

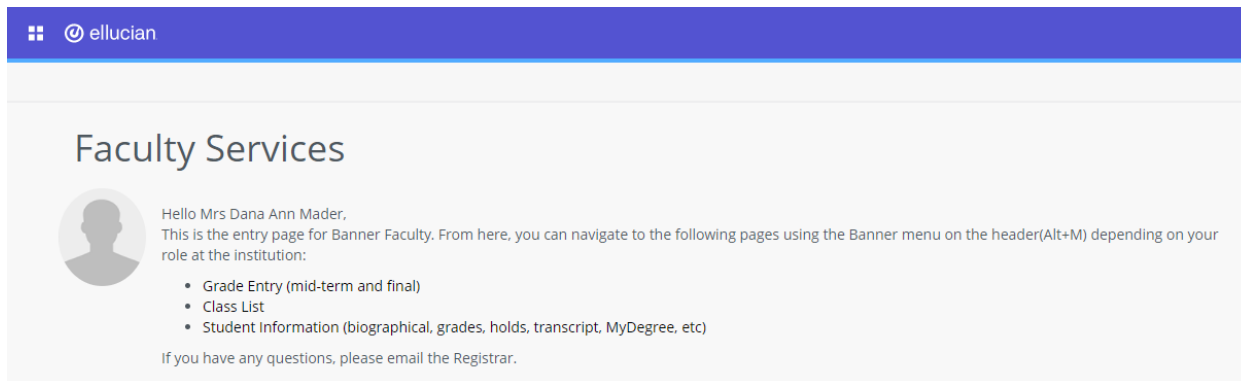
# OLSIS for Faculty

## Overview

OLSIS for Faculty is the upgraded version of OLSIS and is now a separate link than what students will use to access OLSIS. The new link for OLSIS for Faculty will be located under the Faculty/Staff/Links menu item on the main web page (<https://www.wvup.edu/faculty-staff/links/>). You will log in using your network ID and password just like you do for email, your computer, and Blackboard.

## Navigation and Menus

Once logged in, you will see the Faculty Landing Page which lists items most frequently used by faculty in OLSIS (Grade Entry, Class List, Student Information). You can click on any of these links to get to that particular page.



☰ ellucian

### Faculty Services

Hello Mrs Dana Ann Mader,  
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:

- Grade Entry (mid-term and final)
- Class List
- Student Information (biographical, grades, holds, transcript, MyDegree, etc)

If you have any questions, please email the Registrar.

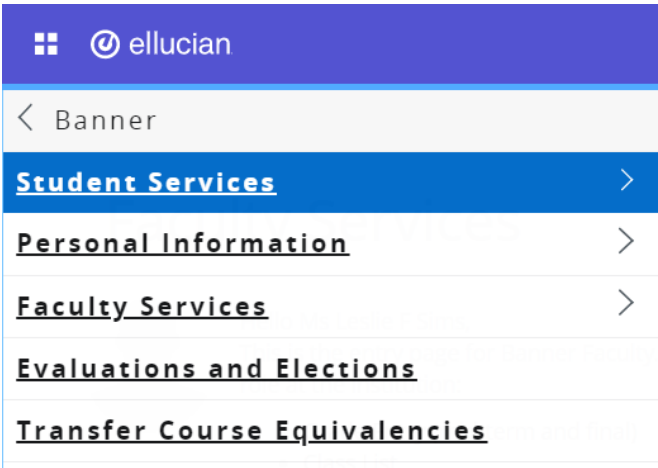
All other menu items can be accessed by clicking on the 4-square menu in the upper left corner by the Ellucian logo



Clicking on the 4-square menu brings up the Banner menu.



Clicking on the Banner option will display a menu including Faculty Services.



Clicking on the Faculty Services option will list the new version of menu items.

< **Faculty Services**

**Advisor Menu** >

[Assignment History](#)

[Class Schedule](#)

[Course Catalog](#)

[CRN Selection](#)

[Detail Class List](#)

[Faculty Detail Schedule](#)

[Final Grades](#)

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[Student Information Menu](#) >

[Summary Class List](#)

[Term Selection](#)

[Week at a Glance](#)

[WVUP Bookstore Textbook Adoption Form](#)

[Assignments \(SSB 9\)](#)

[Course Catalog \(SSB 9\)](#)

[Faculty Detail Schedule \(SSB 9\)](#)

[Office Hours \(SSB 9\)](#)

[Student Information - bio, holds, test scores \(SSB 9\)](#)

[Class List \(SSB 9\)](#)

[Syllabus \(SSB 9\)](#)

**Menu Options**

**Grade Entry**

The Faculty Grade Entry application provides an updated user interface for faculty grade entry processing in Banner Student. The Faculty Grade Entry page is used to enter and update midterm, final, and incomplete grades, as well as the last date of attendance and hours attended. Components and subcomponents can be graded using gradebook functionality. You can import and export grade data for students.

