

**DSU**  
It All Matters.

## Banner Self-Service 9 User Guide

### Faculty

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## Navigation

### New Authentication Method



From [my.desu.edu](https://my.desu.edu), click on the DSU Banner Self Service logo.

- This will allow you to access Banner 8 and/or Banner 9.



Banner 8 & 9 (Enter D# and Pin to sign in)

For Banner 8 and 9, use the Banner Self-Service logo.

**(NOTE: when traveling from Banner 8 to Banner 9, you will be prompted to enter your email and password to sign into Banner 9)**



For Banner 9, use the Banner Self-Service 9 logo ([myDESU](https://myDESU)).

(Enter email and password to sign in)

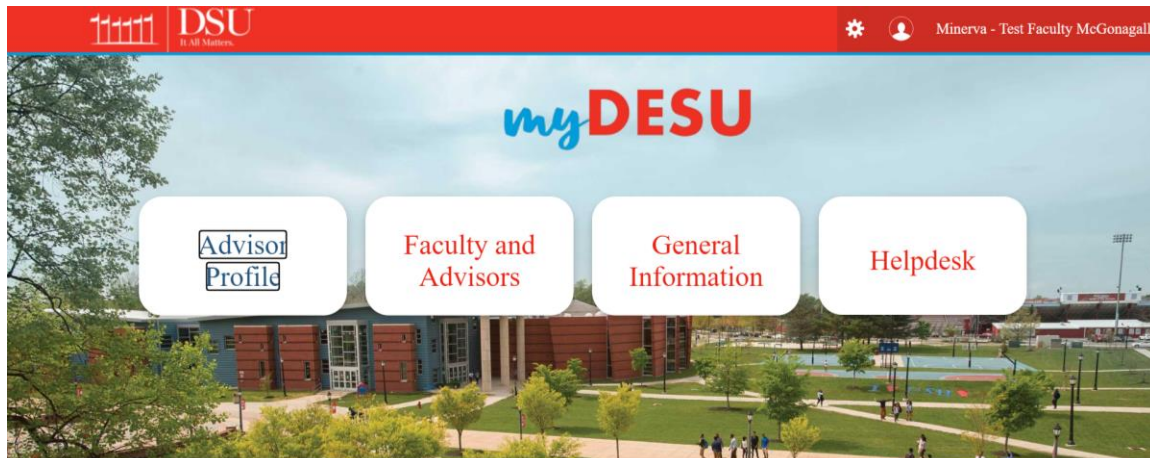
### **Option 1 – sign in with D-number and Pin to access Banner 8:**

### **Option 2 – use your Email and Password to access Banner 9 or from Banner 8 to Banner 9:**

- Staff sign on will be email and password **not** username. See below.

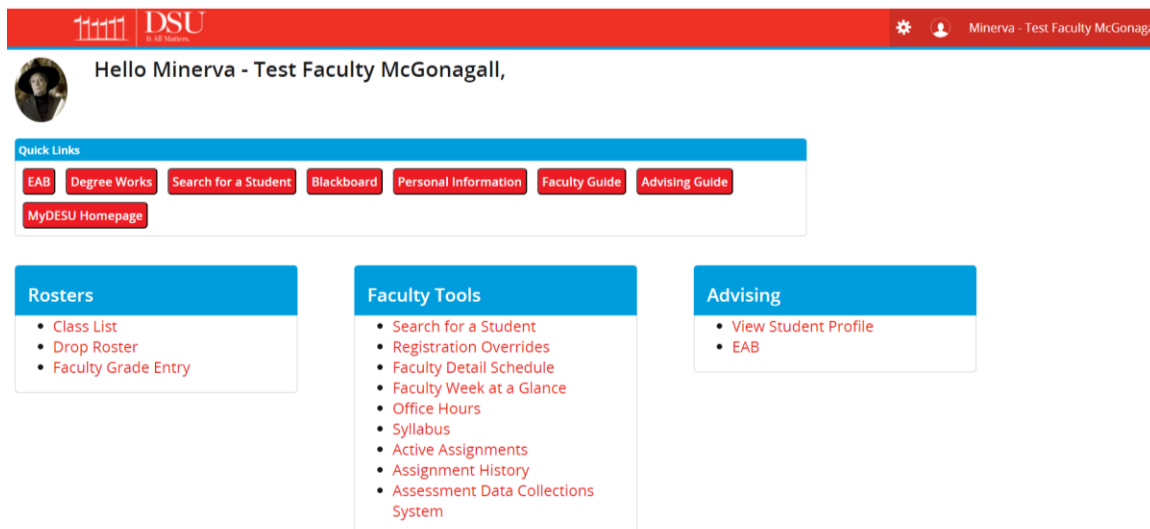
## Faculty and Advisor's myDESU Homepage

After logging in you will be taken to the **myDESU Homepage**. Click on **Faculty and Advisors**.



## Faculty and Advisors myDESU Services Menu

Most day-to-day activities and services for instructors and advisors are available with one click on the **Faculty and Advisors myDESU Services Menu**. This menu has many services and information you'll need as a faculty and advisor, whether you are an instructor or a faculty member with advising, program, or other academic responsibilities.



## DSU Logo Menu

The DSU Logo helps with navigation from page to page as well. See below.

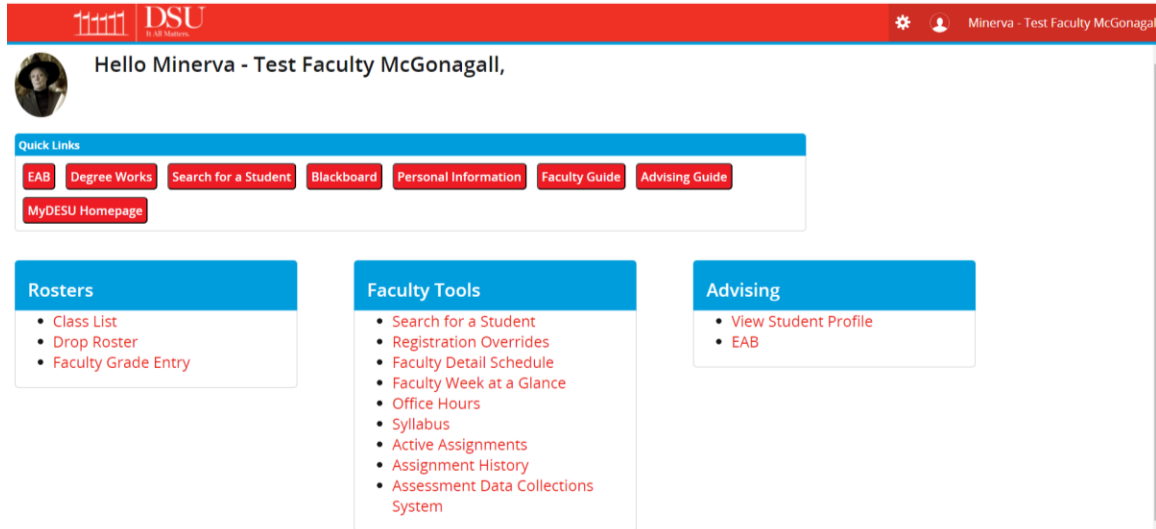


To utilize the **DSU Logo** Menu, click on the logo. Then click on “**Menu**” to display the dropdown. This is what the menu would look like from the **DSU logo**.

