

Banner Self Service 9

Faculty and Advisors


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My Profile

The My Profile page allows the logged in user to see information about themselves (faculty, staff, and students). Within this page, you will be able to view and update your biographical and demographic information as well as create, view, and update your employee direct deposit allocations. Note: Not all links are available to all users, e.g. only students can access the Proxy Management link.


My Profile




Hello Kyro E. Jackson,
w, edit and update your general information records.




Personal Information
View and update your biographical and demographic information.



Direct Deposit
Create, view and update your direct deposit allocation(s).



Action Items Administration
Maintain Action Item system information



Proxy Management
Add proxy access to selected Banner Web pages.

Personal Information

Allows you to view and update your biographical and demographic information including:

- Personal Details
 - First, Middle, and Last Name (view only)
 - Date of Birth (view only)
 - Preferred First Name
 - Personal Pronouns
- Email
- Phone Number
- Address
- Emergency Contact
- Ethnicity and Race

Direct Deposit

Allows you to create, view, and update your employee direct deposit allocations. You are able to view and/or update:

- Pay Distribution
- Purposes Pay Distribution
- Accounts Payable Deposit

Faculty and Advisor Services

Faculty Services in Banner Services provides a comprehensive suite of tools designed to streamline academic and administrative tasks for faculty members.

Faculty and Advisor Services



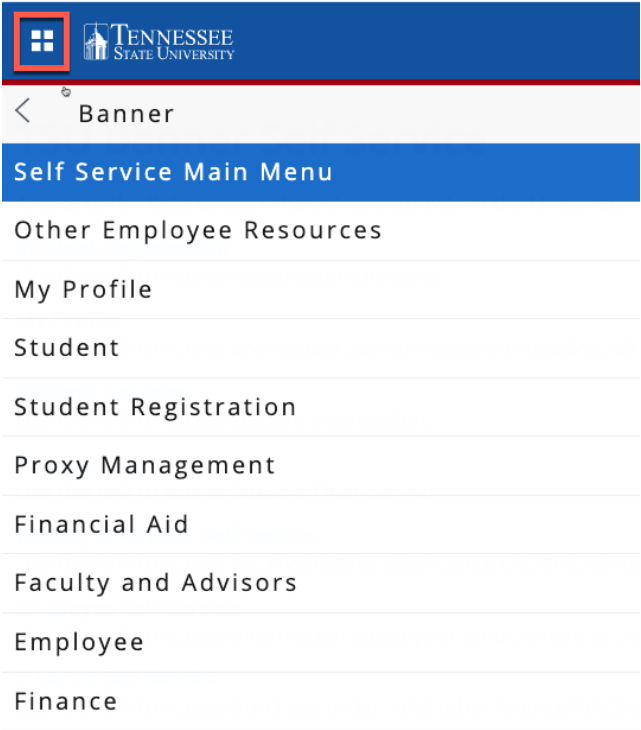
Hello **[REDACTED]**,

This is the entry page for Faculty and Advisors.

- [Grade Entry](#)
- [Grade Entry \(SSB 8\)](#)
- [Attendance Reporting \(Required\)](#)
- [Attendance Tracking \(optional\)](#)
- [Advising Student Profile](#)
- [Class List](#)
- [Office Hours](#)
- [Syllabus Information](#)
- [Faculty Detail Schedule](#)
- [Assignments](#)
- [Faculty Week at a Glance](#)
- [Student Week-at-a-Glance](#)
- [Student Registration History](#)
- [University Withdrawal Chair Approval](#)
- [My Class Evaluation](#)

If you have any questions, please email the [Registrar](#).

Navigation Tip: To get back to this menu from any page, click the four-square menu in the upper left corner of the page, then click Banner, then click Faculty and Advisors.



