

Faculty Reports

Banner Reports for Faculty Members

A. Getting Started

B. Reports for All Faculty Members: The Basics

C. Reports for Advisors

D. Reports for Department Chairs

E. Advanced Features

Appendix 1: Configuring Browsers

Appendix 2: Signing Up for VPN Access

GETTING STARTED

The Faculty Reports make valuable Banner information available to faculty. These reports are **role-based**, so that individuals only see reports that correspond with their responsibilities at the college. The roles currently used for the reports are faculty member, advisor, and department chair. All faculty members will see the reports that are generally useful, such as a schedule of classes. Advisors will have access to extra reports that they may need in the course of advising, such as midterm grades for their advisees. Department chairs also will have access to reports that help them manage their department, such as class rosters for all departmental courses.

We always are on the look-out for new reports that will be useful to faculty members. If you have an idea for a report that currently is not among the ones we offer, please contact David Whisnant (ext. 4294, whisnantdm@wofford.edu). If the suggested report appears to be general enough so that it will be useful to several people, we will try to get it done. The only limitation is that all information in the report must be stored in Banner.

If you have problems with any of the reports, please contact David Whisnant.

Displaying a List of Faculty Reports

To display a list of Banner Faculty Reports do the following:

On a PC: Enter <http://bannerreports.wofford.edu> in a web browser.

NOTE: If you get an error message when try to access the reports, you probably need to configure your browser. This will be the case, for example, if your computer is running Vista. See [Appendix 1](#) for information on configuring the Firefox and Internet Explorer browsers to run the Banner Reports for Faculty. You also can enter a longer URL in your web browser:

<http://zipoli:8080/businessobjects/enterprise115/desktoplaunch/InfoView/logon/logonForm.do> .

If you use the longer URL, you will be asked to enter your network username (e.g., whisnantdm) and password.

On a Mac: Enter the URL below in the Firefox web browser:

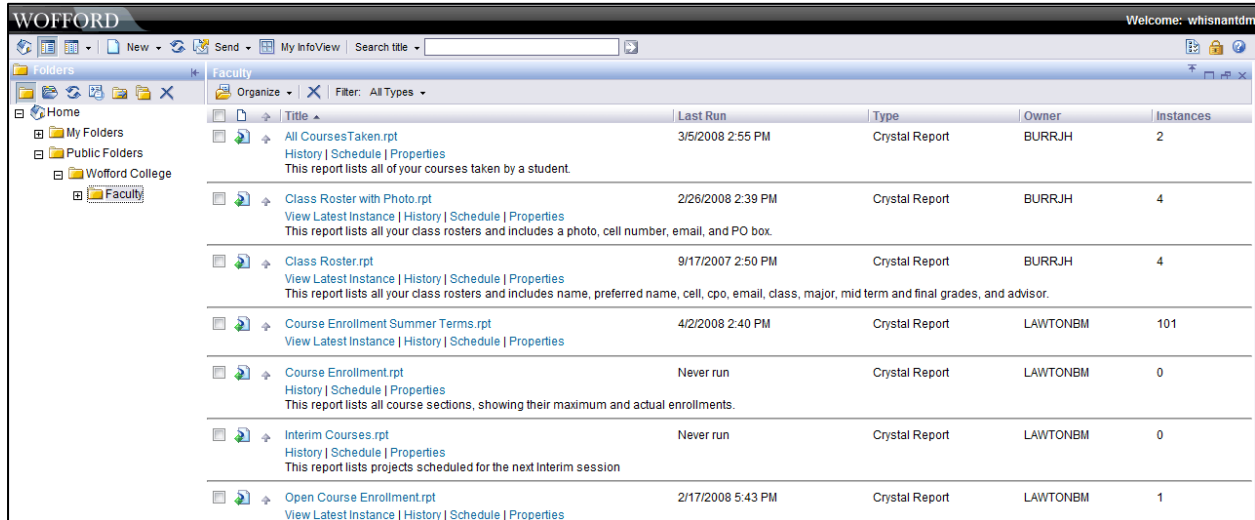
<http://zipoli:8080/businessobjects/enterprise115/desktoplaunch/InfoView/logon/logonForm.do>

You will be asked to enter your network user name (e.g., whisnantdm) and password.

The Faculty Reports do not work with the Safari web browser. Mac users will need to use the Firefox web browser to access the reports.

REPORTS FOR ALL FACULTY MEMBERS: THE BASICS

You soon should see a Business Objects window with the titles of a few reports listed on the right side. If you do not see the list of reports, click on **Faculty** in the list of folders on the left. These reports are available to all faculty members.