A screenshot of a web application interface. At the top, there is a red header with the DSU logo and the text "DSU It All Matters." on the left, and a user profile icon with the name "Minerva - Test Faculty McGonagall" on the right. Below the header, a dropdown menu is open, showing options: "Home Menu", "Faculty and Advisor Menu", and "Personal Information". The "Home Menu" option is highlighted. To the right of the dropdown, there are four red buttons: "Dashboard", "Personal Information", "Faculty Guide", and "Advising Guide". Below these buttons, there are two blue boxes: "Faculty Tools" and "Advising". The "Faculty Tools" box contains a list of links: "Search for a Student", "Registration Overrides", "Faculty Detail Schedule", "Faculty Week at a Glance", "Office Hours", "Syllabus", "Active Assignments", "Assignment History", and "Assessment Data Collections System". The "Advising" box contains a list of links: "View Student Profile" and "EAB".

**Rosters** (under Rosters, you will get the below choices):

- **Class List**
- **Drop Rosters**
- **Faculty Grade Entry**



DSU  
Minerva - Test Faculty McGonagall

Hello Minerva - Test Faculty McGonagall,

Quick Links

EAB Degree Works Search for a Student Blackboard Personal Information Faculty Guide Advising Guide  
MyDESU Homepage

**Rosters**

- Class List
- Drop Roster
- Faculty Grade Entry

**Faculty Tools**

- Search for a Student
- Registration Overrides
- Faculty Detail Schedule
- Faculty Week at a Glance
- Office Hours
- Syllabus
- Active Assignments
- Assignment History
- Assessment Data Collections System

**Advising**

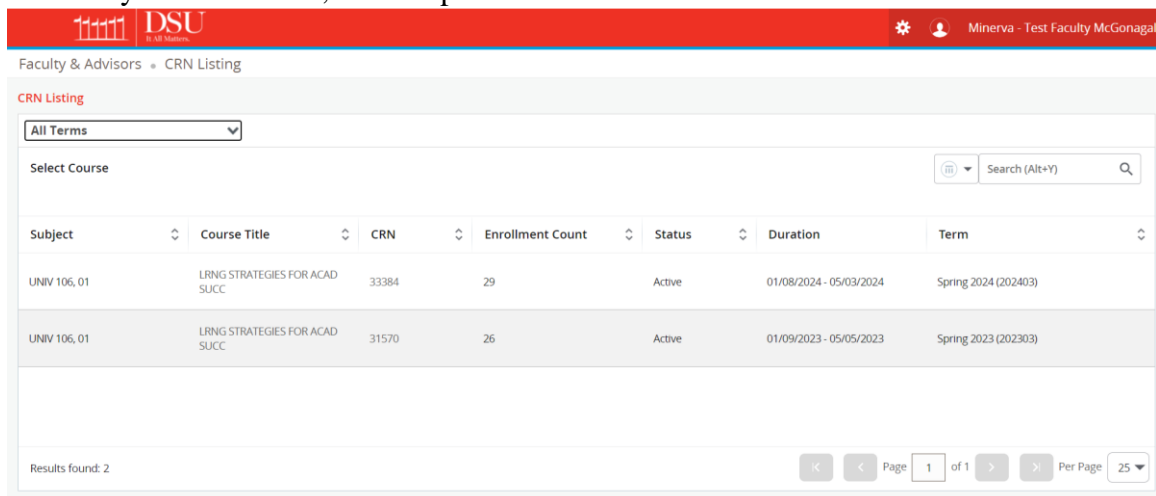
- View Student Profile
- EAB

## Class List:

Class List provides the list of students registered in a course section in a summarized view. Once you pull up the course,

- You can view a complete listing of students in your class and each student's name.
- You can email the whole class, or just one student, by using the mail icon to the right under Summary View.

To view your **Class List**, select a particular term or select all terms. The below shows all terms.



DSU  
Minerva - Test Faculty McGonagall

Faculty & Advisors » CRN Listing

CRN Listing

All Terms

Select Course  Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
UNIV 106, 01	LRNG STRATEGIES FOR ACAD SUCC	33384	29	Active	01/08/2024 - 05/03/2024	Spring 2024 (202403)
UNIV 106, 01	LRNG STRATEGIES FOR ACAD SUCC	31570	26	Active	01/09/2023 - 05/05/2023	Spring 2023 (202303)

Results found: 2

Page 1 of 1 Per Page 25

Click on the appropriate course to be reviewed. The Class Roster for that course will display thereafter.

The screenshot shows the 'Class List' page in the Minerva system. At the top, there's a red header with the DSU logo and 'Minerva - Test Faculty McGonagall'. Below that, a navigation bar shows 'Faculty & Advisors > CRN Listing > Class List'. The main content area has a dropdown menu set to 'Spring 2024 - 202403' and 'UNIV 106 | 33384'. There are 'Export' and 'Print' buttons. The 'Course Information' section shows 'LRNG STRATEGIES FOR ACAD SUCC - UNIV 106 01', 'CRN: 33384', 'Duration: 01/08/2024 - 05/03/2024', and 'Status: Active'. An 'Enrollment Counts' table shows: Enrollment (Max: 30, Actual: 29, Remaining: 1), Wait List (0, 0, 0), and Cross List (0, 0, 0). Below this are tabs for 'Class List' and 'Wait List', and a 'Summary View' dropdown. A search bar is present. The 'Summary Class List' table has columns: Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. Two students are listed: D Thomas Hale (ID: D1068435, Undergraduate, 3 credit hours, Enter Grade, No Access, Senior) and Hermine - Test Student Granger (ID: D1074853, Undergraduate, 3 credit hours, Enter Grade, No Access, Graduate Student). At the bottom, it says 'Results found: 2' and has pagination controls for 'Page 1 of 1' and 'Per Page 25'.