The Final Grades tab is the default display. If no courses are open for final grading, and courses are open for midterm grading, the Midterm Grades tab will default.

Courses are sorted and displayed in order based on CRN and Term. The **Grading Status** field displays a bar for each record that shows whether grading has not been started, grading is in progress, or grading is completed. You can sort the records using the arrows on any of the field/column headings.

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	PSYC - PSYCHOLOGY	101	5	-INTRO TO PSYCHOLOGY	202201 - Fall 2021	1153
Not Started	Not Started	ENGL - ENGLISH	101L	14	ENGLISH COMPOSITION 1 LAB	202201 - Fall 2021	1442

When a course is selected for grading from the list of courses, the Course Details tab is displayed at the right side of the page. Click the arrow to the right of the Search box.



It contains quick reference information for: subject, course number, section number, course description, CRN, reminders (such as grades remaining that need to be entered), number of eligible students, number of registered students, number of midterm or final grades already awarded, the dates the course is offered, the primary instructor, and any secondary instructor(s). This information is updated as grades are entered and saved. Click the arrow again to close the window.

Course Details Getting Started

PSYC 101, Section 5

-INTRO TO PSYCHOLOGY

Course Reference Number: 1153

**Grades Remaining : 21**

Eligible: 21 Registered: 21

Graded Final: 0

Course Dates: 08/16/2021 - 12/10/2021

Primary Instructor: Felicia Innocent Kademian

Secondary Instructor(s): Dana Ann Mader

Once a course has been selected, the class roster of students to be graded is displayed at the bottom of the page in the Enter Grades section. By default, students are listed in alphabetical order by last name. Clicking on a student and then clicking on the arrow above (for Course Details) will also display Student Details.

### Class List

The Class list page allows an instructor to view the list of students enrolled in classes they teach. They can drill down to view detailed information about a student, print their roster, or export it into an excel spreadsheet and email their students. The default is for all terms to display. Selecting a term in the drop down box will change which classes are displayed.

Faculty members can search for a particular course or section by keying in any characters in the **Search** field. Depending upon the key words entered, the value in the block will be refreshed to display the course information. Faculty members can search by term code, subject code, course number, CRN, or course title in the search filter displayed in the CRN Listing block.

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PSYC 101, 5	-INTRO TO PSYCHOLOGY	1153	21	Active	08/16/2021 - 12/10/2021	Fall 2021 (202201)
ENGL 101L, 14	ENGLISH COMPOSITION 1 LAB	1442	12	Active	08/16/2021 - 12/10/2021	Fall 2021 (202201)

Clicking on the Course Title will display a popup with the course catalog information. Faculty can click on any of the headings on the left and that information will display on the right.

Course Details for PSYC 101, -INTRO TO PSYCHOLOGY

Term: 202201

**Catalog**

**Course Description**

**Syllabus**

**Attributes**

**Restrictions**

**Corequisites**

**Prerequisites**

**Mutual Exclusion**

**Fees**

**Title:** -INTRO TO PSYCHOLOGY  
**College:** WVU-P 31  
**Division:** HUMANITES, FA & SOCIAL SCIENCE 0101  
**Department:** PSYCHOLOGY 0036  
**Hours:**  
Credit Hours: 3  
Lecture: 3  
Lab:  
Other:  
**Levels:**  
Undergraduate 01  
**Grading Modes:**  
Audit Grading Mode A  
Normal Grading Mode N  
**Schedule Types:**  
Online 25  
Hybrid 26  
Inst n/p by college 9

Course Details for PSYC 101, -INTRO TO PSYCHOLOGY

Term: 202201

**Catalog**

**Course Description**

**Syllabus**

**Attributes**

**Restrictions**

**Corequisites**

General introduction survey course. Introducing the core areas of psychology. As a behavioral science, the focus will include an eclectic study of heredity, environment and learning. Other topics surveyed will include memory, perception, motivation, emotion, human development, personality, abnormal psychology, and psychotherapies.

Clicking on the CRN will display Class Details. Faculty can click on any of the headings on the left and that information (if available) will display on the right.

