

## Web for Faculty & Advisors Instructions

Banner2000 Web for Faculty & Advisors allows faculty members to work with specific pieces of the student's information in a friendly, efficient manner via the Web. The following instructions will assist in your navigation:

### Faculty Schedule & Grade Maintenance

1. Go to the Delaware State University home MyDESU page at [my.desu.edu](http://my.desu.edu)
2. From the left or right column of icon; Click on Login link.
3. Enter your User ID number (capitalize the "D" in your D100... number) and Pin number.  

If you cannot remember your PIN number, please return to MyDESU page and click the "Create or Reset PIN" link found on the top left of the page. If you have successfully created your pin you will get a prompt that says "YOUR PIN HAS BEEN REPLACED" in the system. Once the pin has been replaced go back to the MyDESU page and login.
4. Once you are logged in, click on Faculty Services (at the top of the page). At Faculty Services Menu a number of options exist for you to access. For example,
  - A. Choose to view Faculty schedule, Class List, or Grade Maintenance (Mid Term or Click on Term Selection, choosing term to be used (maintenance can only be done on current term; others are for viewing only.)
  - B. For other terms,
    - i. Click on Term Selection and select term
    - ii. Click on CRN selection and select CRN.
  - C. Under Faculty schedule and Class List, choose between detailed view or summarized view.
5. For No Show: During the scheduled time
  - A. Click on Term Selection and select term
  - B. Click on Mid-Term grades
  - C. Click on CRN and select the course you want to enter report on student No-Show
  - D. Once in the Mid-Term grade worksheet under the Attended Hours column you will enter a "1" if the student showed up for class at least once; or a "0" if the student never showed up for class
6. For Grade Maintenance, click on Mid Term or Final Grades during the appropriate time for posting.
  - A. Class roster will appear and grading field will be viewable.
  - B. Enter student's grade appropriately. **Security Feature Alert:** Only 60 minutes available on this screen before automatic logout. Do not use hours attended or last date attended.
  - C. When grades have been entered, click submit icon for processing at bottom of screen.
  - D. Print screen, sign, and submit copy to Records Office.
7. For Advisee information,
  - A. Click on Student menu to view student information, student schedule, process student's registration or change a student class option.  
-or-
  - B. Click on Advisor Menu to view student's transcript, student's grades, or display your security setup.
8. Log off when session is completed.