Grade Entry

This page will list the courses available to you for grading. If you have only one course, the page will open with the roster displayed. If you have more than one assigned course, click on the grading status for the course for which you wish to enter grades. The grading status will display Completed, In Progress, or Not Started. This page defaults to Final Grades. If you wish to enter Midterm Grades, click Midterm Grades. Student names are hyperlinked. Hovering over the name will display contact information for the student in a pop-out card. Clicking the name or clicking View Profile on the pop-out card will display the student's profile. Click in the grade field to select the appropriate grade for the student. At the bottom of the page you may adjust how many rows appear per page. To save your grades, click the SAVE button. RESET will clear the grades you entered without saving and allow you to start fresh.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status Not Started

Records Found: 1

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Calabaza, Isaiah D.	T00672855				
Carter, Italya	T00769962				
Cooper, Kayla R.	T00720978				
Dumas, Spanjeria L.	T00721567				
Ellis, Alanah C.	T00754310				
Foster, Chayna A.	T00771151				
Gallon, Jazmine	T00748034				
Geralds, Mariah K.	T00751116				
Gray, Jada A.	T00755796				
Hall, Travis L.	T00712454				
Harper, Markeith L.	T00718593				

Attendance Reporting (Required)

This is the old version of Banner Self Service that has been used to report students who never attended. TBR has not released the Banner 9 version of this page yet. This link will switch to the new version when it becomes available.

Attendance Tracking (Optional)

This page will allow instructors to track attendance in their assigned courses. As noted, it is not required. To enter attendance, click View Students for the course for which you wish to enter attendance. The class list will display with photos of the students. Names are hyperlinked and work in the same way as described above in Grade Entry. Click the date for which you want to enter attendance. That date will move to the far-right column of the page. Click once to mark the student present. Click again to mark the student absent. On the right-hand panel, click Absence Notified to indicate the student notified you of the absence. Click Extended Absence to indicate the student will be absent for a period of time. Note boxes will appear to enter optional additional information. Attendance percentage is calculated based on the number of days reported present/number of days reported X 100. You may not report attendance until the meeting day.

Attendance Tracking • [Course List](#) • [Take Roll](#)

Communications in Accounting

Update All... Class 08/08/2025

Photo	Full Name	ID	Attendance	Monday 08/04/2025	Tuesday 08/05/2025	Wednesday 08/06/2025	Thursday 08/07/2025	Friday 08/08/2025
	Marcus Bennett	T00679907	100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Livia Birdsong	T00171500	0 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Marianeasha Williams	T00628493	0 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Kesarah Kyles-Elwell	T00678289	0 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Brianna Lee	T00645468	0 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Travion Fredrick McClelland	T00478202	0 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Saraia Elton McGhee	T00690931	0 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Student Details

Livia Birdsong
Status: **Registered**

Attendance

Present
Hours Attended: 00 00

Absence
☐ Absence Notified

Note

Extended Absence

PRO TIP: Use the UPDATE ALL and CLASS features to improve efficiency. Note that a class meeting cannot be cancelled until the day of the meeting.

Update All... Class

- Update Empty Records to Present
- Update Empty Records to Absent
- Mark All Present
- Mark All Absent

Update All... Class

- Cancel this Class Meeting
- Update CRN Last Date of Attendance
- Update CRN Total Hours
- Update Attendance in Gradebook

Advising Student Profile

Use this page to review important information about your student/advisee. You must first select a term and student/advisee. You may search for the student/advisee by Student ID (T-Number), email address, or name. Use 'last name, first name' to search by name. Once student/advisee is select, click View Profile. NOTE: To view a different term for the same student/advisee or to view a different student/advisee, click Advisee Search in the upper left area of the page.

Change term, search for a student, or view your advisee listing

Term

Fall Term 2025

View advisee listing, or search by

☐ Student ID

☐ Student Email

☒ Student Name

Student Name

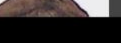
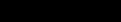
Jackson, Kyro E.

Jackson, Kyro E.

