

# UAOnline Faculty Services Summary

This UAOnline tool gives faculty members and advisors access to some information from the Banner system. The complete user's guide is available from this UAA web site:

[http://bannersi.uaa.alaska.edu/UAOnline\\_Faculty\\_Services.pdf](http://bannersi.uaa.alaska.edu/UAOnline_Faculty_Services.pdf)

## Login

Use Internet Explorer to go to [uaonline.alaska.edu](http://uaonline.alaska.edu), then **Login to Secured Area**.

Your **User ID** is your eight-digit University of Alaska ID number.

Your **PIN** starts as a six-digit number representing your birth date (MMDDYY), but at 5 p.m. on the day it is assigned or reset State-wide will change it to a random six-digit number unless you change it yourself. If you do not know your PIN and need it reset, please contact UAA Human Resource Services.

User ID:

PIN:

After you log in the first time, you can enter a **security question** and answer. After that, using the **Forgot PIN?** button will ask your security question, and if you answer it correctly you will be asked to select a new PIN. Do not use your date of birth as your new PIN.

Select **Faculty Services**.

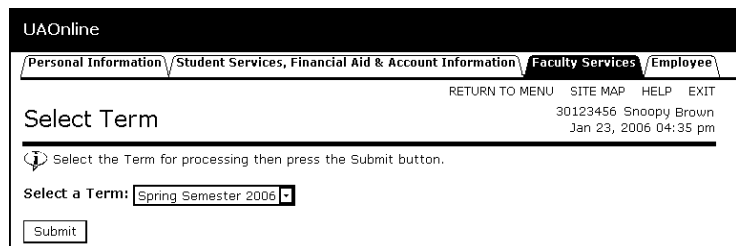
## Faculty & Advisors Menu Items

### Faculty and Advisor Security Information

This page says whether you are designated as a faculty member, an advisor, or both. Faculty members can see transcripts and transfer credit equivalency reports for only their students. Advisors can see that information for all students. If you are not already designated as an advisor, your dean's office can write to the UAA registrar requesting advisor status for you.

### Term Selection

You must select a term (semester) before using most of the other tools.



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30123456 Snoopy Brown  
Jan 23, 2006 04:35 pm

### Select Term

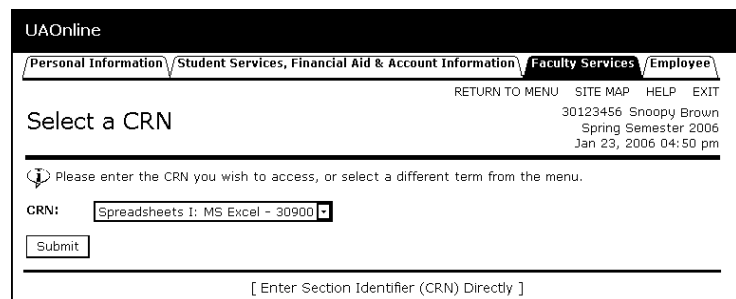
Select the Term for processing then press the Submit button.

Select a Term:

### CRN Selection

Use the drop-down box to find the class you want.

If the class you want is not in the list, use the **Enter Section Identifier (CRN) Directly** link. You must know the five-digit CRN to use that option.



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Jan 23, 2006 04:50 pm

### Select a CRN

Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

[ Enter Section Identifier (CRN) Directly ]

## Summary Class List

Several versions of the class list are available. This one is the most condensed.



Click this icon to send e-mail to the student's preferred address; that might not be the UAA address. A similar icon at the bottom of the page lets you send an e-mail message to all the preferred addresses in the class.

This page provides access to the **Final Grade Worksheet** when it is time to submit grades.

SCT WWW Information System

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Spring Semester 2006  
Jan 24, 2006 12:52 pm

SCT WWW Information System  
Summary Faculty Class List

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

**Course Information**  
Spreadsheets I: MS Excel - CIOS A135A 191  
CRN: 30900  
Duration: Jan 17, 2006 - Feb 14, 2006  
Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment:	30	11	19
Cross List:	0	0	0

**Summary Class List**

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Brown, Sable	30987654	Registered - Web	Undergraduate - UAA	1.000	
2	Gray, Dove D.	30999999	Registered - Web	Undergraduate - UAA	1.000	
3	Green, Kelly	30737373	Registered - Web	Undergraduate - UAA	1.000	
4	Green, Spring	30390390	Registered - Web	Undergraduate - UAA	1.000	

If a class was graded, the grades will appear on this page. However, if a grade was changed (from D to C, I to B, etc.) only the original grade—not the updated grade—appears here.

## Class List with Prerequisites

This is a list of students in the selected class, the prerequisite information for only that class, and a list of all the classes each student is taking. A different prerequisite page lists prerequisites for all of a student's classes.

The Message column shows whether the prerequisite has been met. However, if the prerequisites have no minimum grade (the Grd column is blank), the system assumes any grade—including F, W (withdrew), AU (audit), I (incomplete), etc.—is acceptable. Look at the Re-

ceived Score/Grade column to see the actual grade or test score the student received. A "T" after the grade means the grade was received in a transferred course.

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Spring Semester 2006  
Jan 24, 2006 03:52 pm

Class Prerequisites

**Course Information**  
Engineering Statics - ES A209 001  
CRN: 31388  
Duration: Jan 17, 2006 - May 06, 2006  
Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment:	40	21	19
Cross List:	0	0	0

**Class List with Prerequisites**

ID: 30987654 Student: Brown, Sable Major: Pre-Major Civil Engineering Standing: Sophomore

Registered	Prerequisites	Received
CRN Subj Crse Sec St Ca Lv C ( Test Score Subj Crse Lv Grd Conc ) Message	Score/Grade	
38319 COMM A241 010 RW A UA		
31388 ES A209 001 RW A UA	( ES A111 ) *met* B	
	or PHYS A211 ) *not met* not taken	
	and MATH A201 ) *met* C	
31391 ES A302 002 RW A UA		
32213 HIST A101 002 RW A UA		
31883 MATH A202 002 RW A UA		

## Student Menu Items

This submenu gives you access to information about specific students.