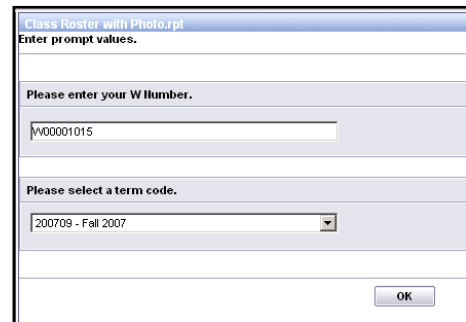


Title	Last Run	Type	Owner	Instances
All CoursesTaken.rpt History Schedule Properties This report lists all of your courses taken by a student.	3/5/2008 2:55 PM	Crystal Report	BURRJH	2
Class Roster with Photo.rpt View Latest Instance History Schedule Properties This report lists all your class rosters and includes a photo, cell number, email, and PO box.	2/26/2008 2:39 PM	Crystal Report	BURRJH	4
Class Roster.rpt View Latest Instance History Schedule Properties This report lists all your class rosters and includes name, preferred name, cell, cpo, email, class, major, mid term and final grades, and advisor.	9/17/2007 2:50 PM	Crystal Report	BURRJH	4
Course Enrollment Summer Terms.rpt View Latest Instance History Schedule Properties	4/2/2008 2:40 PM	Crystal Report	LAWTONBM	101
Course Enrollment.rpt History Schedule Properties This report lists all course sections, showing their maximum and actual enrollments.	Never run	Crystal Report	LAWTONBM	0
Interim Courses.rpt History Schedule Properties This report lists projects scheduled for the next Interim session	Never run	Crystal Report	LAWTONBM	0
Open Course Enrollment.rpt View Latest Instance History Schedule Properties	2/17/2008 5:43 PM	Crystal Report	LAWTONBM	1

To display a report, click on its title in the list. For example, if you would like to see the roster of one of your classes, including the photos of the students, click on **Class Roster with Photo.rpt**.

You will be asked your Banner **W-number** and the **term code**. When you have chosen these, click on **OK**.

After a while you will see the report. *Please be patient*, because it sometimes takes a while to pull a report from Banner – especially during busy periods when several people may be using it. My personal experience is that it often takes 15 – 30 seconds to generate a report.



Class Roster with Photo.rpt
Enter prompt values.

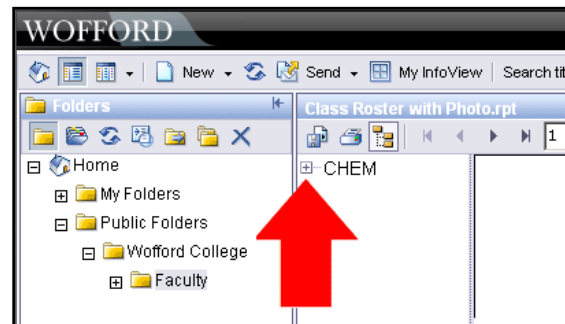
Please enter your W Number.
W00001015

Please select a term code.
200709 - Fall 2007

OK

If you are teaching more than one course in the same department, you may see the abbreviated name for that department in the center column with a + sign on its left.

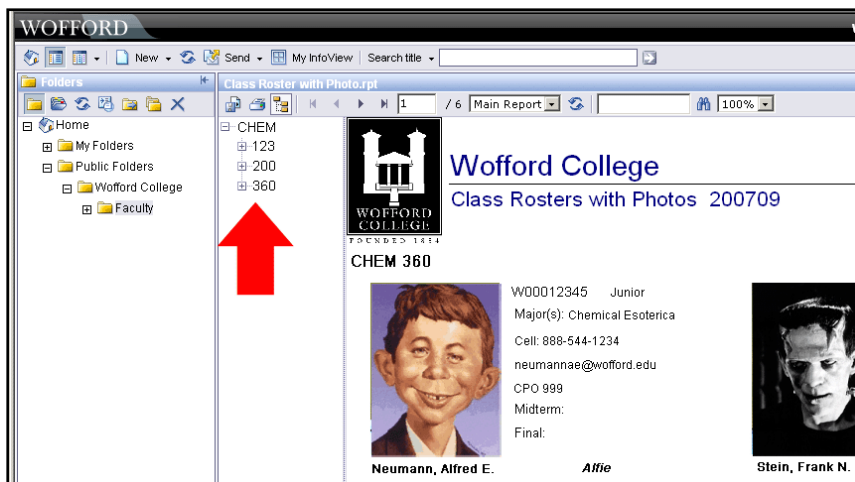
Click on the plus sign to display a list of the courses you are teaching in that department.