Class Details for ~INTRO TO PSYCHOLOGY PSYCHOLOGY 101 5

Term: 202201 | CRN: 1153

Class Details	Associated Term: Fall 2021 CRN: 1153
Bookstore Links	Campus: Hybrid
Course Description	Schedule Type: Hybrid
Syllabus	Instructional Method:
Attributes	Section Number: 5
Restrictions	Subject: PSYCHOLOGY
Instructor/Meeting Times	Course Number: 101
Enrollment/Waitlist	Title: ~INTRO TO PSYCHOLOGY
Corequisites	Credit Hours: 3
Prerequisites	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Mutual Exclusion	
Cross Listed Courses	
Linked Sections	
Fees	

Class Details for ~INTRO TO PSYCHOLOGY PSYCHOLOGY 101 5

Term: 202201 | CRN: 1153

Class Details	Enrollment Actual: 21
Bookstore Links	Enrollment Maximum: 35
Course Description	Enrollment Seats Available: 14
Syllabus	Waitlist Capacity: 0
Attributes	Waitlist Actual: 0
Restrictions	Waitlist Seats Available: 0
Instructor/Meeting Times	
Enrollment/Waitlist	
Corequisites	

Clicking anywhere else in the row will display the class roster. Faculty members can hover over the student name in a desktop view to open the student contact card when the card is enabled. He/She can click the **View Profile** button in the contact card to access the Student Profile page in Banner Advising Student Profile.

Fall 2021 - 202201 ENGL 101L | 1442

Course Information: ENGLISH COMPOSITION 1 LAB - ENGL 101L 14  
CRN: 1442  
Duration: 08/16/2021 - 12/10/2021  
Status: Active

	Maximum	Actual	Remaining
Enrollment	23	12	11
Wait List	0	0	0
Cross List	0	0	0

Class List | Wait List | Summary View

Summary Class List



<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Mr Kenneth Michael Burgess	[REDACTED]	**Web Registered**	Undergraduate	1	<a href="#">Enter Grade</a>	No Access	Freshman
<input type="checkbox"/>	Ms Alexis Marie Smith	[REDACTED]	**Web Registered**	Undergraduate	1	<a href="#">Enter Grade</a>	No Access	Freshman

Changing the drop down box on right from Summary View to Detail View will display curriculum information for each student. Clicking anywhere on the student row (except the name) will collapse the detail view of that particular student.

Degree: Associate of Science	
<b>Study Path</b>	
Level	Undergraduate
Program	Associate degree
Catalog Term	Fall 2021
Admit Term	Fall 2021
College	No College Designated
Campus	Main
<hr/>	
Major	General Education
Department	
Concentration	Biology

Class list roster can be exported from Student Self-Service using the Export option available on the Class List page. A wizard is provided to step you through the process.

Faculty & Advisors • [CRNListing](#) • [Class List](#)

Class List  Export  Print

Fall 2021 - 202201 ENGL 101L | 1442

Course Information	Enrollment Counts		
	Maximum	Actual	Remaining
<b>ENGLISH COMPOSITION 1 LAB - ENGL 101L 14</b> CRN: 1442 Duration: 08/16/2021 - 12/10/2021 Status: Active	23	12	11
Enrollment	0	0	0
Wait List	0	0	0
Cross List	0	0	0

### Student Information/Student Profile (bio, holds, test scores, etc)

The Student Information link will take the user to the Advisee Search page. The Advisee Search page is used by an advisor to select a term for which the advisor would like to search for a specific advisee to view their student profile information or view a list of all of their advisees.

Advising • [Advisee Search](#)

### Advisee Search

Change term, search for a student, or view your advisee listing

Term  
Fall 2021

View advisee listing, or search by

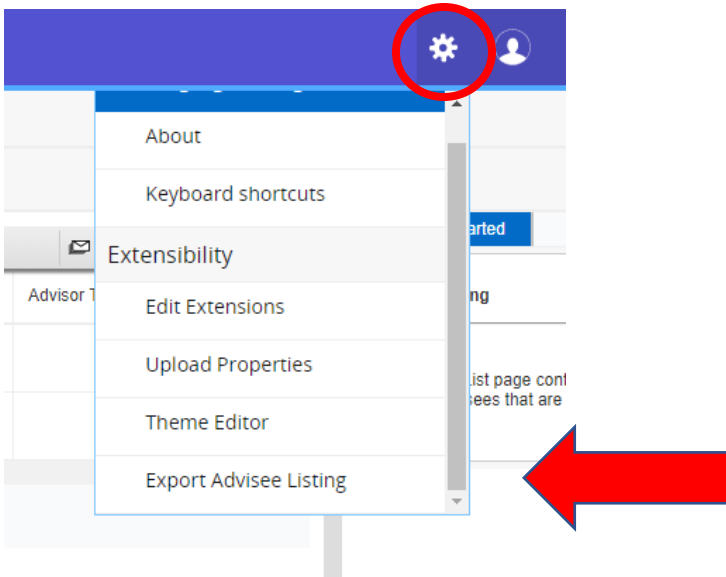
Student ID  
 Student Email  
 Student Name

