

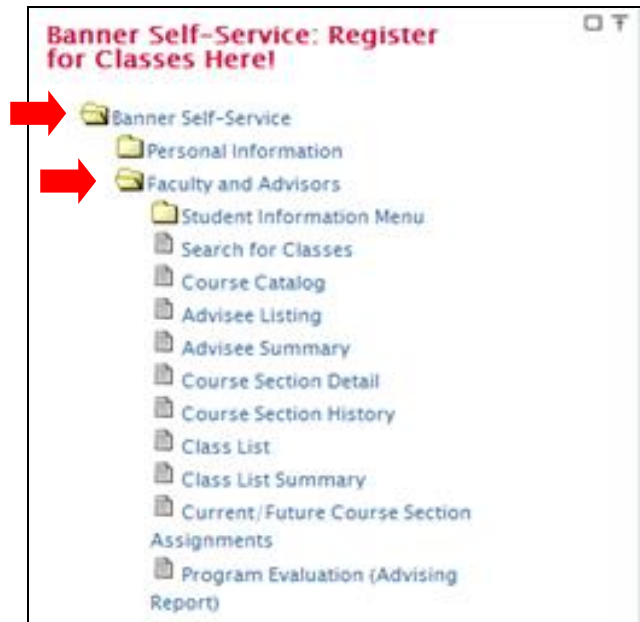


Fall 2010 Banner Quick Reference - Faculty and Advisors

University of Dayton - Porches/Banner Training

Advising Information

1. Log in to **porches.udayton.edu** using your LDAP user name and password.
2. Click on the **Life@UD** tab.
3. Go to the **Banner Self-Service** channel and click on the **Banner Self-Service** folder.



4. Click on the **Faculty and Advisors** folder.
5. Click on **Advisee Listing**. You will be prompted to select a term.
6. Select **Fall 2010** and click **Submit**. This will display your list of advisees.
7. Click on the appropriate column to view advisee information.

Note: The **Transcript** and **Degree Evaluation** links will take you back to WebAdvisor where you can log in for degree audit and unofficial transcripts on specific students.

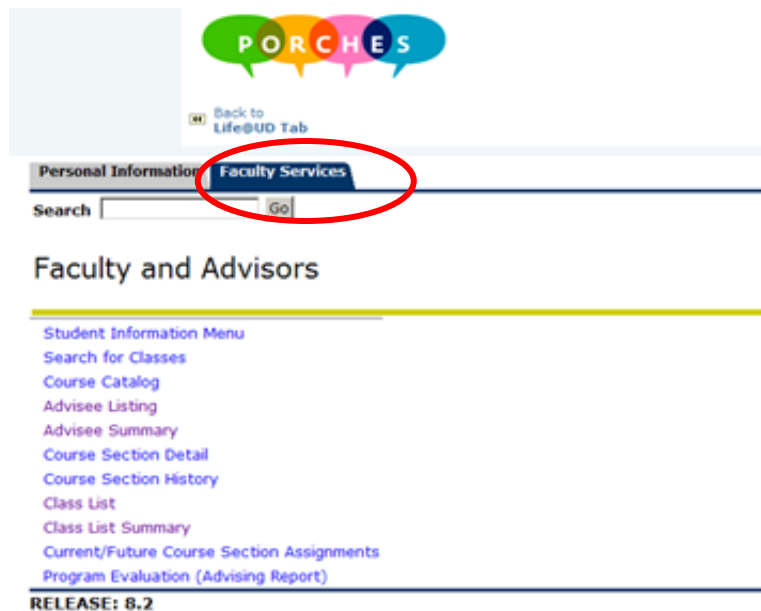
8. Be sure to meet with advisees to approve their courses. There will not be a mechanism in place (Fall 2010 only) for students to enter their courses or advisors to approve their courses.

An email notification will be sent to advisors on a daily basis (once a day) informing them of advisee registration activity.

9. Once registration begins, you can click on the **Faculty Services** tab in Self Service Banner (SSB) or you can go to the Banner Self-Service channel in Porches, click on the **Faculty and Advisors** folder and select **Advisee Summary**. This will show you a list of all of your advisees who have registration activity for the selected term.

Course Information

Once you have accessed Banner through Porches, click on the **Faculty Services** tab to access the faculty and advisor components.



- To view available courses and sections, click on **Search for Classes**.
- To view course descriptions, click on **Course Catalog**.
- To view sections you teach, click on **Course Section History**.
- To view your course rosters, click on **Class List**.



Getting Help

Contact the Udit HelpDesk at **(937) 229-3888** or email helpdesk@udayton.edu for all Porches related issues and questions.

Additional training resources can be found at:

<http://community.udayton.edu/it/training/porches.php>