In the illustration at the right, the professor is teaching three courses: Chemistry 123, 200, and 360. The numbers of the courses are displayed in the center column.

Click on the number of the course you want to see.

You can use the scroll bar on the right to move up and down within a page.



If the report is a long one, such as the class rosters with photos, it may occupy more than one page. You can use the standard arrows to move back and forth among the pages.



The following are the seven reports currently available to all faculty members:

All Courses Taken: If you enter a student's W-number, this report displays the following information for all courses the student has taken with you: the term, the course number and section, the course title, and the grade the student earned in the course.

Class Roster with Photo: For each of your classes, a roster of students showing their photo, full and preferred names, Banner W-number, class and major, cell phone number, email address, post office box, and grade in the course. (Photos will not be available for all upperclassmen until the 2009-10 school year.)

Class Roster: The same as the above without the photos

Course Enrollment: A list of all the course sections for a term including the professors, location of the classes, and their maximum and actual enrollments

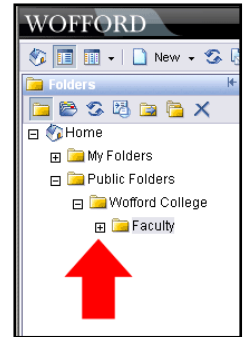
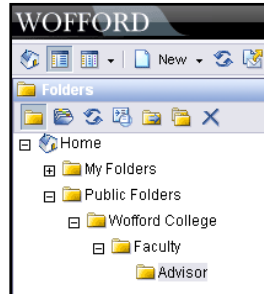
Open Course Enrollment: The same as the above, showing only the courses that are open for enrollment

Course Enrollment Summer Term: The same as the "Course Enrollment" report, except for the summer terms.

Interim Courses: A list of projects and instructors for the upcoming Interim session

REPORTS FOR ADVISORS

If you are an advisor and/or department chair, you should see a + sign to the left of the Faculty folder. If you click on the + sign, the Advisor and/or Department Chair folders should be displayed.



NOTE: If you are an advisor, but do not see the Advisor folder under the Faculty folder, please contact David Whisnant (ext. 4294, whisnantdm@wofford.edu) so we can update your Banner information.

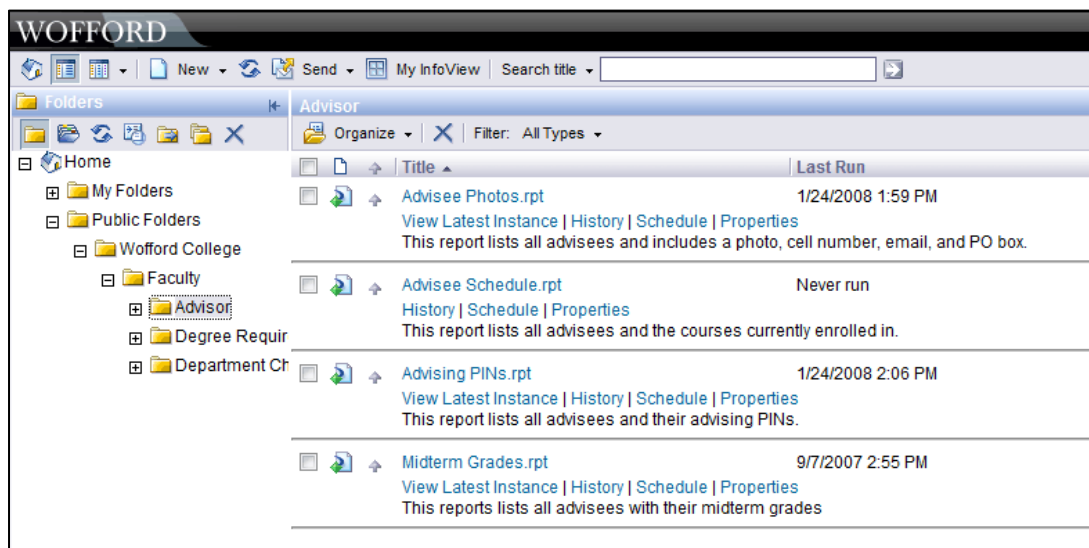
Currently, advisors have four extra reports available:

Advisee Photos: A list of your advisees with their photo, full and preferred name, Banner W-number, class and major, cell phone number, email address, and post office box.

Advisee Schedule: A list of your advisees showing all the courses in which they currently are enrolled.

