

Getting Started with Your Class Schedule

The University of Alabama uses a system called Banner for academic and administrative data, including class schedules, registration, and grading. As a faculty member, you can access your schedules and class rosters through the myBama website (<http://mybama.ua.edu>). This site also provides Web-based e-mail, announcements, University news, and information.

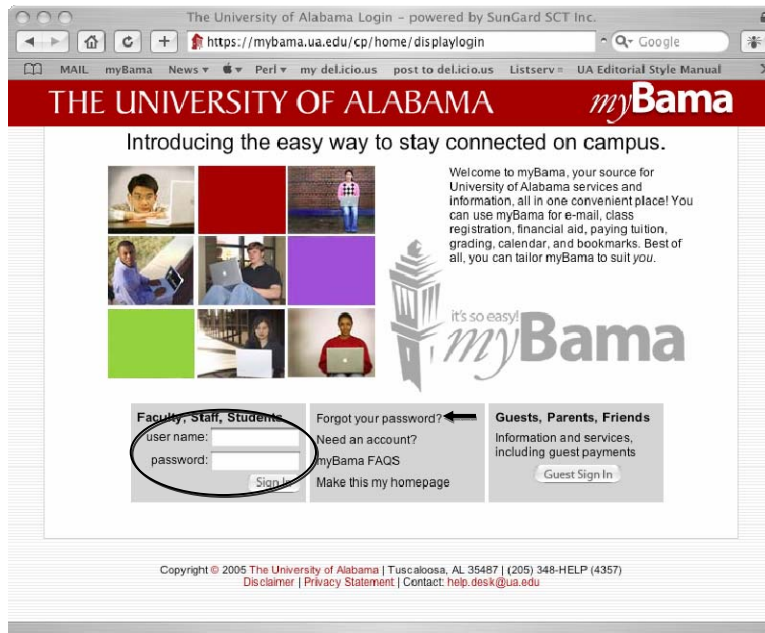
This document contains instructions for

- Signing in to myBama
- Viewing your teaching assignments
- Viewing your class rosters and wait lists

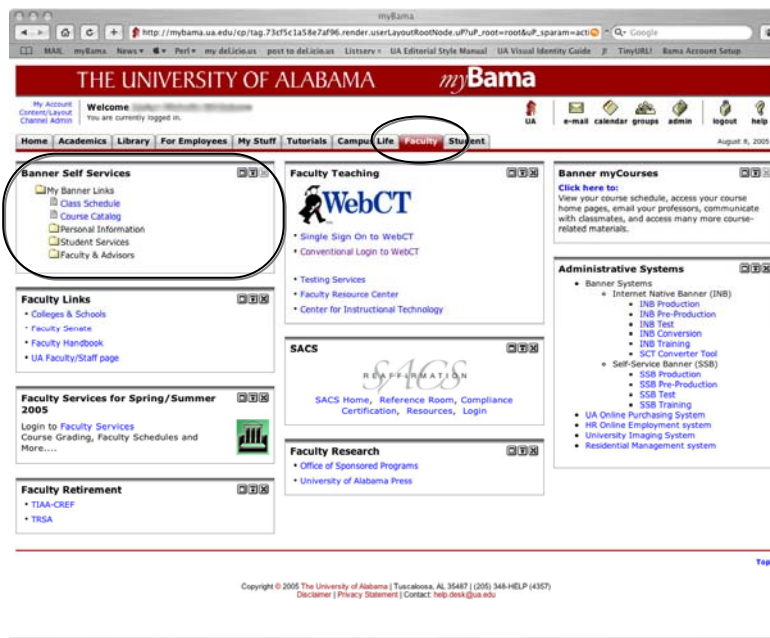


Signing in to myBama

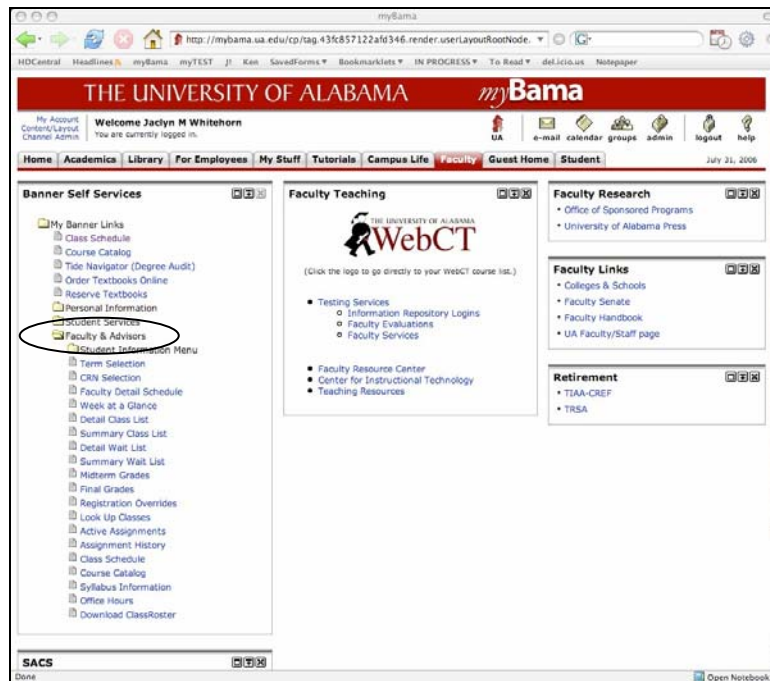
1. Go to <http://mybama.ua.edu>
2. Sign in using your Bama user name and password. If you don't know yours, click the "Forgot your password?" link and follow the instructions.



