NEW AGGIE ACCESS GUIDE FOR FACULTY/ADVISORS

BANNER SSB9
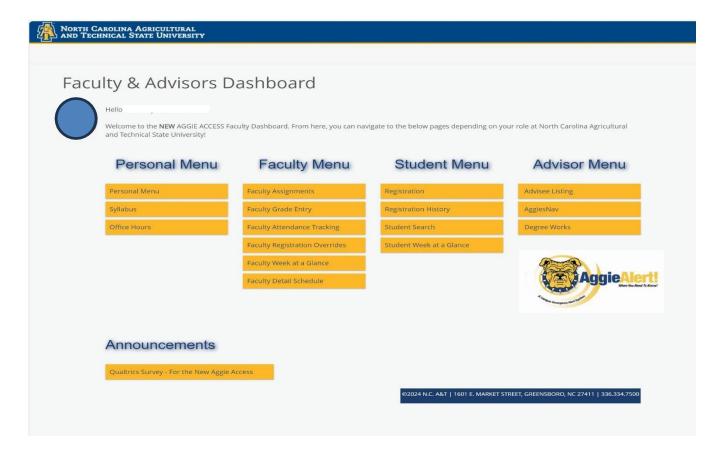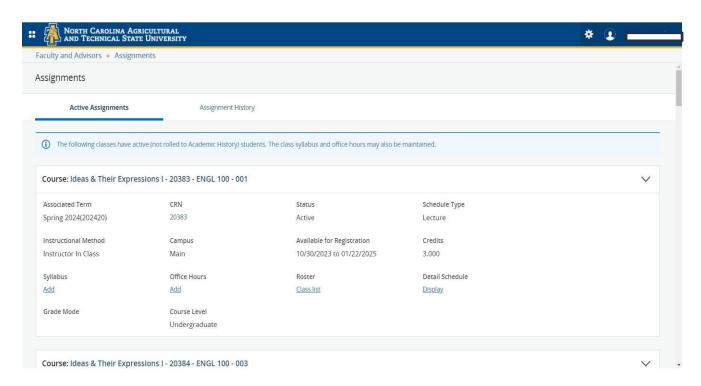
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Getting Started

This guide will demonstrate a few of the more commonly used tools available to you through Aggie Access. Please note that there are multiple ways to retrieve the same information or perform the same tasks in SSB9. The primary **Faculty and Advisors Dashboard** in the New Aggie Access will begin the journey into the new platform, with examples of how to use these tools. Please explore the system to discover the best techniques that fit your needs.
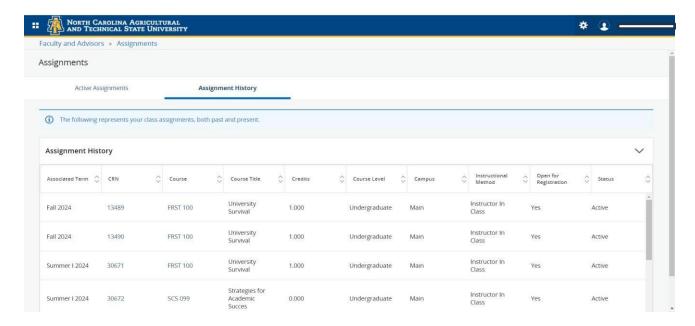
FACULTY & ADVISORS DASHBOARD

Under the Faculty Info section, click on **Faculty Assignments**. This will allow you to view a snapshot view of your courses.
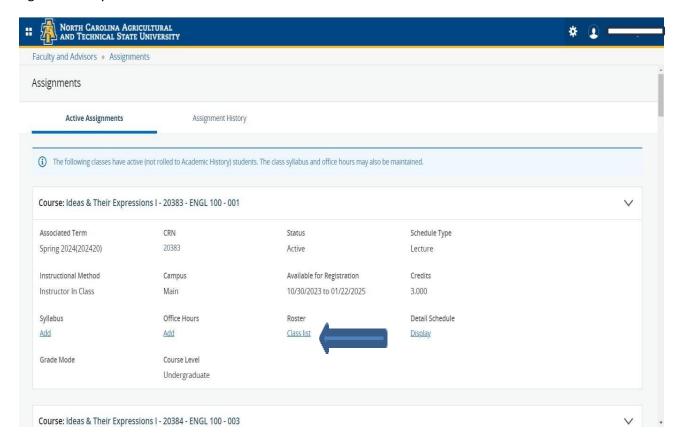
FACULTY ASSIGNMENTS

