>COS</td>
<td>123</td>
<td>UG</td>
<td>Color Correction</td>
<td>C</td>
<td>1.333</td>
<td>2.666</td>
</tr>
<tr>
<td>COS</td>
<td>132</td>
<td>UG</td>
<td>Hair Styling II</td>
<td>C</td>
<td>1.333</td>
<td>2.666</td>
</tr>
<tr>
<td>COS</td>
<td>141</td>
<td>UG</td>
<td>Facial Treatments</td>
<td>C</td>
<td>1.333</td>
<td>2.666</td>
</tr>
<tr>
<td>COS</td>
<td>199</td>
<td>UG</td>
<td>Open Lab</td>
<td>S</td>
<td>0.667</td>
<td>0.000</td>
</tr>
</tbody>
</table>

Current Term:

<table>
<thead>
<tr>
<th>Attempt Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.666</td>
<td>6.666</td>
<td>5.999</td>
<td>5.999</td>
<td>11.998</td>
<td>2.000</td>
</tr>
</tbody>
</table>

Cumulative:

<table>
<thead>
<tr>
<th>Attempt Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.666</td>
<td>6.666</td>
<td>5.999</td>
<td>5.999</td>
<td>11.998</td>
<td>2.000</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Level</th>
<th>Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM</td>
<td>091</td>
<td>UG</td>
<td>Basic Writing I</td>
<td>A</td>
<td>3.334</td>
<td>10.336</td>
</tr>
<tr>
<td>MAH</td>
<td>050</td>
<td>UG</td>
<td>Basic Mathematics</td>
<td>S</td>
<td>3.334</td>
<td>0.000</td>
</tr>
<tr>
<td>SET</td>
<td>112</td>
<td>UG</td>
<td>Typing A</td>
<td>A</td>
<td>2.600</td>
<td>8.000</td>
</tr>
<tr>
<td>SET</td>
<td>113</td>
<td>UG</td>
<td>Typing B</td>
<td>B</td>
<td>2.600</td>
<td>6.000</td>
</tr>
<tr>
<td>SET</td>
<td>121</td>
<td>UG</td>
<td>Beginn Shorthand</td>
<td>B</td>
<td>3.334</td>
<td>10.062</td>
</tr>
</tbody>
</table>

Current Term:

<table>
<thead>
<tr>
<th>Attempt Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
</table>

Cumulative:

<table>
<thead>
<tr>
<th>Attempt Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
</table>

---

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Level</th>
<th>Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
</tr>
</thead>
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