Faculty Reports
Banner Reports for Faculty Members

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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.

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.

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

GPAs 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 College VPN Client” CD we have supplied, 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.

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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.

What about the Other Links and Icons?

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

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

Also links below the report names.

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.
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.