### **NOTE:**

### **CRN (Course) Selection**

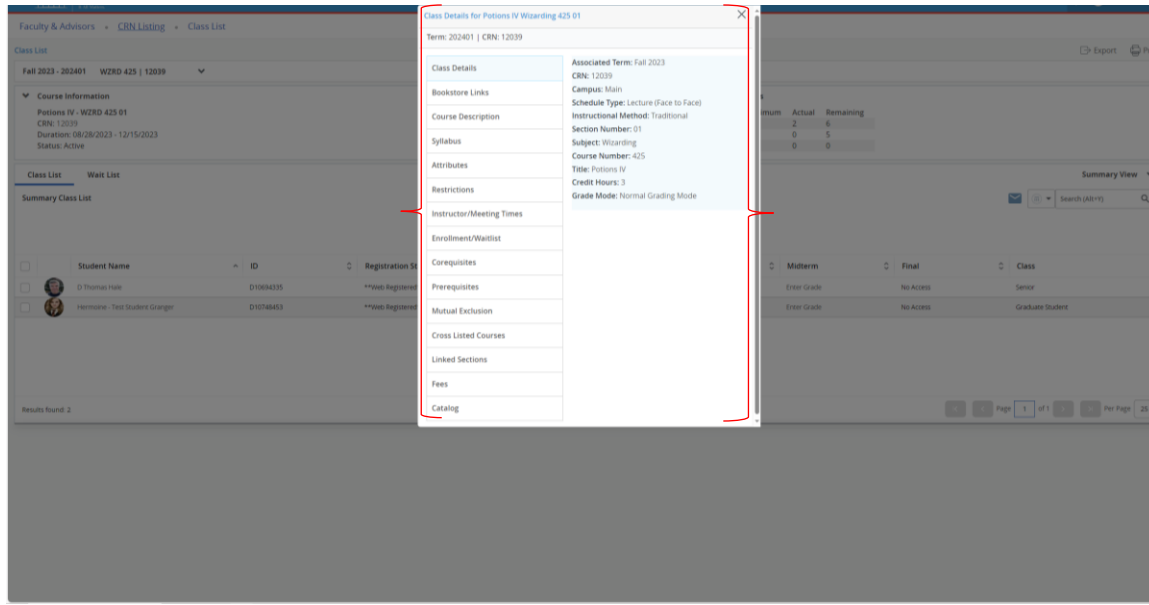
The CRN, or Course Reference Number, is a 5-digit ID number that uniquely identifies each course section offered for each term. You will use the CRN any time you want to refer to or lookup information about a course section, especially if you are not the instructor in the course.

NOTE: The CRN is unlike our former section/course code number and does not contain any at-a-glance information or to identify the semester or block format or schedule, or site where the course is offered.

CRN Selection lets you select the course for which you'd like to view or enter information.

- For most Self-Service functions, you'll need to Select a CRN first.
- Once you select a course via CRN Selection, you will return to the Faculty Services menu.
  - All the other Self-Service functions and menu items will display information for that course.
- To select a different course, return to the Faculty Services (Faculty and Advisors) menu and choose CRN Selection again.

Click on the **CRN** number for a course, it will show the details of the course with links for additional details such as course description, syllabus, enrollment, etc.



- **Course ID** and **CRN** for each class. The CRN differentiates multiple sections of the same course.
- **Associated Term** is the name and code of the semester the class is offered.
- **Schedule Type** shows the **Course Format** for the class, such as Face-to-Face, Online, or Hybrid format.
- **Instructional Method** shows information about how students complete the course requirements. Most classes will show as *Traditional*. Students do not see this information.
- **Campus** shows the University location of classes at DSU Main Campus, DSU Downtown, DSU Wilmington, DSU Georgetown, DSU@Online, etc.
- Faculty are encouraged to use the **Syllabus** or **Office Hours** functions for students' benefit.
- Select **Roster - Class List** to see class enrollment information.
- Select **Detail Schedule - Display** to see complete class information and all scheduled class meetings with classroom location.

You are viewing the **Summary Class List** of the course.

**Summary Class List** provides the list of students registered in a course section, in a summarized view.

- You can view the number of students in your class, and each students' name.
- You can email the whole class, or just one student, by using the mail icon.
- The Final column is not currently in use.

Faculty & Advisors > [CRN Listing](#) > Class List

Class List Export Print

Fall 2023 - 202401 WZRD 425 | 12039



Course Information  
 Positions IV - WZRD 425 01  
 CRN: 12039  
 Duration: 08/28/2023 - 12/15/2023  
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	8	2	6
Wait List	5	0	5
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List Search (Alt+V)

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
 D Thomas Hale	D1068435	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
 Hermoine - Tess Student Granger	D1074843	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Graduate Student

Results found: 2 Page 1 of 1 Per Page 25

Click on the student's profile picture, name, D#, etc., and a box will open showing the **Detailed Class List** or click on the drop down on the right where it shows Summary View, Detailed View is in the drop down to select.

**Detail Class List**, in addition to the information provided in Summary Class List, provides a detailed information for each student who registered in a course section, including each student's curriculum information.

Click on the Drop Down to view the **Detail List**.

Faculty & Advisors > [CRN Listing](#) > Class List

Class List Export Print

Fall 2023 - 202401 WZRD 425 | 12039



Course Information  
 Positions IV - WZRD 425 01  
 CRN: 12039  
 Duration: 08/28/2023 - 12/15/2023  
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	8	2	6
Wait List	5	0	5
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List Search (Alt+V)

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
 D Thomas Hale	D1068435	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
 Hermoine - Tess Student Granger	D1074843	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Graduate Student

Results found: 2 Page 1 of 1 Per Page 25



Faculty & Advisors • CRN Listing • Class List

Class List

Fall 2023 - 202401 WZRD 425 | 12039

Course Information  
Positions IV - WZRD 425 01  
CRN: 13039  
Duration: 08/28/2023 - 12/15/2023  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	6	2	6
Wait List	5	0	5
Cross List	0	0	0

Class List Wait List

Detail View

Search (Alt-Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	D Thomas Hale	D1068435	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
<input type="checkbox"/>	Hermione - Test Student Granger	D1074843	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Graduate Student

Degree: Bachelor of Science

Study Path: Undergraduate  
Level: Undergraduate  
Program: Computer Science  
Catalog Term: Fall 2023  
Admit Term: Summer 2023  
College: Agriculture, Science & Tech.  
Campus: [blank]  
Major: Computer Science  
Department: Computer and Info Sciences

Degree: Master of Social Work

Study Path: Graduate  
Level: Graduate  
Program: Grad Social Work  
Catalog Term: Fall 2023  
Admit Term: Fall 2023  
College: Graduate Studies  
Campus: Main  
Major: Grad Social Work  
Department: Graduate Studies

## Print the Class List (Roster)

Two options for printing the class list appear in the top right corner of the Class List page under the faculty/advisor's name.

1. Export – Click the Export icon to open an editable version of the class list in Excel. The file can be exported as either Excel Spreadsheet option, .xls or .xlsx.
2. Print – Click the Print icon to open a print-friendly version of the class list.

## Email Students on the Class List (Roster)

1. Select student(s) by clicking the checkbox to the left of their pictures or click the checkbox in the column heading to select all students.
2. Click the **blue email (envelope) icon** in the Summary View section on the right. This opens an Outlook message and places student email addresses into the BCC field.