Student ID

[View Profile](#) [View My Advisee Listing](#)

Faculty can search by student ID, email or name from here. To search for a student, select a term, then select ID, email, or name. When searching by student ID or email, the **full** ID or email must be entered. When a match is found, click the **View Profile** button. When searching by name, at least the first 3 letters of the name must be entered and it should be entered in the format last, first middle (i.e. Doe, John Q). If no match is found, click [My Student is not Listed](#) and the search will be performed on all terms. To view all advisees assigned to an advisor, select a term then click [View My Advisee Listing](#).

The Advisee Listing can be exported by clicking on the Gear button in the upper right and selecting Export Advisee Listing.




The Student Profile page is used to view detailed information about a specific student. This page displays the following types of information:

- Page header summary information
  - Registration Notices
  - Holds
- Student Information
  - Bio Information
  - General Information
  - Graduation Information
  - Advisors Information
- Notes
- Primary Curriculum
- Secondary Curriculum
- Hours and GPA
- Registered Courses
- Prior Education and Testing
- Additional Links
  - View Grades
  - Academic Transcript
  - My Degree



# Student Profile

Term: Fall 2021 | Standing: Good Standing, as of Summer 2021 | Overall Hours: 0 | Overall GPA: 0.00 | Registration Notices: 4 | Holds: 0



**Bio Information**  
Email: [ibad3@wvwo.edu](mailto:ibad3@wvwo.edu)  
Phone:  
Gender:  
Date of Birth:  
Ethnicity:  
Race:  
Citizen:  
Citizenship:  
Emergency Contact:  
Emergency Phone:

**General Information**  
Level: Undergraduate  
Class: Freshman  
Status: Active student  
Student Type: New Freshman (HS 5 yr or less)  
Residency: In-State Resident  
Campus: Main  
First Term Attended: WICE Year 2012-13  
Matriculated Term: Not Provided  
Last Term Attended: None  
Leave of Absence: Not Provided

**Graduation Information**  
Graduation Applications: None

**Advisors**  
Primary / Advisor Assignment: [Ms Marie Butler](#)  
[Mrs Dana Ann Mader](#)

**Curriculum and Courses**

Prior Education and Testing

Additional Links

Academic Transcript

View Application to Graduate

View Grades

MyDegree (Degreeworks)

**CURRICULUM, HOURS & GPA**

Primary | Secondary | Hours & GPA

Degree: Associate of Arts  
Study Path: Not Provided  
Level: Undergraduate  
Program: Associate degree  
College: No College Designated  
Major: General Education  
Department: Not Provided  
Concentration: Art  
Minor: Not Provided  
Concentration: Not Provided  
Admit Type: First Time Freshman  
Admit Term: Summer 2021  
Catalog Term: Summer 2021

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instructor
ORIENTATION TO COLLEGE	COLL 101 3	<a href="#">1015</a>	1	**Web Registered**	<a href="#">Ms Rebecca Lynn Rhodes</a>
-INTRO TO PSYCHOLOGY	PSYC 101 5	<a href="#">1153</a>	3	*Repeat Course*	<a href="#">Felicia Innocent Kademian</a>
QUANTITATIVE LITERACY	MATH 120 4	<a href="#">1404</a>	3	**Web Registered**	<a href="#">Allen Franklin Shora</a>
QUANTITATIVE LITERACY ENHANCED	MATH 120E 4	<a href="#">1405</a>	0	**Web Registered**	<a href="#">Allen Franklin Shora</a>
-US HIST THROUGH CIVIL WAR	HIST 152 15	<a href="#">1589</a>	3	*Repeat Course*	<a href="#">Robert Thomas Anderson</a>

Total Hours | Registered Hours: 10 | Billing Hours: 10 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

The menu for the additional pieces of information including Additional Links is on the left in the black box. To view registration notices or holds, click on the corresponding label at the top right of the profile.