This page displays all assignment history from current and previous semesters. *Note-you cannot access class roster from the assignment history page.
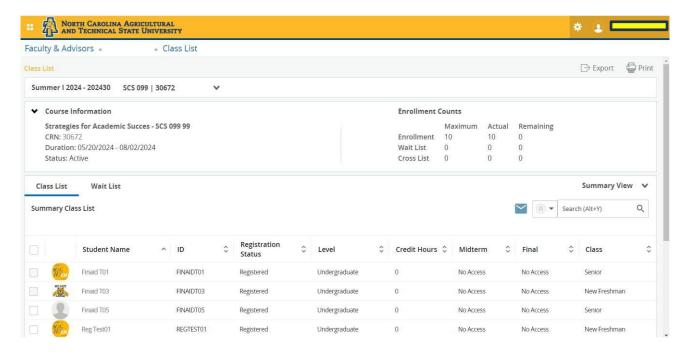

CLASS LIST

Clicking on **Class List under the Active Assignments page** will allow you to view students registered for your course.
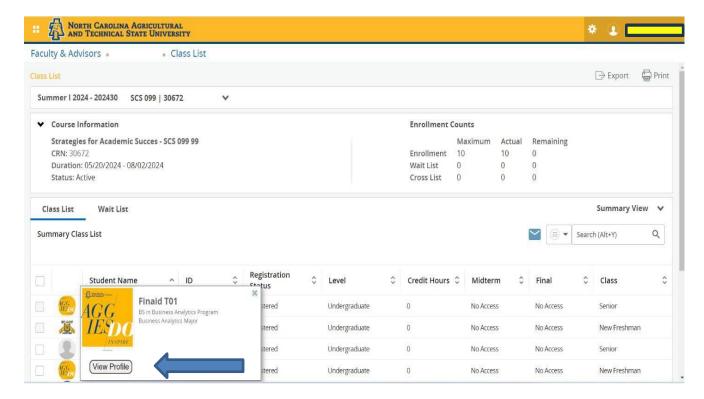
CLASS LIST

In the class list view, you can see a snapshot of Course Information at the top as well as the students registered. Grades awarded are also visible here.
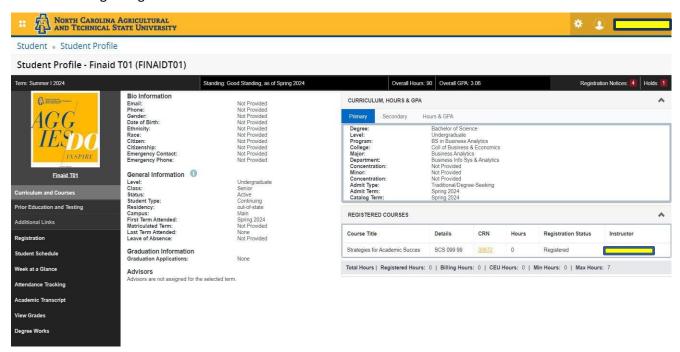

If you hover over the **Student Name** field, the photo will be enlarged for better viewing. There is also a link for **Student Profile**.

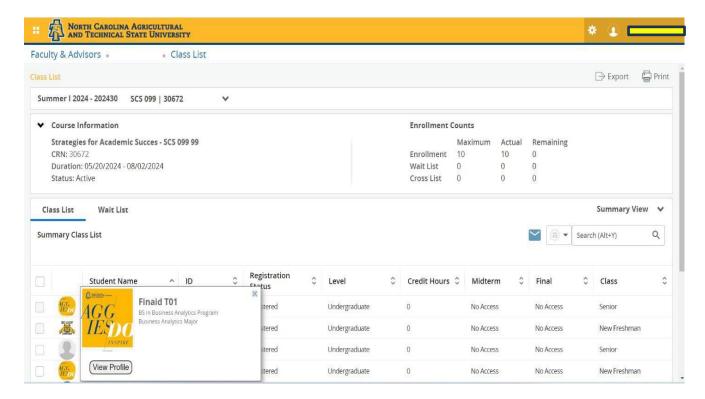# New Aggie Access Faculty & Advisors Testing