Faculty & Advisors • CRN Listing • Class List

Class List

Fall 2023 - 202401 WZRD 445 | 12044

Course Information  
Transfiguration IV - WZRD 445 01  
CRN: 13044  
Duration: 08/28/2023 - 12/15/2023  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	5	4	1
Wait List	5	1	4
Cross List	0	0	0

Class List Wait List

Summary View

Summary Class List

Email

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Draco Malfoy	D1075373	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
<input type="checkbox"/>	Harry James Potter	D1079374	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior
<input type="checkbox"/>	Hermione - Test Student Granger	D1074843	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Graduate Student
<input type="checkbox"/>	Neville Longbottom	D1079372	**Web Registered**	Undergraduate	3	Enter Grade	No Access	Senior

Results Found: 4

Page 1 of 1 Per Page 25

From the Summary Class List or Detailed Class List, double Click on a student's name to view the **Student Profile**. The **Student Profile** shows an abundance of information as shown below.

## Student Profile

## A Tour of Your Student Profile

Your Student Profile contains a wealth of information about your account on a single web page.

The screenshot shows a student profile page with several key sections highlighted by numbered callouts:

- 1**: Registration Notices: 4 | Holds: 0
- 2**: Bio Information section, including fields for Email, Phone, Gender, Date of Birth, Ethnicity, Race, Citizenship, and Emergency Contact.
- 3**: General Information section, including fields for Level, Class, Status, Student Type, Residency, Campus, First Term Attended, Matriculated Term, Last Term Attended, and Leave of Absence.
- 4**: CURRICULUM, HOURS & GPA section, including Degree, Study Path, Level, Program, College, Major, Department, Concentration, Minor, Concentration, Admit Term, Admit Term, and Catalog Term.
- 5**: REGISTERED COURSES table, showing Course Title, Details, CRN, Hours, Registration Status, and Instructor.
- 6**: Navigation menu on the left, including options like Woods, Tiger, TestName, Curriculum and..., Prior Education and Testing, Additional Links, Academic Transcript, Student Schedule, View Application to Graduate, Week at a Glance, Registration and Planning, and View Grades.

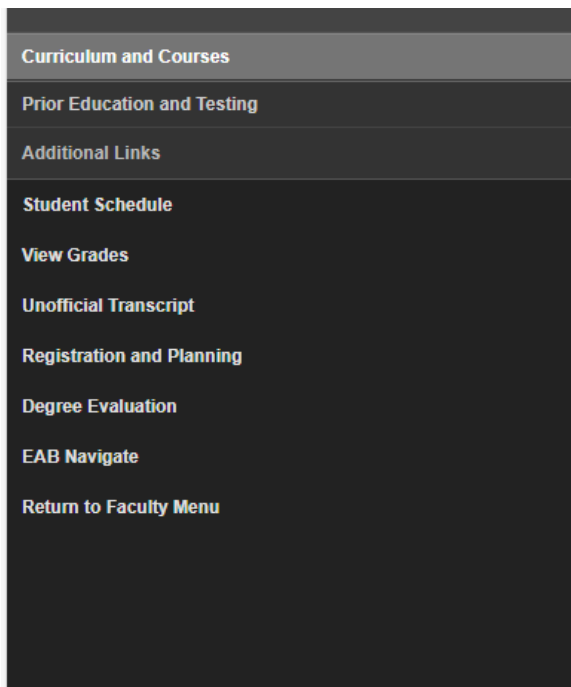
You can do the following information from the student profile:

1. View **Status, Registration Notices, and Holds** (academic standing, student status, enrollment status, etc.)
2. View **Biographical information** (contact info, emergency contact, etc.)
3. View **General information** (level, class, campus, etc.)
4. View **Curriculum Information** (degree, major, earned hours & GPA, etc.)

5. View **Registered Courses** (registered courses for the term you are viewing)
6. From the **Additional Links** menu on the left-hand side, you can access the following for the student:
  - Academic Transcript
  - Student Detail Schedule
  - Application to Graduate
  - Week at a Glance
  - Registration and Planning
  - Grades

## Unofficial Transcript

To view the Unofficial Transcript, choose that option under **Additional Links**.



**View Unofficial Transcript** below with other options to view such as **Degrees Awarded**, **Institution Credit** and **Transcript Totals**.

Student - Academic Transcript

Academic Transcript

Information for Hermione - Test Student Granger

Transcript Level: Undergraduate | Transcript Type: UNOFFICIAL TRANSCRIPT

Student Information | Institution Credit | Transcript Totals | Courses in Progress

This is not an official transcript. Courses which are in progress may also be included on this transcript.

**Student Information**

Birth Date: Jan 01, 1980

Curriculum Information

Current Program:

College: Hogwarts Test College | Major and Department: Ordinary Wizarding, Liberal Studies

**Institution Credit**

Term: Fall 2020

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	W
ENGL	121	UG	RHETORIC AND COMPOSITION I	A	2.000	8.00		
ENGL	122	UG	RHETORIC AND COMPOSITION II	A	2.000	8.00		
UNIV	199	UG	UNIV SEM UNDECLARED ANGORS	A	1.000	4.00		
INRD	101	UG	Broom Flight Class	A	3.000	12.00		
INRD	120	UG	Charms I	A	3.000	12.00		

## Drop Roster

The current “No Show” process utilized in Banner 8 Self Service will be renamed/retitled Drop Roster. We will continue to utilize the current Banner 8 No Show process until further notice. If you have questions, contact the Office of Records and Registration.

## Faculty Grade Entry

DSU  
Dixie State University

Minerva - Test Faculty McGonagal

Hello Minerva - Test Faculty McGonagal,

**Quick Links**

EAB | Degree Works | Search for a Student | Blackboard | Personal Information | Faculty Guide | Advising Guide

MyDESU Homepage

**Rosters**

- Class List
- Drop Roster
- Faculty Grade Entry

**Faculty Tools**

- Search for a Student
- Registration Overrides
- Faculty Detail Schedule
- Faculty Week at a Glance
- Office Hours
- Syllabus
- Active Assignments
- Assignment History
- Assessment Data Collections System

**Advising**

- View Student Profile
- EAB

Click on **Faculty Grade Entry** and you will see the following to select:

- Midterm Grades
- Final Grades
- Gradebook

## Mid Term Grades

Mid Term Grades allows you to enter the midterm grades for the list of students that are enrolled in your course. The CRN's that are assigned to you as an instructor will appear.

Click on the CRN you wish to enter grades and the list of registered students will appear below with boxes to select the grade, last date attended, and hours attended.

