

HIS Faculty Services Navigation Instructions (SSB 9)

Log in to HIS Faculty Self Service using the following link.

<https://prodfacssb.hollins.edu/FacultySelfService/ssb/facultyCommonDashboard>

Accessing Class Rosters

1. Select "Detail Schedule"

Faculty Services

Hello

This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M)depending on your role at the institution:

- Faculty Grade Entry
- **Detail Schedule**
- Advising Student Profile
- Browse Classes
- Search for Student

If you have any questions, please email the Registrar's Office at registrar@hollins.edu.

2. Select Term and CRN

Faculty Detail Schedule

Term: Select

CRN: Select

3. Select Classlist under Roster

Faculty Detail Schedule

Term: Spring 2024 - 202402

CRN: ART 218 1 Drawing Concepts 26732 (15)

Use this page to view your detailed schedule.

Course : ART 218 1 Drawing Concepts 26732

Associated Term	CRN	Status	Available for registration
Spring 2024	26732	Active	10/14/2023 - 05/13/2024
College	Department	Part of Term	Credits
Hollins University	Art	1	4
Campus	Override	Instructional Method	Roster Classlist
Hollins	No	In Person Only	
Course Level			
Undergraduate			

Navigating back to Faculty Services Menu

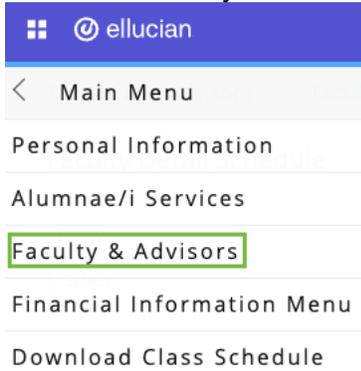
1. Select the Banner Menu option by clicking the four-square icon in the top left.



2. Select Main Menu



3. Select Faculty and Advisors

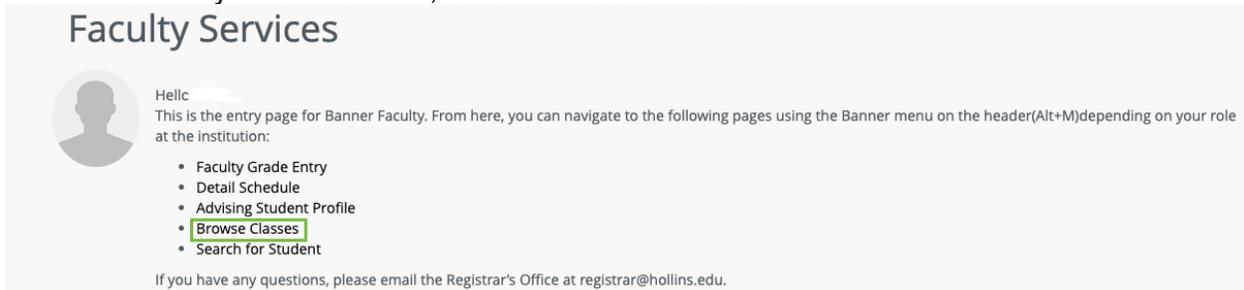


4. Select Faculty Services

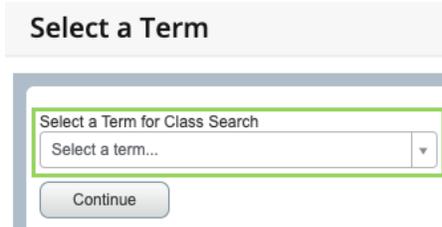


Browse Classes

1. In the Faculty Services Menu, select Browse Classes.



2. Select Term and click Continue



3. Enter search criteria and click Search. Select Advanced Search if you want to select additional criteria.

Browse Classes

Enter Your Search Criteria

Term: Fall 2024

Subject

Course Number

Keyword

Search

Clear

▶ Advanced Search

Tip: If you want to access the entire schedule for a term, select Advanced Search (see above), go to Level and select Graduate and Undergraduate.

Browse Classes

Enter Your Search Criteria

Term: Fall 2024

Subject

Course Number

Keyword

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level Graduate Undergraduate

Faculty Final Grade Entry

1. In the Faculty Services Menu, select Faculty Grade Entry

Faculty Services



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- Search for Student

If you have any questions, please email the Registrar's Office at registrar@hollins.edu.

2. On the "Faculty Grade Entry" page the system defaults to the Final grades tab. If you see many terms of classes, go to the Search bar and enter the term information to pull up courses for the relevant term. Please note, the format for the term is "XXXXXX" - 4-digit year and 2-digits identifying

the beginning month of the term – e.g. – spring 2024 is 202402 (indicating it starts in February of 2024).

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ART - Art	100	1	Drawing I	202402 - Spring 2024	26491
Not Started	Not Started	ENG - English	141	1	Fund of Creative Writing	202402 - Spring 2024	26645

Records Found: 2

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If you need to enter Midterm Grades, see instructions in Faculty Midterm Grade section below.

3. Select any class by clicking on any of the data in the row for the class. The roster for entering grades will pop up for that class. Enter the grades in the Final Grade column. If you enter a final grade of F, you will be required to enter a last date of attendance (LDA) in the Last Attend Date column. You will not be able to save that grade until the LDA is entered.

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title
In Progress	Not Started	ART - Art	100	1	Drawing I
Not Started	Not Started	ENG - English	141	1	Fund of Creative Writing

Records Found: 2

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Abe, Assi L.	A00435842		<input type="text" value="A"/>		<input type="text"/>
Brown, Kayla E.	A00448170		<input type="text" value="F"/>		<input type="text" value="05/01/2024"/>

4. Select Save at the bottom right of the screen to save your progress. Please note that the Grading Status will change once you save any grades. Be sure to save before you leave the grade roster.

Faculty Midterm Grade Entry

1. In the Faculty Services Menu, select Faculty Grade Entry

Faculty Services

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If you have any questions, please email the Registrar's Office at registrar@hollins.edu.

- On the “Faculty Grade Entry” page the system defaults to the Final grades tab. Select the Midterm Grades tab.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	ART - Art	100	1	Drawing I	202602 - Spring 2026	20177

If you see many terms of classes, go to the Search bar and enter the term information to pull up courses for the relevant term. Please note, the format for the term is “XXXXXX” - 4-digit year and 2-digits identifying the beginning month of the term – e.g. – spring 2026 is 202602 (indicating it starts in February of 2026).

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	ART - Art	100	1	Drawing I	202602 - Spring 2026	20177

- Select any class by clicking on any of the data in the row for the class. The roster for entering grades will pop up for that class. Enter the grades in the Midterm Grade column.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ART - Art	100	1	Drawing I	202602 - Spring 2026	20177

Records Found: 1 Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Booker, Olivia G.	A00462226	A	<input type="text"/>	<input type="text"/>
Clayton, Carys A.	A00457147	B+	<input type="text"/>	<input type="text"/>

- Select Save at the bottom right of the screen to save your progress. Please note that the Grading Status will change once you save any grades. Be sure to save before you leave the grade roster.