STUDENT PROFILE

In the **Student Profile** you are able to view student biographical information, general information and a broad range of information regarding the student.
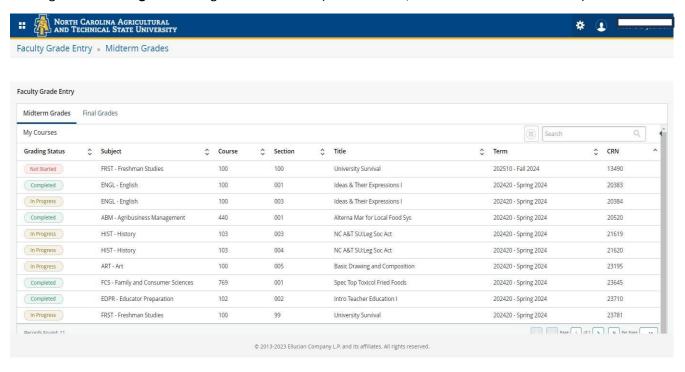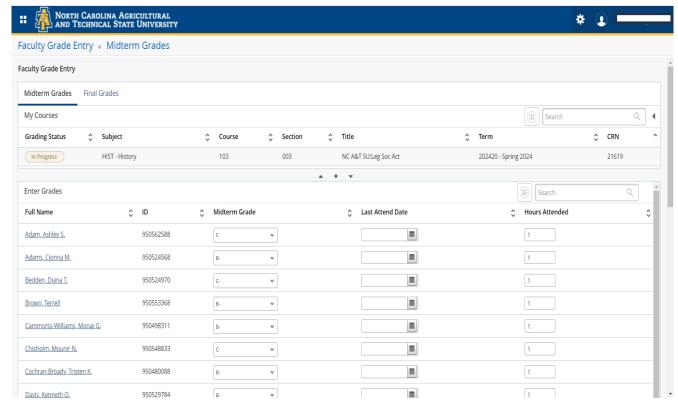

If you hover over the **Student Name** field, the photo will be enlarged for better viewing. There is also a link for Student Profile.
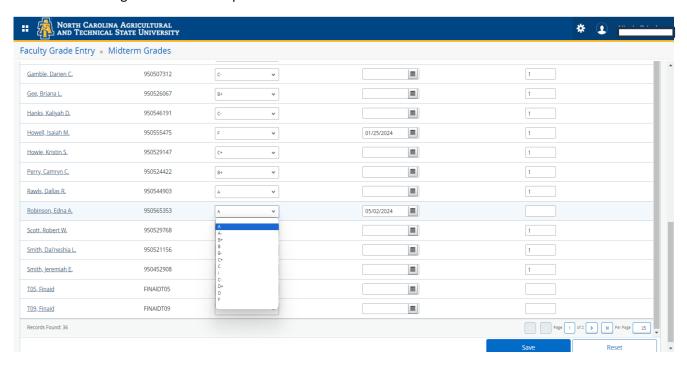
MIDTERM AND FINAL GRADING

This section will allow you to see grading status for midterm and final grading. Select a course by clicking on the **Grading Status** assigned to the course (NOT STARTED, IN PROGRESS or COMPLETED).
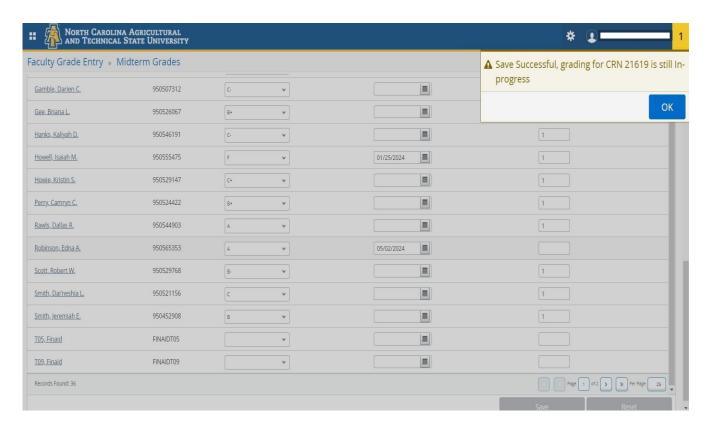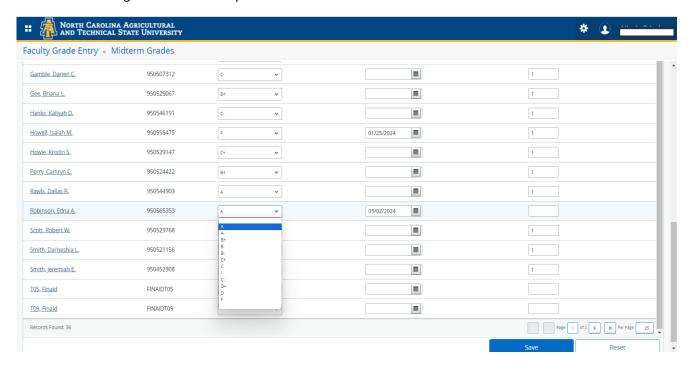
MIDTERM GRADING