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	WZRD - Wizarding	425	01	Potions IV	202401 - Fall 2023	12039
Not Started	WZRD - Wizarding	325	01	Potions III	202401 - Fall 2023	12049

Records Found: 2

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date
Granger, Hermoine - Test Student	D10748453	<input type="text"/>	<input type="text"/>
Hale, D Thomas	D10694335	<input type="text"/>	<input type="text"/>

Records Found: 2

Save Reset

Select the appropriate grade from the drop-down menu. Once you are done entering grades, submit the grades by clicking **Save**.

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	WZRD - Wizarding	445	01	Transfiguration IV	202401 - Fall 2023	12044
Not Started	WZRD - Wizarding	445	01L	Transfiguration IV	202401 - Fall 2023	12045
Not Started	WZRD - Wizarding	345	01	Transfiguration III	202401 - Fall 2023	12052

Records Found: 3

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date
Granger, Hermoine - Test Student	D10748453	<input type="text"/>	<input type="text"/>
Lambertson, Janella	D10753372	<input type="text"/>	<input type="text"/>
Mellor, Gray	D10753373	<input type="text"/>	<input type="text"/>
Rubel, Viktor L	D10753374	<input type="text"/>	<input type="text"/>

Records Found: 4

Save Reset

## Final Grades

Final Grades allows you to enter the original final grades for the list of students that are enrolled in your course. You must be the primary instructor to enter grades. If grades have already been rolled, use the grade changes page instead.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	In Progress	UNIV - Student Success	106	01	LRNG STRATEGIES FOR ACAD SUCC	202303 - Spring 2023	31570
In Progress	Not Started	UNIV - Student Success	106	01	LRNG STRATEGIES FOR ACAD SUCC	202403 - Spring 2024	33364

Records Found: 2

Click on the CRN you wish to enter grades and the list of registered students will appear below with boxes to select the grade, last date attended, and hours attended.

Select the appropriate grade from the drop-down menu. Once you are done entering grades, submit the grades by clicking **Save**.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	WZND - Wizarding	425	01	Potions IV	202401 - Fall 2023	12039
Not Started	Not Started	WZND - Wizarding	325	01	Potions III	202401 - Fall 2023	12049

Records Found: 2

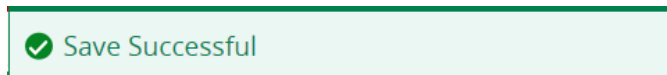
Enter Grades (Read Only)

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Granger, Hermione Test Student	D10748453				
Hall, D.Thomas	D10694335				


Records Found: 2

Save Reset

Press the **Save** button at the bottom to save your changes. After saving, notice the (green) success message or (red) failure message in the upper right corner of the screen.



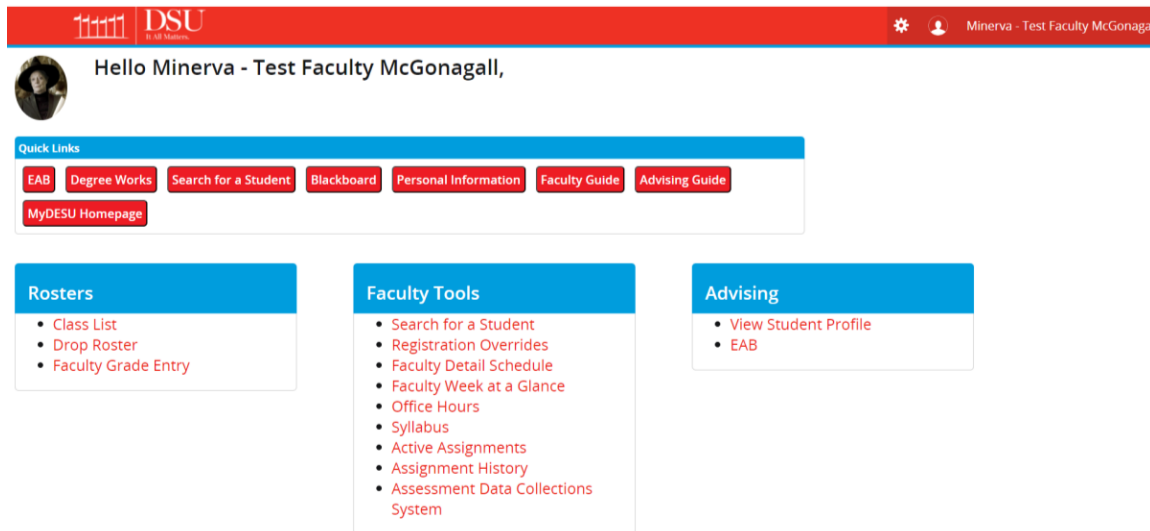
Note: the below example shows an F grade entered without a last date of attendance. Must update the last date of attendance for F, W, and WF. If you do not get the success message, your changes were not saved.

 [A last attend date is required for this grade.](#)

## Search for a Student

**Faculty Tools** – (under **Faculty Tools**, you will get the below choices):

- [Search for a Student](#)
- [Faculty Detail Schedule](#)
- [Faculty Week at-a-Glance](#)
- [Office Hours](#)
- [Syllabus](#)
- [Active Assignments](#)
- [Assignment History](#)
- [Faculty & Advisor Security](#)



The screenshot displays the Minerva Faculty Tools interface. At the top, there is a red header with the DSU logo and the text "Hello Minerva - Test Faculty McGonagall". Below the header is a blue "Quick Links" bar containing several buttons: EAB, Degree Works, Search for a Student, Blackboard, Personal Information, Faculty Guide, and Advising Guide. The main content area is divided into three columns:

- Rosters:**
  - Class List
  - Drop Roster
  - Faculty Grade Entry
- Faculty Tools:**
  - Search for a Student
  - Registration Overrides
  - Faculty Detail Schedule
  - Faculty Week at a Glance
  - Office Hours
  - Syllabus
  - Active Assignments
  - Assignment History
  - Assessment Data Collections System
- Advising:**
  - View Student Profile
  - EAB

***Search for a Student*** (View a **Student's Profile** and Academic Transcript)

- The Student Information Menu allows faculty and staff to view the profile and academic information for a particular student (if you have privileges), including an academic transcript.
  - Select Term
  - Enter D# (full DXXXXXXXX) or Last Name, First Name
  - Submit
  - To pull up the student's profile, click on the row that displays the student's D# and name.

The student’s profile will appear. Depending on your privileges, you can access the items under the student’s profile photo in the Additional Links section, as well as view the student’s schedule, etc.