### ID Selection

Fill in the ID number or do a query based on the name.

If you do not have the ID number, fill in the parts of the name that you know. You can use \_ to substitute for exactly one unknown letter, or % to substitute for one or more consecutive unknown letters.

Use a % wildcard at the end of the last name to ensure that you find students with name extensions (Jr, III, etc.) and hyphenated names. . If you know the name is hyphenated, also use a % in place of the hyphen: for example, to search for the last name Rhys-Davies, use Rhys%Davies.

Advisors can search among their students, advisees, both, or all University of Alaska students. Students appear as your advisees only if you are listed in Banner as their advisor; however, not all departments use Banner's advisor assignment tools. Faculty members not designated as advisors can search among their own students only.

If you used an ID number, a confirmation page with the student's name will appear. If that is the correct student, click the **Submit** button on that page. If you used a name, a drop-down list will appear. Select the correct student from the list, and then click the **Submit** button.

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30123456 Snoopy Brown  
Spring Semester 2006  
Jan 30, 2006 09:55 am

### ID Selection

You may enter:

1. The ID of the Student/Advisee you want to process, or
2. A name or partial name. Then press the Submit button.

For best results, choose the Search Type of 'All'.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type:  Students  
 Advisees  
 Both  
 All

The "All" button will not appear if unless you are designated as an advisor.

### Student Prerequisite Information

This shows all classes in which the student is registered, and the prerequisites for every class.

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SITE MAP HELP EXIT

30877690 Snoopy B. Brown  
Spring Semester 2006  
Jan 31, 2006 01:38 pm

### Student Schedule PRerequisites

Student Schedule with Prerequisites

ID: 30987654 Student: Brown, Sable Major: Non-Degree Seeking Standing: Non-Degree Seeking

Registered	Prerequisites	Received
CRN Subj Crse Sec St Ca Lv C (	Test Score Subj Crse Lv Grd Conc )	Message Score/Grade
38876 DNCE A253 002 RE A UA	( DNCE A151 UA C	*met* A
38877 ES A209 002 AU A UA	( ES A111 )	*not met* not taken
	or PHYS A211 )	*not met* not taken
	and MATH A201	*met* AU

## Advisor Menu Items

This submenu gives you access to transcript and transfer course evaluation information about your own students, and about other students if you are an advisor. UAA does not use the degree evaluation feature.

## Student Academic Transcript

This displays the unofficial transcript for the selected student.

Select a transcript level and type from the drop-down boxes.

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30877690 Snoopy B. Brown  
Feb 14, 2006 02:53 pm

### Student Academic Transcript

Select the transcript level and transcript type.

**X** This student has holds on their Academic Record.

Transcript Level: Undergraduate - UAA

Transcript Type: WEB Unofficial Transcript

Display Transcript

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### Student Academic Transcript

30877690 Snoopy B. Brown  
Feb 14, 2006 03:00 pm

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

[Transfer Credit](#) / [Institution Credit](#) / [Transcript Totals](#) / [Courses in Progress](#)

*Transcript Data*

**STUDENT INFORMATION**

Name : Sable Brown  
Curriculum Information

College: UAA Coll of Arts & Sciences  
Major and Department: General Program, General Education

\*\*\*This is NOT an Official Transcript\*\*\*

**TRANSFER CREDIT ACCEPTED BY INSTITUTION** -Top-

FA03 - Montana State Univ-Bozeman  
SP04:

Subj	Course	Title	Grade	Credit Hours	Quality Points	R	
ART	A1F	*Gen Ed Rqmt: Fine Arts	B	3.000	0.00		
CE	A1	Departmental Elective	C	1.000	0.00		
ENGL	A111	*Meth Of Written Comm	C	3.000	0.00		
GEOL	A111	*Physical Geology	B	4.000	0.00		
GEOL	A115	*Environmental Geology	C	3.000	0.00		
GEOL	A115L	*Lab In Environ Geology	C	1.000	0.00		
HIST	A1	Departmental Elective	C	4.000	0.00		
HUM	A1	Departmental Elective	C	3.000	0.00		
				<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA</b>
<b>Current Term:</b>				22.000	0.000	0.00	0.00

**INSTITUTION CREDIT** -Top-

**Fall Semester 2004 Unofficial Transcript**

College: UAA Coll of Arts & Sciences  
Major: General Program  
Academic Standing: Good Standing

Campus	Subj	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
UAA - Main Campus	BIOL	A102	UA	*Introductory Biology	C	3.000	6.00		
UAA - Main Campus	ENGL	A213	UA	* Writing-Soc & Nat Sciences	B	3.000	9.00		
UAA - Main Campus	GEOG	A101	UA	*Intro To Geography	B	3.000	9.00		
UAA - Main Campus	GEOL	A190	UA	Introduction to Paleobotany	W	( 3.000)	0.00		
UAA - Main Campus	HIST	A132	UA	*History Of U.S. II	B	3.000	9.00		
				<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA</b>		
<b>Current Term:</b>				12.000	12.000	33.00	2.75		
<b>Cumulative:</b>				12.000	12.000	33.00	2.75		



Any transferred courses appear near the top. The GPA for transferred courses is not calculated.

## Exit and Log Out

When you finish, click **EXIT** in the upper right-hand corner. Then please close your browser completely to protect your own privacy and students' information.