Select the desired grade from the drop-down menu and click **Submit**.
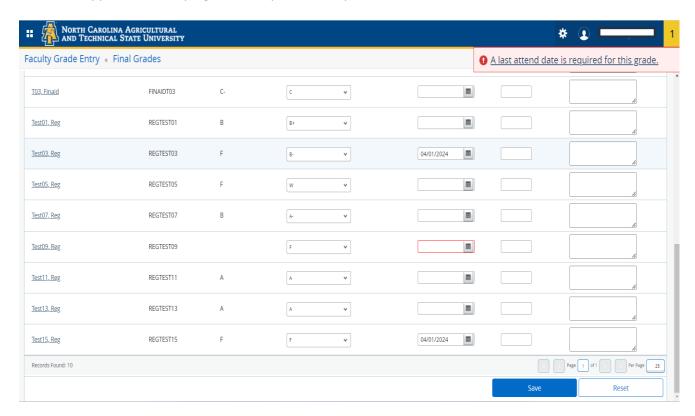
FINAL GRADING

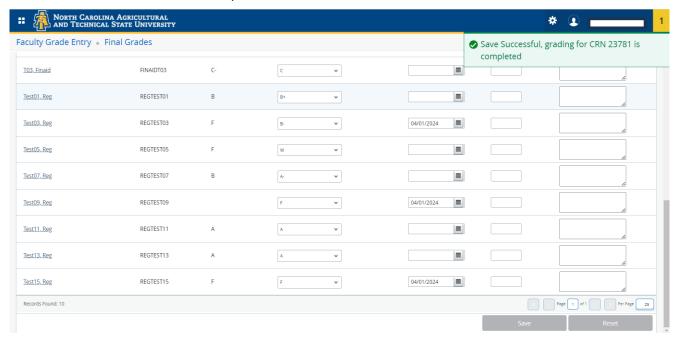Select the desired grade from the drop-down menu and click **Submit**.

If an error appears in the top right corner, please satisfy the error and click **Submit**.
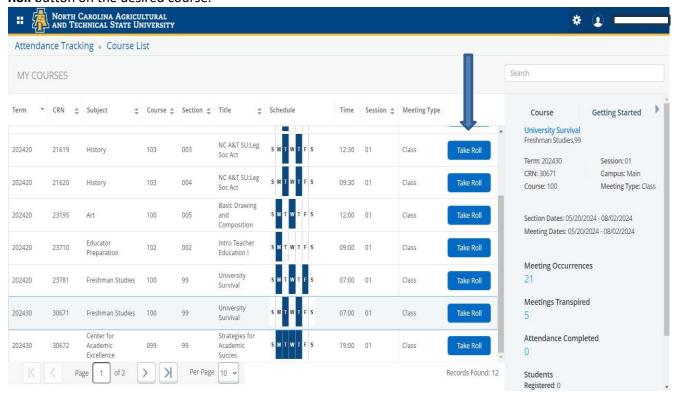
FINAL GRADING

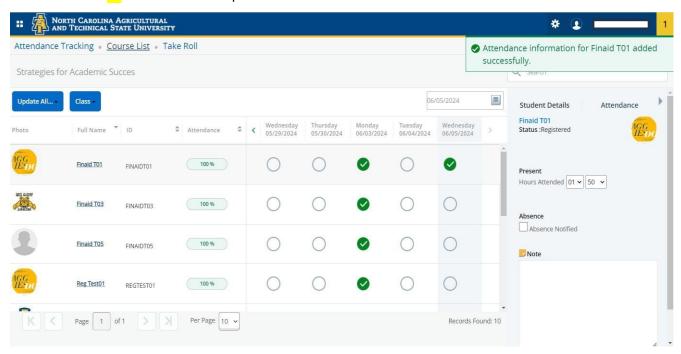Grade has now been saved successfully.