Advising PINs: A list of your advisees with their advising PINs

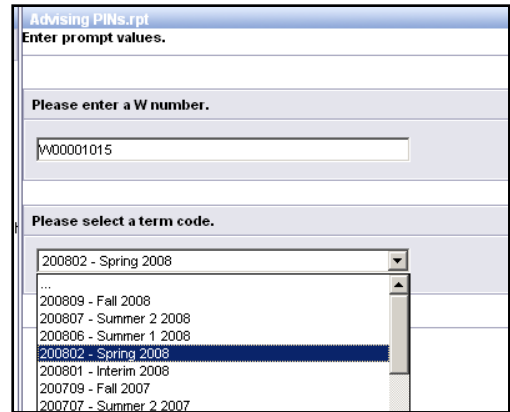
Midterm Grades: A list of your advisees with their midterm grades



One useful report shows the **Advising PINs** of all your advisees. Click on this report. You will be asked to enter your **W-Number** and the **term code**.

IMPORTANT: *When you run the Advising PINs report, enter the code of the term for which the students are registering.*

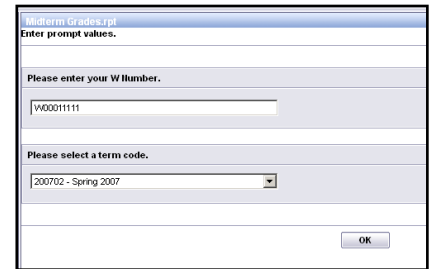
For example, if you are getting ready in November 2007 to advise students who soon will register for the term that will begin in February 2008, select **200802 - Spring 2008** as the term code.



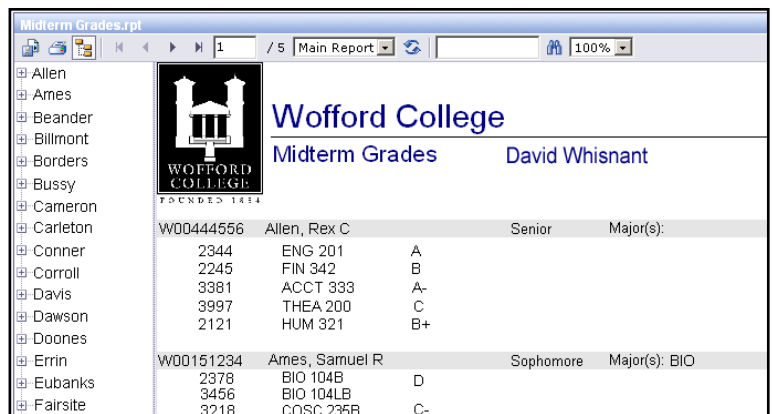
When you enter the above information, you should see a list of your advisees with their advising PINs for that term.

One of the most important reports for advisors probably will be the list of midterm grades, which are unavailable in Banner Web. Click on the **Midterm Grades** report.

You will be asked to enter your **W-Number** and the **term code**.



You should see a list of your advisees in the center column. Clicking on a name will display that person's midterm grades for the term you have chosen.



If you display the list of advisees with their photos, by the way, you may find some without a photo. This is to be expected because the photo database will not be complete until the 2009-10 academic year.