The screenshot shows a student profile page with the following sections and callouts:

- 1**: Top navigation bar showing Term (Fall 2017), Standing (Standing Not Determined), Overall Hours (12), Overall GPA (3.67), Registration Notices (4), and Holds (0).
- 2**: Bio Information section including Email, Phone, Gender, Date of Birth, Ethnicity, Race, Citizenship, Emergency Contact, and Emergency Phone.
- 3**: General Information section including Level, Class, Status, Student type, Residency, Campus, First Term Attended, Matriculated Term, Last Term Attended, and Leave of Absence.
- 4**: CURRICULUM, HOURS & GPA section with tabs for Primary, Secondary, and Hours & GPA. It lists Degree, Study Path, Level, Program, College, Major, Department, Concentration, Minor, Concentration, Admit Type, Admit Term, and Catalog Term.
- 5**: REGISTERED COURSES table with columns for Course Title, Details, CRN, Hours, Registration Status, and Instructor.
- 6**: Additional Links menu on the left-hand side.

Course Title	Details	CRN	Hours	Registration Status	Instructor
Public Speaking	ENG 131 0	10005	3	Web Withdrawal	<a href="#">Westerfield, Mary Ann</a>
Financial Fraud Examination	BAC 330 0	10082	3	**Web Registered**	<a href="#">Ouhrie, Edward</a>

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEJ Hours: 0 | Min Hours: 0 | Max Hours: 19

## A Tour of Your Student Profile

You can do the following information from the student profile:

2. View **Status, Registration Notices, and Holds** (academic standing, student status, enrollment status, etc.)
3. View **Biographical information** (contact info, emergency contact, etc.)
4. View **General information** (level, class, campus, etc.)
5. View **Curriculum Information** (degree, major, earned hours & GPA, etc.)
6. View **Registered Courses** (registered courses for the term you are viewing)
7. From the **Additional Links** menu on the left-hand side, you can access the following for the student:
  - Academic Transcript
  - Student Detail Schedule
  - Application to Graduate
  - Week at a Glance
  - Registration and Planning
  - Grades

## Faculty Detail Schedule

### Faculty Detail Schedule

- Select Term
- Select CRN (Course Registration Number) to bring up the course.

This shows the **Course** details, **Scheduled Meeting Times**, **Enrollment Count**, **Syllabus Data** (you can add your syllabus), **Office Hours** (you can add your office hours).

Course : UNIV 106 01 LEARNING STRATEGIES FOR ACADEMIC SUCCESS 33384			
Associated Term	CRN	Status	Available for registration
Spring 2024	33384	Active	10/23/2023 - 01/17/2024
College	Department	Part of Term	Credits
Humanities, Educ. & Soc. Sci.	Undecided Department	1	3
Campus	Override	Instructional Method	Roster
Distance Learning (Pre-202401)	No		Classlist
Course Level			
Undergraduate, Undergraduate			

**Scheduled Meeting Times** ▼

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	12:00	12:50	Mon,Wed,Fri	Online CLRM	01/08/2024	05/03/2024	Lecture	<input checked="" type="checkbox"/> Taylor M McIntosh (P) <input checked="" type="checkbox"/> Jariso Maley Jallah Minerva - Test Faculty McGonagall <input checked="" type="checkbox"/> Dr Clytrice Lauren Watson

Results found: 1 


 Page 1 of 1
 

 Per Page 100 ▼

**Enrollment Counts** ▼

	Maximum	Actual	Remaining
Enrollment	30	29	1
Cross List	0	0	0

Results found: 2 


 Page 1 of 1
 

 Per Page 100 ▼

**Syllabus Data** ▼

You have no syllabus added yet.

**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 ▼

**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 ▼

## Faculty Week at-a-Glance

DSU  
EAB Matters

Minerva - Test Faculty McGonagall

Hello Minerva - Test Faculty McGonagall,

**Quick Links**

- EAB
- Degree Works
- Search for a Student
- Blackboard
- Personal Information
- Faculty Guide
- Advising Guide
- MyDESU Homepage

**Rosters**

- Class List
- Drop Roster
- Faculty Grade Entry

**Faculty Tools**

- Search for a Student
- Registration Overrides
- Faculty Detail Schedule
- Faculty Week at a Glance
- Office Hours
- Syllabus
- Active Assignments
- Assignment History
- Assessment Data Collections System

**Advising**

- View Student Profile
- EAB

*Faculty Week at-a-Glance* allows you to view your schedule for the week.

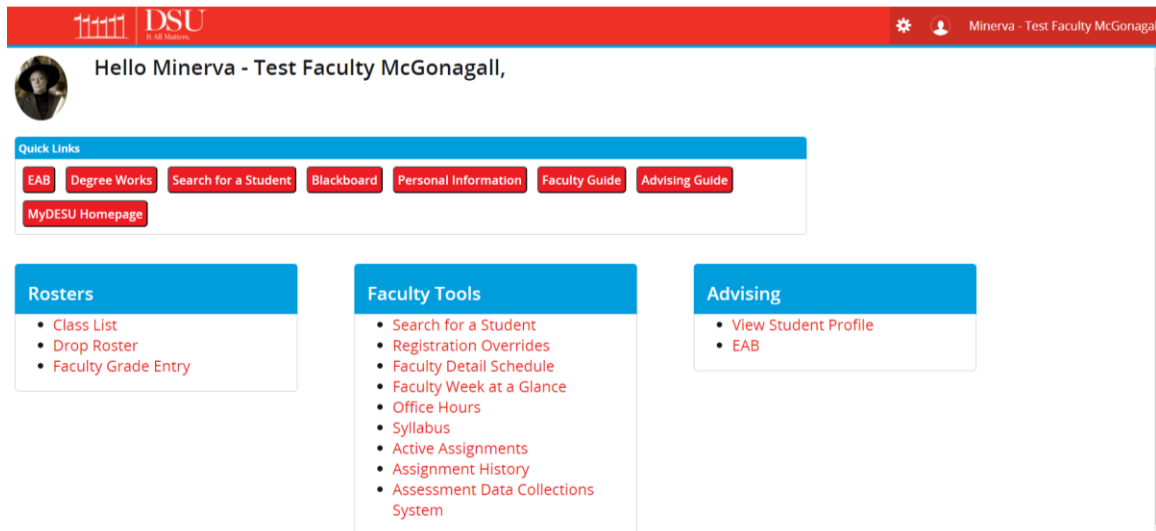
Faculty and Advisor • Faculty Week at a Glance

Faculty Week at a Glance

Today - 03/28/2024    < Week 03/25/2024 to 03/31/2024 >    MM/dd/yyyy    Go

	03/25	03/26	03/27	03/28	03/29	03/30	03/31
11:00							
12:00	UNIV 106 - 01 33384 Class ⌚ 12:00-12:50 📍 ONL-CLRM		UNIV 106 - 01 33384 Class ⌚ 12:00-12:50 📍 ONL-CLRM		UNIV 106 - 01 33384 Class ⌚ 12:00-12:50 📍 ONL-CLRM		
13:00							

## Office Hours



DSU  
In All Matters

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Quick Links

EAB Degree Works Search for a Student Blackboard Personal Information Faculty Guide Advising Guide

