Banner is the official student system of record at Montclair State University. It contains information on students, faculty, staff, and alumni for various aspects of their involvement with MSU. Banner consists of two areas: INB and SSB.

Internet Native Banner (INB)

Email Advisee List

Faculty Detail Schedule

The **Faculty Detailed Schedule** displays information regarding the course including:

Status
Dates for Registration
College
Department
# of Credits
Level (Grad/Undergrad)
Course Date/Time/Location
Enrollments

You will also have the ability to upload a syllabus as well as access student enrollments.

To Access Faculty Detailed Schedule:

1) Click the **Faculty/Advisor Services** button if necessary to return to main page
2) Click **Term Selection**
3) **Select a Term** and click **Submit**
4) Click **Faculty Detailed Schedule**
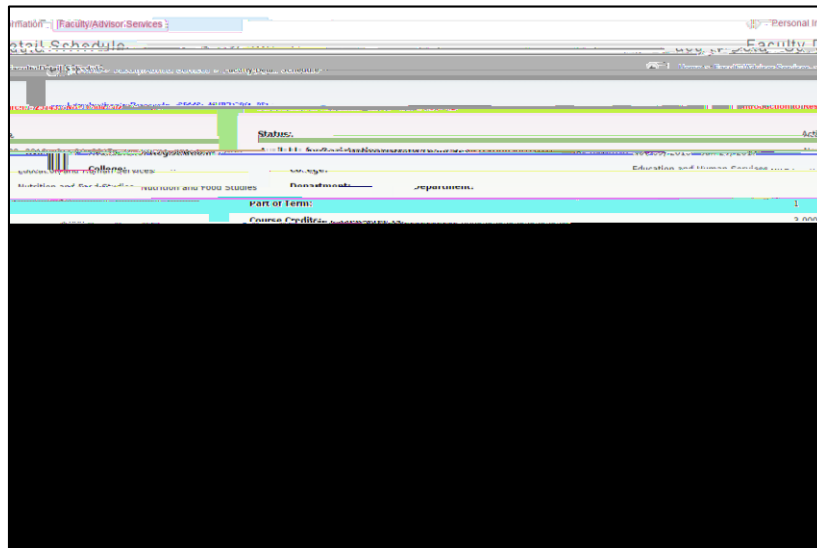
Week at a Glance

A **Week at a Glance** is a calendar view of your schedule.

To View a Week at a Glance:

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Term Selection**
3. **Select a Term** and click **Submit**
4. Click **Week at a Glance**

Detail Class List

The **Detail Class List** will display all the information mentioned in the Summary Class List as well as display additional information on the student such as Admit Term, Year, Major, Concentration and Minor.

To View a Detailed Class list:

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Term Selection**
3. **Select a Term** and click **Submit**
4. Click **Detail Class List**
5. Select a course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
6. Click **Submit**

Summary Class List

The **Summary Class List** will display the course name/section, CRN #, enrollment counts, student s name, CWID, registration status and level. On this page you will be able to email an individual student or the entire cla
their personal information such as phone and address.

To View a Summary Class List:

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Term Selection**
3. **Select a Term** and click **Submit**
4. Click **Summary Class List**
5. Select a course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**
6. Click **Submit**

To confirm Final Grades have been posted correctly click the link **Summary Class List.**

Once the grading period has ended and is closed, final grades can be found under **Faculty Grade Summary**.

NOTE: There is a 15-minute time limit when entering grades. The system will log you off and you will lose any data not saved. Remember to hit SUBMIT often to ensure the data is saved in the system in case you are signed out.

Incomplete Grade Summary

An **Incomplete** grade must be entered in two steps: on the grade roster and then on an

final grade must be submitted to the Registrar (see below). Completing this two-step process is necessary for the incomplete grade to be recorded properly. A paper grade change form must be submitted for the later grade change request.

Class Schedule

Class Schedule takes you to the same Class Schedule search window as the **University Schedule of Classes** link on the NEST landing page. It uses a large pull-down menu of subject listings,

Faculty Grade Summary

To confirm **Final Grades** have been posted correctly after grading period has ended and is closed.

Look Up Classes

Look Up Classes allows you to search/find a course and its associated sections.

To Look Up Classes:

1. Click the **Faculty/Advisor Services** button if necessary to return to main page
2. Click **Look Up Classes**
3. **Select the Term**
4. Click **Submit**
5. Select a **Subject**
6. Click **Course Search**

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