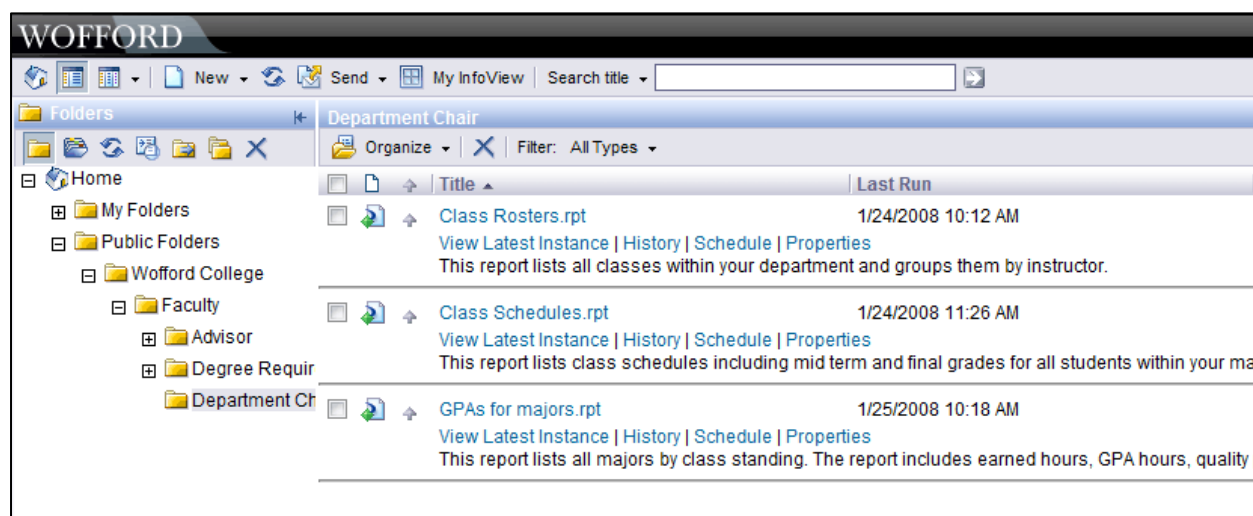
REPORTS FOR DEPARTMENT CHAIRS

Currently, department chairs have three extra reports available:

Class Rosters: Class rosters for all courses in your department

Class Schedules: Class schedules for all majors in your department

GPA for Majors: Overall GPAs for all majors in your department, listed by class standing



The instructions for displaying these reports are similar to the reports described in the previous sections.

NOTE: *If you are a department chair, but do not see the Department Chair folder under the Faculty folder, please contact David Whisnant (ext. 4294, whisnantdm@wofford.edu) so we can update your Banner information.*

ADVANCED FEATURES

Accessing the Reports from Off-Campus

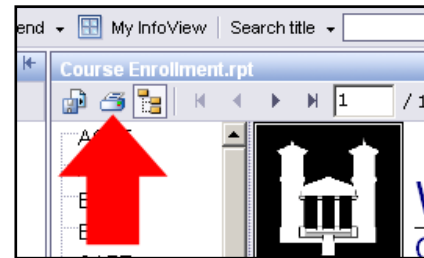
You will need to use VPN to access the Faculty Reports from home or some other remote location. If you currently do not have VPN access to the Wofford network, see Appendix 2 for instructions on signing up for VPN. You must have a broadband Internet connection at home (e.g., cable modem, DSL, ISDN, or mobile broadband) to use VPN.

To remotely access the Faculty Reports, use the VPN client to connect with the campus network. Following the instructions on the “Wofford CollegeVPN Client” CD we have supplied¹, remotely access your office computer (which must be turned on). When your office computer’s desktop is displayed on the screen, run the reports from a browser.

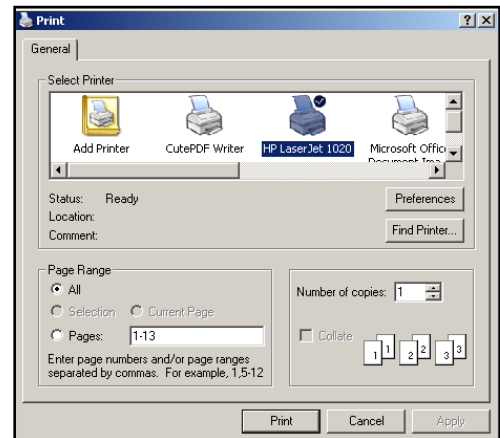
Printing a Report

To print a report that you have displayed on the screen, click on the “Print this report” icon directly above the center column.

DO NOT use the browser’s print button.



In the standard Print window that appears, you can choose the printer, pages you wish to print, and number of copies.

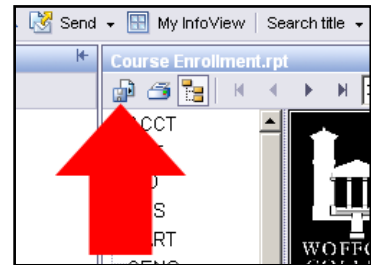


¹ Look in the “Tutorials” folder and then in the “Remote Desktop” folder for instructions on how to remotely access your office computer.

Exporting a Report to a File

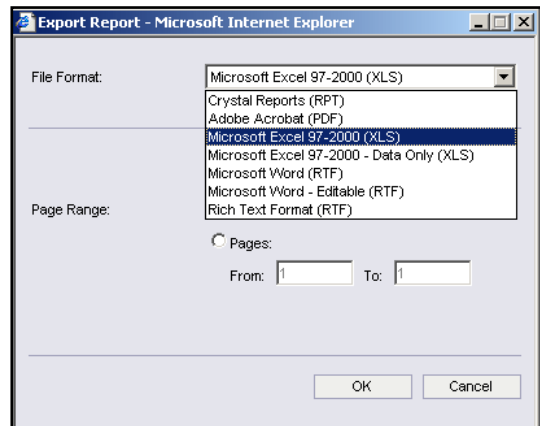
You may want to export a report as a file, for example as an Excel file so that you can manipulate the information in the report.