View Profile

View My Advisee Listing

Student Profile -

Term: Fall Term 2025		Standing: Good Standing, as of Fall Term 2023		Overall Hours: 43		Overall GPA: 3.543		Registration Notices: 4		Holds: 0																									
  Student ID: [REDACTED]	Bio Information		Email:	sbenford@tnstate.edu																															
			Phone:	Not Provided																															
			Gender:	Female																															
			Date of Birth:	03/15																															
			Ethnicity:	Not Hispanic or Latino																															
			Race:	Black or African American																															
			Emergency Contact:	Oggs, Xavier J																															
			Emergency Phone:	615 8391056																															
	General Information		Level:	Graduate																															
			Class:	Graduate Special																															
		Status:	Active																																
		Student Type:	Readmitted																																
		Campus:	Not Provided																																
		First Term Attended:	Fall Term 1999																																
		Last Term Attended:	Fall Term 2023																																
Curriculum and Courses		Curriculum, Hours & GPA																																	
		<table border="1"> <thead> <tr> <th>Secondary</th> <th>Hours & GPA</th> </tr> </thead> <tbody> <tr> <td>Degree:</td> <td>Graduate Certificate</td> </tr> <tr> <td>Level:</td> <td>Graduate</td> </tr> <tr> <td>Program:</td> <td>Cert in Higher Ed Admn & Lead</td> </tr> <tr> <td>College:</td> <td>College of Education</td> </tr> <tr> <td>Major:</td> <td>Higher Educ Admn & Lead Cert</td> </tr> <tr> <td>Department:</td> <td>Education Leadership</td> </tr> <tr> <td>Concentration:</td> <td>Not Provided</td> </tr> <tr> <td>Minor:</td> <td>Not Provided</td> </tr> <tr> <td>Concentration:</td> <td>Not Provided</td> </tr> <tr> <td>Admit Term:</td> <td>Summer Term 2025</td> </tr> <tr> <td>Catalog Term:</td> <td>Spring Term 2025</td> </tr> </tbody> </table>										Secondary	Hours & GPA	Degree:	Graduate Certificate	Level:	Graduate	Program:	Cert in Higher Ed Admn & Lead	College:	College of Education	Major:	Higher Educ Admn & Lead Cert	Department:	Education Leadership	Concentration:	Not Provided	Minor:	Not Provided	Concentration:	Not Provided	Admit Term:	Summer Term 2025	Catalog Term:	Spring Term 2025
Secondary	Hours & GPA																																		
Degree:	Graduate Certificate																																		
Level:	Graduate																																		
Program:	Cert in Higher Ed Admn & Lead																																		
College:	College of Education																																		
Major:	Higher Educ Admn & Lead Cert																																		
Department:	Education Leadership																																		
Concentration:	Not Provided																																		
Minor:	Not Provided																																		
Concentration:	Not Provided																																		
Admit Term:	Summer Term 2025																																		
Catalog Term:	Spring Term 2025																																		
Prior Education and Testing		REGISTERED COURSES																																	
		Not Registered																																	
Additional Links		Total Hours Registered Hours: 0 Billing Hours: 0 CEU Hours: 0 Min Hours: Not available Max Hours: Not available																																	
View Unofficial Transcript																																			
View Grades																																			
Personal Profile																																			
Registration & Planning																																			
MyTSU																																			
Faculty/Advisor Services																																			
Degree Works																																			

Class List

Use this page to view your class lists for the selected term. From the list of CRNs, click the subject and course number in the SUBJECT column to open a list.

Class List

Fall Term 2025 - 202580

Select Course (Click on subject and course number to access the roster.)

Search (Ctrl+Cmd+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ART 1011, 01	Honors Art Appreciation	80002	5	Active	08/18/2025 - 12/05/2025	Fall Term 2025 (202580)
AERO 2010, 01	Team & Leadership Fundamentals	80004	1	Active	08/18/2025 - 12/05/2025	Fall Term 2025 (202580)
AITT 2350, 01	General Aviation Operations	80005	5	Active	08/18/2025 - 12/05/2025	Fall Term 2025 (202580)
AERO 3515, 01	Air Force Leadership Studies	80006	1	Active	08/18/2025 - 12/05/2025	Fall Term 2025 (202580)

Faculty & Advisors • CRN Listing • Class List

Class List

[Export](#) [Print](#)

Fall Term 2025 - 202580

ART 1011 | 80002

Course Information

Honors Art Appreciation - ART 1011 01

CRN: 80002

Duration: 08/18/2025 - 12/05/2025

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	20	5	15
Wait List	0	0	0
Cross List	0	0	0

Class List | Wait List

Summary View

Summary Class List

Search (Ctrl+Cmd+Y)

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	[REDACTED]	T00771943	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Freshman
<input type="checkbox"/>	[REDACTED]	T00566814	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Junior
<input type="checkbox"/>	[REDACTED]	T00702204	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[REDACTED]	T00771753	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Freshman
<input type="checkbox"/>	[REDACTED]	T00776525	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Freshman

Results found: 5

Page 1 of 1

Per Page 25

There is a great deal of functionality on this page.

- Export – you may export your class list into a spreadsheet.
- Print – you may print your class list.
- Summary view or detail view is available.
- Email – you may email individual, selected, or all students by click the check boxes next the names then clicking the envelope icon. The check box at the top of the column selects all students.
- Enter Grade – this link will take you to the grade entry page.
- Student photos – are available if the student has a photo on file.
- Name hyperlinked – names are hyperlinked and function as noted above.

Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours are specific to the selected CRN but may be copied to other CRNs.

Faculty and Advisors » Office Hours

Office Hours

Term

Fall Term 2025 - 202580

CRN

ACCT 2010 02 Prin Financial Acctg I 81030 (28)

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked.

Course Information

Course

Prin Financial Acctg I - 81030 - ACCT 2010 - 02

CRN

81030

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	11:10	12:35	Tue,Thu	Holland Hall 106	08/18/2025	12/05/2025	Lecture	Kyle E Jackson ✉ Reynard Mcmillan (P)

Results found: 1

<

<

Page 1 of 1

>

>

Per Page 100

Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display	Delete
				Mon Tue Wed Thu Fri Sat Sun				
No Data Found								

Results found: 0

<

<

Page 0 of 0

>

>

Per Page 100

+ Add new Row

Select Copy to

Reset

Submit

Syllabus Information

Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

Faculty and Advisors > Syllabus Information

Syllabus Information

Term

Fall Term 2025 - 202580

CRN

ACCT 2010 02 Prin Financial Acctg I 81030 (28)

Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

Course Information

Course

Prin Financial Acctg I - 81030 - ACCT 2010 - 02

Course Level

Undergraduate

Status

Active

CRN

81030

Campus

Tennessee State U, Main Campus

Schedule Type

Lecture

Instructional Method

Conventional Methodology

Syllabus Data

Long Section Title

Course URL

Learning Objectives

Required Materials

Technical Requirements

Reset

Submit

Faculty Detail Schedule

Use this page to view your detailed schedule. First select a term and CRN from your assignments. Your office hours and syllabus information display at the bottom of this page. Links are provided to these pages, as well. The CRN hyperlink provides additional details about your CRN. And there is a hyperlink to your class list.

Faculty and Advisors > Faculty Detail Schedule

Faculty Detail Schedule

Term: Fall Term 2025 - 202580 CRN: ACCT 2010 02 Prin Financial Acctg I 81030 (28)

Use this page to view your detailed schedule.

Course: ACCT 2010 02 Prin Financial Acctg I 81030

Associated Term Fall Term 2025	CRN 81030	Status Active	Available for registration 03/25/2025 - 08/25/2025
College College of Business	Department Accounting and Business Law	Part of Term 1	Credits 3
Campus Tennessee State U, Main Campus	Override No	Instructional Method Conventional Methodology	Roster Classlist
Course Level Undergraduate			

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	11:10	12:35	Tue,Thu	Holland Hall 106	08/19/2025	12/05/2025	Lecture	Reynard McMillan (P) Kyle E Johnson

Results found: 1

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Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	28	2
Cross List	0	0	0

Results found: 2

Page 1 of 1 Per Page 100

Syllabus Data

You have no syllabus added yet.

Add Syllabus

Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location
You have no office hours added yet.						

Results found: 0

Page 0 of 0 Per Page 100

Add Office Hours

Assignments

This page includes Active Assignments and Assignment History. Active Assignments includes all CRNs with students who have no grades or grades that have not been rolled to academic history. The Assignment History includes all active previously assigned CRNs. Note the hyperlinks to the previously discussed pages.

Faculty and Advisors » Assignments

Assignments

Active Assignments

Assignment History

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: Prin Financial Acctg I - 81030 - ACCT 2010 - 02

Associated Term
Fall Term 2025(202580)

CRN
81030

Status
Active

Schedule Type
Lecture

Instructional Method
Conventional Methodology

Campus
Tennessee State U, Main Campus

Available for Registration
03/25/2025 to 08/25/2025

Credits
3.000

Syllabus
Add

Office Hours
Add

Roster
Class list

Detail Schedule
Display

Grade Mode
Audit

Course Level
Undergraduate

Standard Letter

Faculty and Advisors » Assignments

Assignments

Active Assignments

Assignment History

The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Fall Term 2025	81030	ACCT 2010	Prin Financial Acctg I	3.000	Undergraduate	Tennessee State U, Main Campus	Conventional Methodology	Yes	Active

Faculty Week at a Glance

All classes for which an instructor is assigned are displayed per the week chosen at the top middle of the screen. You may use the arrows on either side of the date to move forward or backward one week at a time. Click the Today button to return to the current week. You may also type/select a date in the date field on the right side of the page then click GO to move to a specific week. Sections with no meeting day or time (such as online) are listed at the bottom.