MyDESU Homepage

**Rosters**

- Class List
- Drop Roster
- Faculty Grade Entry

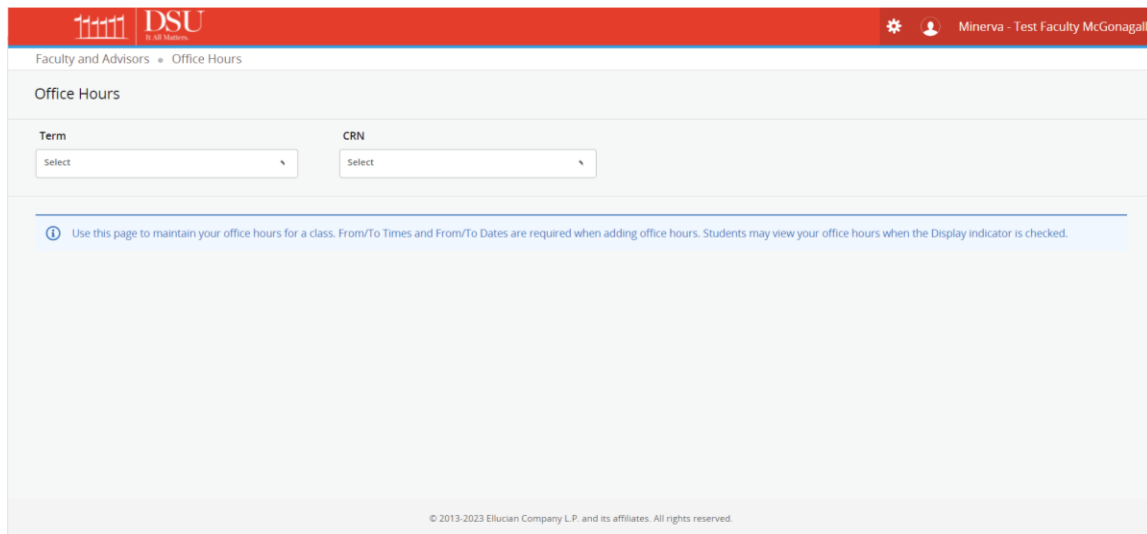
**Faculty Tools**

- Search for a Student
- Registration Overrides
- Faculty Detail Schedule
- Faculty Week at a Glance
- Office Hours
- Syllabus
- Active Assignments
- Assignment History
- Assessment Data Collections System

**Advising**

- View Student Profile
- EAB

- Select the Term.
- Select the CRN for the course.



DSU  
In All Matters

Minerva - Test Faculty McGonagall

Faculty and Advisors > Office Hours

Office Hours

Term

Select

CRN

Select

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.

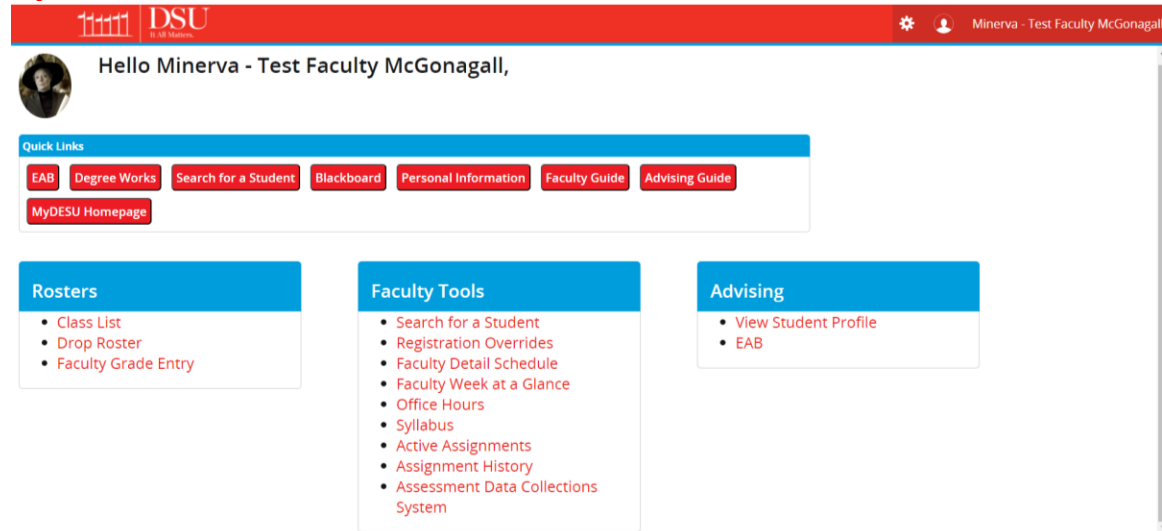
© 2013-2023 Ellucian Company L.P. and its affiliates. All rights reserved.

- 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.

The screenshot shows the 'Office Hours' management interface. At the top, there is a red header with the DSU logo and the user name 'Minerva - Test Faculty McGonagall'. Below the header, the page title is 'Faculty and Advisors • Office Hours'. The main content is divided into two sections: 'Scheduled Meeting Times' and 'Office Hours'. The 'Scheduled Meeting Times' section contains a table with one row of data: Class, 12:00, 12:50, Mon,Wed,Fri, Online CLRM, 01/08/2024, 05/03/2024, Lecture, and a list of instructors including Dr. Cytrice Lauren Watson, Jarso Maley Jallah, Taylor M McIntosh (P), and Minerva - Test Faculty McGonagall. Below this table is a pagination control showing 'Page 1 of 1' and 'Per Page 100'. The 'Office Hours' section below it is empty, with a table header including 'From Date', 'To Date', 'From Time', 'To Time', 'Days' (Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'Contact Number', 'Location', 'Display', and 'Delete'. The text 'No Data Found' is centered in the table area, and the pagination control shows 'Page 0 of 0' and 'Per Page 100'.

This screenshot shows the 'Office Hours' interface with the 'Add new Row' form visible. The 'Scheduled Meeting Times' table is identical to the previous screenshot. The 'Office Hours' table is still empty with 'No Data Found' displayed. Below the table, there is a section titled 'Add new Row' which includes a dropdown menu labeled 'Select Copy to', a 'Reset' button, and a 'Submit' button.