To export a report as a file, click on the “Export this report” icon at the left of the Printer icon.

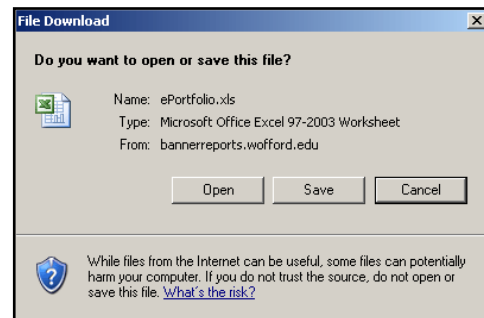


You can choose the type of file you want. Four convenient file types would be the following:

- Adobe Acrobat (pdf)
- Excel 97-2000 (xls)
- Word (rtf)
- Rich Text Format (rtf)



You will be asked if you want to open or save the file.

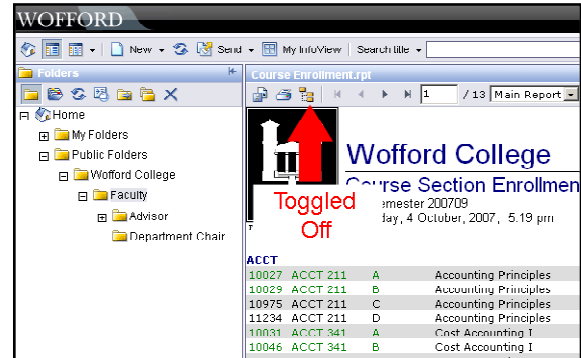
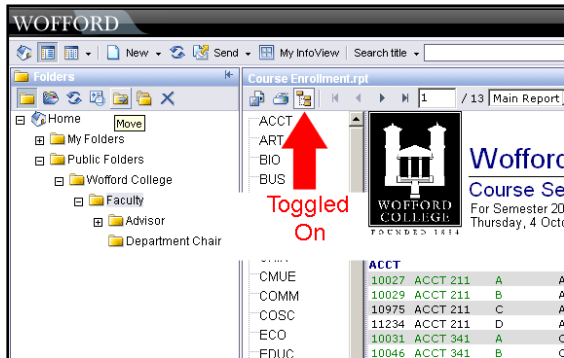


Changing the Way a Report is Viewed on the Screen

You have different options of ways to view a report on the screen.

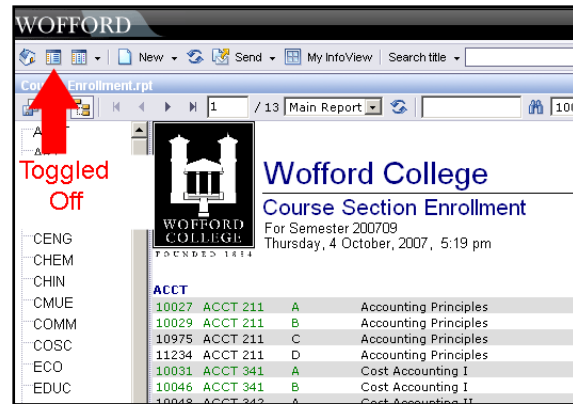
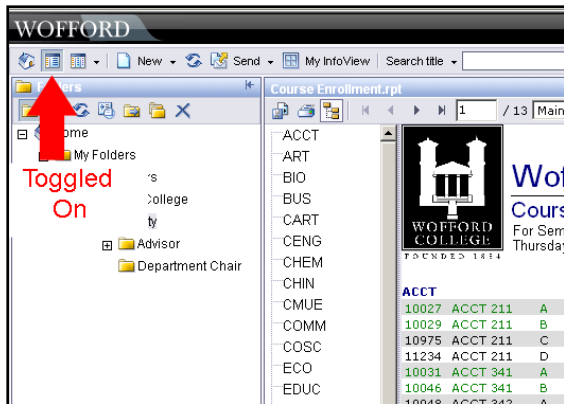
A. Toggling the Center Column On and Off

You can choose whether the center column is displayed or not.



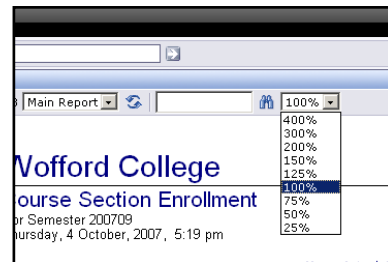
B. Toggling the Folder List On and Off

You can choose to display the folder list or not.