Faculty and Advisor » Faculty Week at a Glance

Faculty Week at a Glance

Today

< Week 08/18/2025 to 08/24/2025 >

MM/dd/yyyy

Go

	Mon 8/18	Tue 8/19	Wed 8/20	Thu 8/21	Fri 8/22	Sat 8/23	Sun 8/24
9am							
10am							
11am		ACCT 2010 - 02 81030 Class 11:10-12:35 CB-106		ACCT 2010 - 02 81030 Class 11:10-12:35 CB-106			
12pm							

Courses without assigned meeting times:
Time Venue

Student Week at a Glance

Use this page to view a student's schedule. First select the term, then enter the student's ID (T-Number) or Last and First name. Click SUBMIT. The search results will appear in the bottom of the

page. Click in the row that contains your student. Once the schedule displays, the page functions just as the Faculty Week at a Glance.

Faculty and Advisors > Student Week at a Glance

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term
Fall Term 2025 - 202540

Student or Advisee ID

OR

Last Name

First Name

Search Type
☐ Students
☐ Advisee
☐ Both
☒ All

Submit

Student and Advisee Selection

ID	Name	Type
[Redacted ID]	[Redacted Name]	Advisee

Student Registration History

Use this page to active as well as completed registrations for a student/advisee. Withdrawn, dropped, and/or cancelled classes are also displayed. The student selection page works the same as above. The name in this page is hyperlinked as noted in above pages. The CRN and Course Title are hyperlinked to detailed information about the CRN and course catalog entries, respectively.

Faculty and Advisors > Registration History

Registration History

[Back to ID Selection](#)

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed.

Information for [\[Redacted Name\]](#)

Term	CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
Fall Term 2025	81030	ACCT 2010	Prin Financial Acctg I	3.000	Undergraduate	Reinstate Crse 03/24/2025		
Fall Term 2025	80192	ART 1010	Art Appreciation	3.000	Undergraduate	Reinstate Crse 03/24/2025		
Fall Term 2025	80027	BIOL 1010	Introductory Biology I	4.000	Undergraduate	Reinstate Crse 03/24/2025		
Fall Term 2025	80503	BIOL 1011	Introductory Biology I Lab	0.000	Undergraduate	Reinstate Crse 03/24/2025		
Fall Term 2025	80988	ECON 2010	Economics Principles I	3.000	Undergraduate	Reinstate Crse 03/24/2025		
Fall Term 2025	81475	ENGL 1020	Freshman English II	3.000	Undergraduate	Reinstate Crse 03/24/2025		
Spring Term 2025	11384	COMM 2200	Public Speaking	3.000	Undergraduate	**Registered** 01/08/2025	B	D
Spring Term 2025	12370	ENGL 1010	Freshman English I	3.000	Undergraduate	**Registered** 01/08/2025	B	B
Spring Term 2025	13391	MATH 1709	Workshop for MATH 1710	0.000	Undergraduate	**Registered** 01/01/2025	S	S
Spring Term 2025	13390	MATH 1710	Calculus Algebra	3.000	Undergraduate	**Registered** 01/08/2025	C	C
Spring Term 2025	10982	MGMT 1010	Intro To Bus And Economics	3.000	Undergraduate	**Registered** 01/08/2025	A	A
Spring Term 2025	12487	MUSC 1010	Music Appreciation	3.000	Undergraduate	**Registered** 01/08/2025	A	B
Spring Term 2025	10831	UNIV 1000	Service To Leadership	1.000	Undergraduate	**Registered** 01/08/2025	D	C

Results found: 13

Page 1 of 1 Per Page 1000

University Withdrawal Chair Approval

This page is used by department chairs to review and approve student requests to withdraw from the university. Select the term then enter the T-Number. Select the name in name field then the student's reason for withdrawal and the Chair Approval section will appear. Select the approval choice, add comments, if desired, then click SAVE.

Withdrawal Approval Review (Chair)

Select Withdrawal Term:

Select Withdrawal Term: *

Select Student:

Enter T-Number: *

Name:

Reason for Withdrawal:

Chair Approval:

Approved? *

Comments:

My Class Evaluation

This link will take you to the class evaluation page.