How to Access Faculty Services by Logging into Banner Self-Service

A Step by Step Guide
Step One

- Go to https://insidetrack.yu.edu and Log In
Step Two

- Click on the ‘Employee’ Tab
Step Three

- Click on ‘Banner Self-Service’ under the Employee Tools and Systems column
Step Four

- Click on the Top ‘Faculty Services’ Tab’
Step Five

- Once you are in the ‘Faculty Services Tab’ you may navigate the system to:
  - View your teaching schedule and room assignments
  - Download your class roster
  - Submit grades
  - Download grade change forms (Incomplete & Final Grade)
  - Email a specific student or the entire class
  - Post textbook information
Teaching Schedule:

* From the Faculty and Advisors menu:
  
  • Click on either ‘Faculty Detail Schedule’ or ‘Week at a Glance’
  
  • Classroom numbers will be displayed in this section as well
  
  • You may be asked to select a term and submit
  
  • Once you select a term, to choose a different term, click ‘Return to Menu’ at the top right of the screen and click ‘Term Selection’ from the menu
Download your Class Roster:

• From the Faculty and Advisors menu:

• Click on either ‘Detail class list’ or ‘Summary Class list’

• You may be asked to select a term and/or CRN and submit

• Once you select a term and/or CRN, to choose a different term or CRN, click ‘Return to Menu’ at the top right of the screen and click ‘Term Selection’ or ‘CRN Selection’ from the menu
Printer Friendly Class Rosters:

- From the Faculty and Advisors menu:
  - Click on ‘Printer Friendly Class List’
  - You may be asked to select a term and/or CRN and submit
  - Once you select a term and/or CRN, to choose a different term or CRN, click ‘Return to Menu’ at the top left of the screen and click ‘Term Selection’ or “CRN Selection” from the menu.
Submitting Grades:

• From the Faculty and Advisors menu:
  • Click on ‘Final Grades’
  • Select grade from drop down menu located next to each student

• After entering all the grades, please review then click ‘submit’ located at the bottom of the screen and you will see a confirmation message that the grades have been submitted

• You will have 30 minutes to submit your grades before your session times out

• Once grades are submitted and rolled in Banner, you cannot change them through this webpage. You will need to fill out a ‘Change of Final Grade’ form which may be downloaded from your Banner account (see next slide)

• For further instructions on grade submission please refer to ‘Instructions for Submitting Grades’
Download grade change forms:

• From the Faculty and Advisors menu:
  • Click on ‘Grade Forms’
  • Choose: ‘Change of Grade Form’ or ‘Change of Incomplete Grade Form’
Emailing Individual Students:

- From the Faculty and Advisors menu:

- Click on either ‘Detail class list’ or ‘Summary Class list’

- Click on envelope next to student’s name. Email address will be automatically inserted into an email
Emailing the Entire Class:

• From the Faculty and Advisors menu:

• Click on either ‘Detail class list’ or ‘Summary Class list’

• Located at the bottom left hand side of the screen you will see a link that says ‘Email Class’ with an envelope icon

• Click this link to automatically insert all the students’ email addresses into the bcc (blind copy) line of an email

• Should you choose to email your class directly from your email account to the students’ YU email accounts use:

   Termcode-CRN@lists.yu.edu

   Term codes:
   Fall – YEAR09   Spring – YEAR01
   Summer–YEAR06

   Eg. 201909-28110@lists.yu.edu
Posting Textbook Information:

- From the Faculty and Advisors menu:
  - Click on ‘Syllabus Information’
  - Textbook information can be entered under the ‘Required Materials’ field
  - Click on ‘submit’
  - After submitting textbook information you will receive a confirmation message that syllabus information has been updated successfully
Guidelines for Posting Textbook Information:

- Do not use HTML or post a hyperlink. It will NOT format properly.
- Please note that the law requires the posting of pricing information for both required and recommended textbooks and supplemental materials.
- Post information about each textbook on a separate line.
- Use the following format for the textbooks (semicolons help to isolate search information for students):
  - ISBN; Title; Author Last Name; Publisher; Copyright Date; Suggested Retail Price; Suggested Retailer (optional).
- For most all, pricing information can be obtained by doing a simple search online on Barnes & Noble or Amazon.com. If the item is unique or only available through a certain retailer or direct from you, please note the cost and the retailer.
- Freely Available works must be listed and you should note that there is no cost.
- Please remember to post any changes immediately if necessary.
Questions? Comments? Suggestions?

**Wilf Campus**  
Monday - Thursday  
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Friday  
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wilfregistrar@yu.edu

**Beren Campus**  
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Friday  
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**Ferkauf Graduate School**  
Monday - Thursday  
9 a.m. - 5:30 p.m.  
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