C. Zooming In and Out

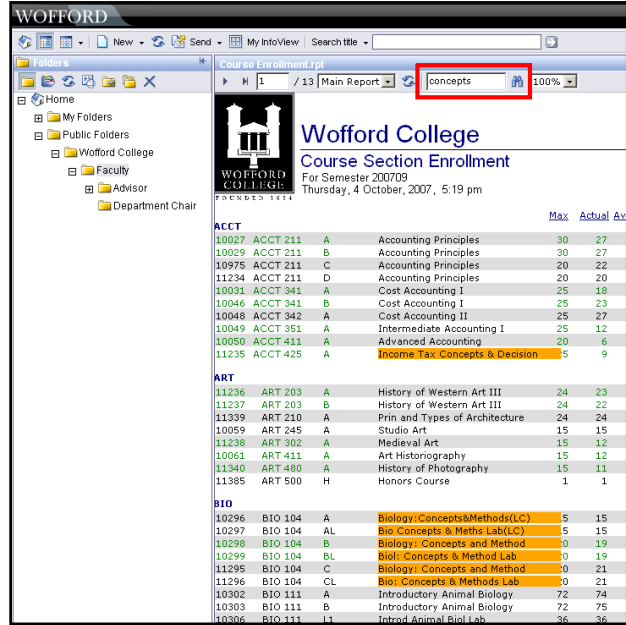
You can zoom in and out on the report.



Searching a Report

You can search for certain words in a report.

For example, searching for the word “concepts” finds several courses with the word in their title.

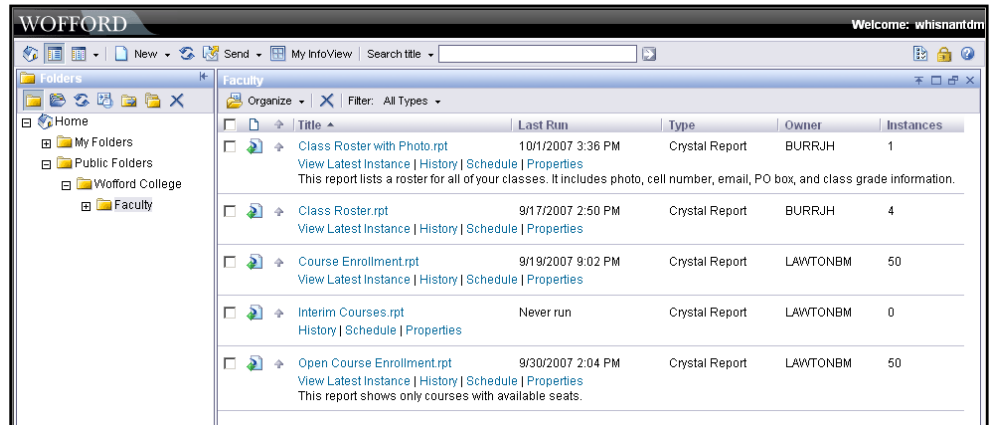


The screenshot shows the WOFFORD Course Enrollment report for Semester 200709. A search box in the top right corner contains the word "concepts". The report displays a list of courses with columns for Course ID, Section ID, Section Type, Course Title, Max, and Actual. Several courses are highlighted in yellow, indicating they contain the search term.

Course ID	Section ID	Section Type	Course Title	Max	Actual
10027	ACCT 211	A	Accounting Principles	30	27
10029	ACCT 211	B	Accounting Principles	20	22
10975	ACCT 211	C	Accounting Principles	20	20
11234	ACCT 211	D	Accounting Principles	20	20
10031	ACCT 341	A	Cost Accounting I	25	18
10046	ACCT 341	B	Cost Accounting I	25	23
10048	ACCT 342	A	Cost Accounting II	25	27
10049	ACCT 351	A	Intermediate Accounting I	25	12
10050	ACCT 411	A	Advanced Accounting	20	6
11235	ACCT 425	A	Income Tax: Concepts & Decision	15	9
ART					
11236	ART 203	A	History of Western Art III	24	23
11237	ART 203	B	History of Western Art III	24	22
11339	ART 210	A	Prin and Types of Architecture	24	24
10059	ART 245	A	Studio Art	15	15
11238	ART 302	A	Medieval Art	15	12
10061	ART 411	A	Art Historiography	15	12
11340	ART 480	A	History of Photography	15	11
11385	ART 500	H	Honors Course	1	1
BIO					
10296	BIO 104	A	Biology: Concepts & Methods(LC)	5	15
10297	BIO 104	AL	Bio Concepts & Meths Lab(LC)	5	15
10298	BIO 104	B	Biology: Concepts and Method	10	19
10299	BIO 104	BL	Biol: Concepts & Method Lab	10	19
11295	BIO 104	C	Biology: Concepts and Method	10	21
11296	BIO 104	CL	Bio: Concepts & Methods Lab	10	21
10302	BIO 111	A	Introductory Animal Biology	72	74
10303	BIO 111	B	Introductory Animal Biology	72	75
10306	BIO 111	L1	Introd Animal Biol Lab	26	26

What about the Other Links and Icons?

