

Once you log into Ursa, click the **Faculty** tab

Once you see the channels on the Faculty tab, find the channel named "**Banner Self Service**" – it is the right most channel on the top

The screenshot shows the Ursa web interface. At the top, there is a banner with the Ursa logo and the text "UNC WEB CONNECTION" and "Need Help? Call 970-351-4357". Below the banner, the user's name "Sharon Carbaugh" and "Recently logged in." are displayed. On the right side, there are "Admin" and "Logout" buttons. A navigation bar contains several tabs: "Home", "Safety", "Help", "Student", "Student B8", "Financial", "BearMail", "Faculty", "Grader", "Employee", "Employee B8", "Banner", "Banner B8", "E-Mail", "PNG Admin", and "Testing". The "Faculty" tab is selected. Below the navigation bar, there are three main content areas. The left area contains links for "Grade forgiveness", "Instructions", "Submitting midterm grades", "Request Form", "Instructions", "Enhancement of Teaching & Learning", "Forms", and "Jal". The middle area is titled "Faculty Schedule" and shows "Today is: May 05, 2010". It has a search box with "Search (MM/DD/YYYY): 05/05/2010" and a "Go" button. Below the search box, it shows "May 05, 2010" and a "Weekly View" link. The right area is titled "Banner Self-Service" and contains a link to "Banner Self-Service". Below this, there is an "Academic Alert | Midterm Grades" section with a blue box that says "Academic Alert" and text that reads "Academic Alert will not be available until Tuesday, May 11, 2010." A yellow arrow points to the "Banner Self-Service" link in the right area.

Click the **Banner Self Service** Link

Click the **Faculty and Advisors** Link

The screenshot shows the "Banner Self-Service" menu. The menu is titled "Banner Self-Service" and has a close button. The menu items are listed as follows:

- Banner Self-Service
 - Personal Information
 - Student
 - Financial Aid
 - Faculty and Advisors
 - Student Information Menu
 - Term Selection
 - CRN Selection
 - Faculty Detail Schedule
 - Week at a Glance
 - Detail Class List
 - Summary Class List
 - Midterm Grades
 - Final Grades
 - Registration Overrides
 - Look Up Classes - by Course
 - Advisor Menu
 - Active Assignments
 - Class Schedule
 - Course Catalog
 - Office Hours
 - Incomplete Grades Summary
 - Advisee Grade Summary
 - Employee

Click the second item down – **Term Selection**

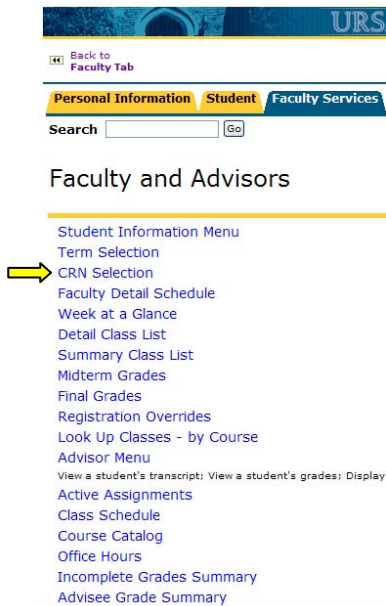
Banner Self-Service

- Banner Self-Service
 - Personal Information
 - Student
 - Financial Aid
 - Faculty and Advisors
 - Student Information Menu
 - Term Selection

Select the term from the drop down list that you are interested in and click the **submit button**



The next screen takes you back to the **Faculty and Advisors** menu
Click the third item down – **CRN Selection**



The next screen presented will provide you a drop down list of the courses for that term – select the course you are interested in and click the **submit button**.

The next screen takes you back to the **Faculty Services** menu so you can now work with the course you selected.

Typically the dashboard takes you to the Summary Class List (the 7th item down on the Faculty & Advisors menu) .

Select **Summary Class List**.

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Registered-Web	Undergraduate	3.000	Enter	Enter	
2	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Registered-Web	Undergraduate	3.000	Enter	Enter	
3	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Registered-Web	Undergraduate	3.000	Enter	Enter	

Note....

If you want to switch classes...you would click the CRN Selection option and select a different class

If you want to switch terms...you would click the Term Selection option – 2nd item on the Faculty and Advisors menu – and select a different term and then click the CRN selection to select the class for the term you want to work with.