3. Click on the **Faculty** tab. Notice the **Banner Self Services** channel in the top left corner.



4. Click on the **Faculty & Advisors** folder to expand the menu.



This menu shows the Banner Self Service tools that are particularly suited for faculty or advisors. Some of the tools that you'll need at the beginning of the semester are:

- Faculty Detail Schedule
- Week at a Glance
- Detail Class List and Detail Wait list
- Summary Class List and Detail Wait list

Viewing Your Class Schedule

There are two tools that allow you to see which classes have been assigned to you for a particular term: **Faculty Detail Schedule** and **Week at a Glance**.

The **Faculty Detail Schedule** page shows you detailed information about all the classes assigned to you in a term, including enrollment and location. There are links on this page to the class roster and waitlist.

Faculty Detail Schedule		11000210 Carolyn Motton Fall 2005 Aug 12, 2005 11:20 am				
English Composition I - 40012 - EN 101 - 01						
Status:	Active					
Available for Registration:	Jul 12, 2004 - Aug 31, 2005					
College:	College of Arts & Sciences					
Department:	English					
Part of Term:	1					
Course Credits:	3.000					
Course Levels:	Undergraduate					
Campus:	Tuscaloosa					
Override:	No					
Syllabus:	Add					
Rosters:	Classlist Waitlist					
Office Hours:	Add					
Enrollment Counts						
	Maximum	Actual	Remaining			
Enrollment:	30	28	2			
Cross List:	0	0	0			
Scheduled Meeting Times						
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:50 am	MWTF	TBA	Aug 24, 2005 - Dec 08, 2005	Lecture	Paul C. Woods (P), Carolyn Motton, 21 Train

The **Week at a Glance** page shows you a weekly calendar view of the classes assigned to you. (This view is for a particular week, so the first week's schedule reflects the fact that classes start on *Wednesday*.)

Week at a Glance		11000210 Carolyn Motton Aug 12, 2005 11:20 am				
The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.		Go to (MM/DD/YYYY): <input type="text"/> <input type="button" value="Submit"/>				
Previous Week	Week of Aug 22, 2005 (1 of 10)	Next Week				
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		EN 101-01 40012 Class 8:00 am-8:50 am TBA		EN 101-01 40012 Class 8:00 am-8:50 am TBA		

To see detailed information about a class, faculty can click the link that appears on the class name. This opens the Faculty Detail Schedule page, but this time, only information about that one class is displayed.

In order for you to see a class in Faculty Self Service, that class must be assigned to you.

Viewing Your Class Rosters

There are two types of class rosters:

- Class lists show students currently enrolled in the class
- Wait lists show students currently on the waiting list for the class

For each roster, you can choose one of two views:

- Summary lists show basic information about each student
- Detail lists give additional information about each student

Selecting a Class (CRN)

The CRN is the Course Reference Number, or call number. It refers to a specific section of a specific course that is offered in a specific term. The class roster pages all require that you have selected a CRN.

- Clicking a class link on one of your schedules selects that particular CRN.
- If you click on a roster page before selecting a CRN, you will be prompted to do so.
- Like the term selection, the selected CRN will remain “active” until you select a new one.
- You can use either your schedules or the **CRN Selection** page to choose a CRN.

To select a CRN:

1. From the Faculty Services menu, click the **CRN Selection** link
2. On the Select CRN page, select the CRN that you will be using from the drop down list. This list contains the CRN of all classes that have been assigned to you for the selected term.
3. Click the **Submit** button.

Summary Class Rosters

The **Summary Class List** and **Summary Wait List** pages show basic information about each student registered or wait listed (respectively) for the section. This information includes name, ID, the number of credit hours attempting, and any grades you have entered. If a student has an e-mail address on record, there will also be an icon you can use to send an e-mail message to him or her.

Summary Class List							
Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final
1	Adams, John T.	SCT210113	**Registered**	Undergraduate	3.000	A-	A
2	Adams, Mark T.	SCT210029	**Registered**	Undergraduate	3.000	A	B
3	Adams, Rob T.	SCT210041	**Web Registered**	Undergraduate	3.000	Enter	Enter
4	Spreitzer, David T.	SCT210032	**Registered**	Undergraduate	3.000	Enter	P
5	Spreitzer, Martha T.	SCT210215	**Registered**	Undergraduate	3.000	Enter	A+
6	Jackson, Mark T.	SCT210042	**Registered**	Undergraduate	3.000	B	A+
7	Jackson, Martha T.	SCT210191	**Registered**	Undergraduate	3.000	C	A-

Each student's name is a link that allows you to view any local and permanent addresses and phone numbers that are on record for that student.

Detailed Class Rosters

The **Detail Class List** and **Detail Wait List** pages display all the information that is included on the respective summary pages *except* grades. They also display additional information about each student's degree program, college, department, class standing, and registration date.

Detail Class List						
Record Number	Student Name	ID	Registration Status	Start Date	Expected Completion	Registration Number
1	Adams, John T.	SCT210113	**Registered** on Jul 13, 2004	Jul 12, 2004	Aug 31, 2005	6
Program: BA in Economics Level: Undergraduate College: College of Arts & Sciences Department: Economics Degree: Bachelor of Arts Major: Economics Class: Freshman Credits: 3.000						
Record Number	Student Name	ID	Registration Status	Start Date	Expected Completion	Registration Number
2	Adams, Mark T.	SCT210039	**Registered** on Jul 13, 2004	Jul 12, 2004	Aug 31, 2005	12
Program: MA in English Level: Undergraduate College: College of Arts & Sciences						