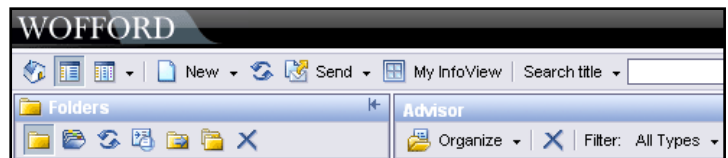
These reports are written using a reporting application called “Business Objects.”



The screenshot shows the WOFFORD Faculty report. It displays a list of report instances with columns for Title, Last Run, Type, Owner, and Instances. Each instance includes links for View Latest Instance, History, Schedule, and Properties.

Title	Last Run	Type	Owner	Instances
Class Roster with Photo.rpt	10/12/2007 3:36 PM	Crystal Report	BURRJH	1
Class Roster.rpt	9/17/2007 2:50 PM	Crystal Report	BURRJH	4
Course Enrollment.rpt	9/19/2007 9:02 PM	Crystal Report	LAWTONBM	50
Interim Courses.rpt	Never run	Crystal Report	LAWTONBM	0
Open Course Enrollment.rpt	9/30/2007 2:04 PM	Crystal Report	LAWTONBM	50

There are many icons on the two top Business Objects toolbars.



Also links below the report names.

[View Latest Instance](#) | [History](#) | [Schedule](#) | [Properties](#)

Don't worry about them. You won't need them.

APPENDIX 1: CONFIGURING BROWSERS

A. Configuring IE 6.0 and IE 7.0

1. Launch IE.
2. Click **Tools > Internet Options > Advanced** tab
3. Scroll down to the **Security** section and select **Enable Integrated Windows Authentication** if it is not already checked and click **Apply**.
4. Click on the **Security** tab > **Trusted Sites > Sites** button. Uncheck require server verification.
5. Type in the website URL (e.g., <http://bannerreports.wofford.edu>) and click **Add** and then click **Close**.
6. Click **OK** to save your changes.
7. Click **Custom level** and scroll to the bottom of the list.
8. Under “User Authentication” select **Automatic logon** with your current username and password.
9. **Close** the web browser.
10. **Open** the web browser for the changes to take effect.

B. Configuring Firefox 2.0

1. Launch Firefox.
2. In the browser URL type “about:config.” This will show a list of properties that you can configure.
3. Double-click the **network.negotiate-auth.delegation-uris** Property to configure it.
4. Enter the URL corresponding to your machine (see page 1 of these instructions). For example, the URL for a PC would be “<http://bannerreports.wofford.edu>.”
5. Click **OK**.
6. Double-click the **network.negotiate-auth.trusted-uris** Property and to configure it.
7. Enter the URL corresponding to your machine (see page 1 of these instructions). For example, the URL for a PC would be “<http://bannerreports.wofford.edu>.”
8. Click **OK**.

APPENDIX 2: SIGNING UP FOR VPN ACCESS

If you are interested in signing up for VPN access, please obtain the following information:

- Your home Internet Service Provider (e.g., Charter)
- The type of home Internet Service Provider you have (e.g., cable modem, DSL, ISDN, or mobile broadband)
 - NOTE: Dial-up connections are not fast enough to support VPN and cannot be used for the College VPN
- The download and upload speeds of your home Internet connection
 - To find this information, go to <http://www.speakeasy.net/speedtest/> from your home computer.
 - Click on the Atlanta, GA server.
- The operating system of your home computer (e.g., Windows XP or Mac OS X)
- The internal IP address of your office computer.
 - Instructions for finding the internal IP address will be on the **vpnrequest** form, the link to which is supplied below

You must have the information listed above to sign up for VPN access.

When you are ready to sign up for VPN access, visit **<http://vpnrequest.wofford.int>** from your office computer. Within a day or two after you have submitted the request form, David Whisnant will get in touch with you about picking up an installation CD.