# Syllabus



DSU  
In 18 Months

Minerva - Test Faculty McGonagall

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**Quick Links**

- EAB
- Degree Works
- Search for a Student
- Blackboard
- Personal Information
- Faculty Guide
- Advising Guide
- MyDESU Homepage

**Rosters**

- Class List
- Drop Roster
- Faculty Grade Entry

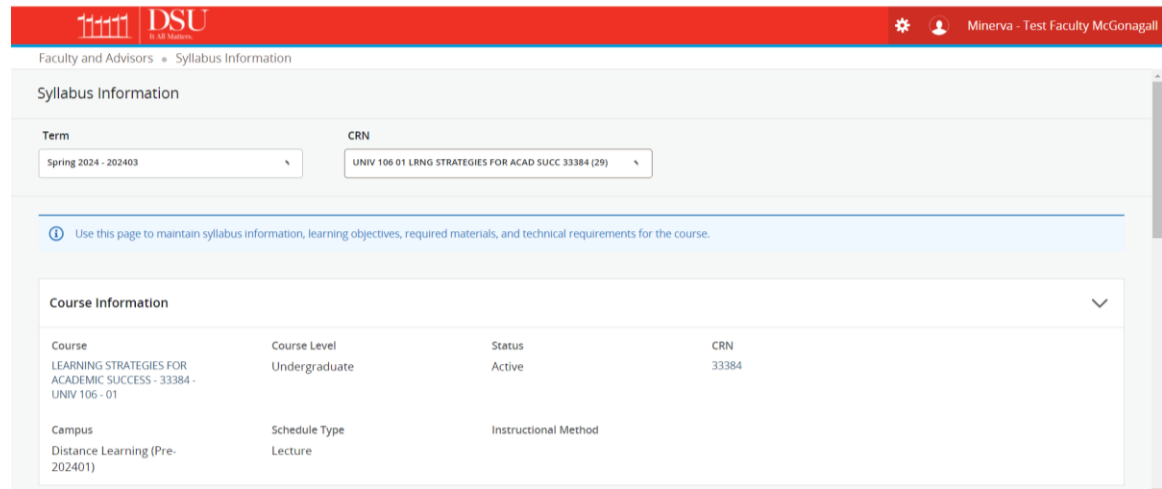
**Faculty Tools**

- Search for a Student
- Registration Overrides
- Faculty Detail Schedule
- Faculty Week at a Glance
- Office Hours
- Syllabus
- Active Assignments
- Assignment History
- Assessment Data Collections System

**Advising**

- View Student Profile
- EAB

- Select the Term.
- Select the CRN for the course.



DSU  
In 18 Months

Minerva - Test Faculty McGonagall

Faculty and Advisors » Syllabus Information

Syllabus Information

Term: Spring 2024 - 202403

CRN: UNIV 106 01 LRNG STRATEGIES FOR ACAD SUCC 33384 (29)

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

**Course Information**

Course	Course Level	Status	CRN
LEARNING STRATEGIES FOR ACADEMIC SUCCESS - 33384 - UNIV 106 - 01	Undergraduate	Active	33384
Campus	Schedule Type	Instructional Method	
Distance Learning (Pre-202401)	Lecture		

- Maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

The screenshot shows the 'Syllabus Information' form in the Minerva system. The form is titled 'Syllabus Data' and contains several input fields: 'Long Section Title', 'Course URL', 'Learning Objectives', 'Required Materials', and 'Technical Requirements'. At the bottom of the form are 'Reset' and 'Submit' buttons. The top navigation bar includes the DSU logo and the user's name 'Minerva - Test Faculty McGonagall'.

## Active Assignments

- Shows classes with active (not rolled to Academic History) students. The class syllabus and office hours may also be added and maintained here.

The screenshot shows the Minerva Faculty Dashboard for 'Minerva - Test Faculty McGonagall'. It features a 'Quick Links' section with buttons for 'EAB', 'Degree Works', 'Search for a Student', 'Blackboard', 'Personal Information', 'Faculty Guide', 'Advising Guide', and 'MyDESU Homepage'. Below this are three main sections: 'Rosters' (Class List, Drop Roster, Faculty Grade Entry), 'Faculty Tools' (Search for a Student, Registration Overrides, Faculty Detail Schedule, Faculty Week at a Glance, Office Hours, Syllabus, Active Assignments, Assignment History, Assessment Data Collections System), and 'Advising' (View Student Profile, EAB).



- Shows classes with active (not rolled to Academic History) students. The class syllabus and office hours may also be added and maintained here.

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: LEARNING STRATEGIES FOR ACADEMIC SUCCESS - 31570 - UNIV 106 - 01**

Associated Term	CRN	Status	Schedule Type
Spring 2023(202303)	31570	Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
	Distance Learning (Pre-202401)	10/24/2022 to 01/08/2023	3.000
Syllabus	Office Hours	Roster	Detail Schedule
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
Grade Mode	Course Level		
	Undergraduate		

**Course: LEARNING STRATEGIES FOR ACADEMIC SUCCESS - 33384 - UNIV 106 - 01**

Associated Term	CRN	Status	Schedule Type
Spring 2024(202403)	33384	Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
	Distance Learning (Pre-202401)	10/23/2023 to 01/17/2024	3.000
Syllabus	Office Hours	Roster	Detail Schedule
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
Grade Mode	Course Level		
	Undergraduate		

## Assignment History

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**Quick Links**

[EAB](#) [Degree Works](#) [Search for a Student](#) [Blackboard](#) [Personal Information](#) [Faculty Guide](#) [Advising Guide](#)

[MyDESU Homepage](#)

**Rosters**

- [Class List](#)
- [Drop Roster](#)
- [Faculty Grade Entry](#)

**Faculty Tools**

- [Search for a Student](#)
- [Registration Overrides](#)
- [Faculty Detail Schedule](#)
- [Faculty Week at a Glance](#)
- [Office Hours](#)
- [Syllabus](#)
- [Active Assignments](#)
- [Assignment History](#)
- [Assessment Data Collections System](#)

**Advising**

- [View Student Profile](#)
- [EAB](#)

- Represents your class assignments, both past and present.

Faculty and Advisors • Assignments

Minerva - Test Faculty McGonagall

Assignments

Active Assignments      **Assignment History**

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

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Spring 2024	33384	UNIV 106	LEARNING STRATEGIES FOR ACADEMIC SUCCESS	3.000	Undergraduate	Distance Learning (Pre-202401)		No	Active
Spring 2023	31570	UNIV 106	LEARNING STRATEGIES FOR ACADEMIC SUCCESS	3.000	Undergraduate	Distance Learning (Pre-202401)		No	Active

## Personal Information

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Dr. of Mines

Minerva - Test Faculty McGonagall

 Hello Minerva - Test Faculty McGonagall,

Quick Links

[EAB](#) [Degree Works](#) [Search for a Student](#) [Blackboard](#) [Personal Information](#) [Faculty Guide](#) [Advising Guide](#)

[MyDESU Homepage](#)

**Rosters**

- Class List
- Drop Roster
- Faculty Grade Entry

**Faculty Tools**

- Search for a Student
- Registration Overrides
- Faculty Detail Schedule
- Faculty Week at a Glance
- Office Hours
- Syllabus
- Active Assignments
- Assignment History
- Assessment Data Collections System

**Advising**

- View Student Profile
- EAB

- View your Personal Information. To exit, you must use the DSU logo.
- To update your personal information, please contact the Office of Human Resources.