ATTENDANCE TRACKING

Access the Attendance Tracking Course List and select the **Take Roll** button on the desired course.
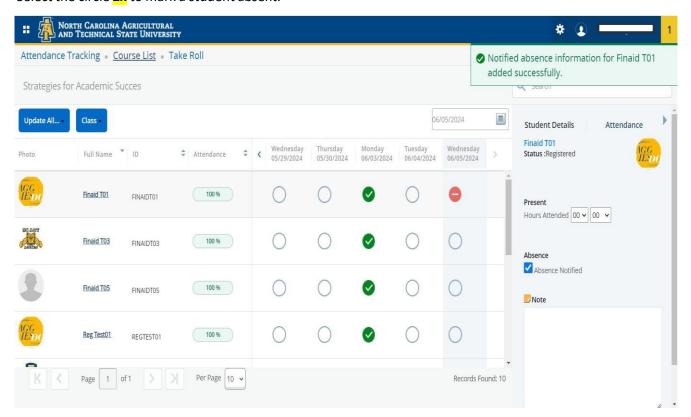
ATTENDANCE TRACKING

Select the circle **1x** to mark a student present.
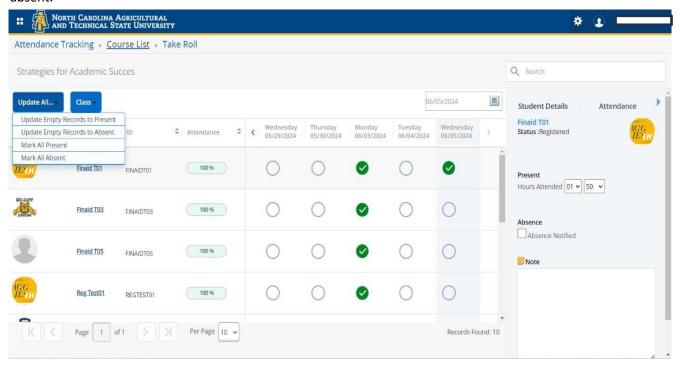

ATTENDANCE TRACKING

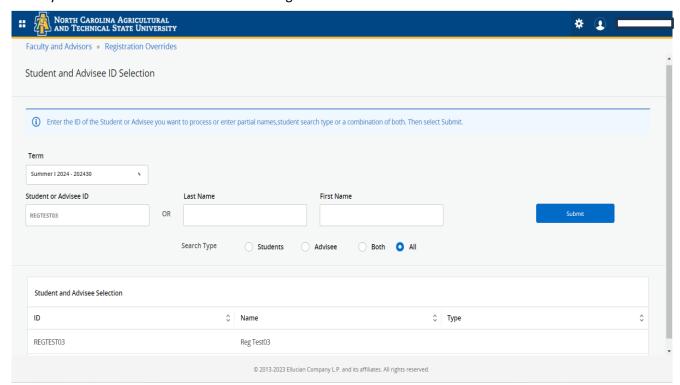Select the circle **2x** to mark a student absent.

ATTENDANCE TRACKING

Select Update All can allow faculty to mark all present or absent update all records to present or absent.
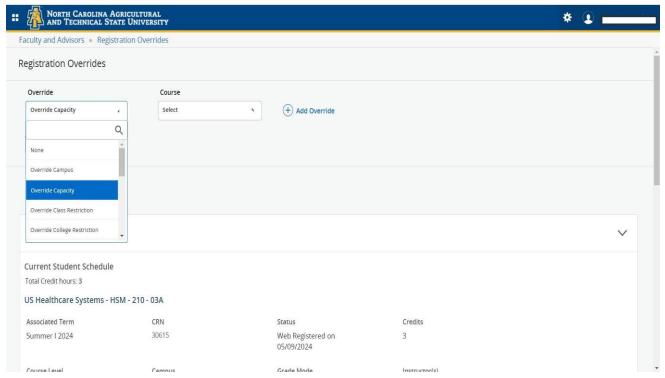

REGISTRATION OVERRIDES

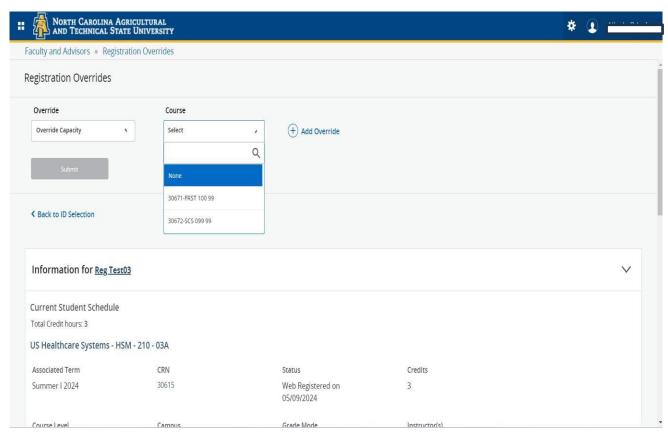Select you Student and Advisee ID Selection to get the desired student.

REGISTRATION OVERRIDES
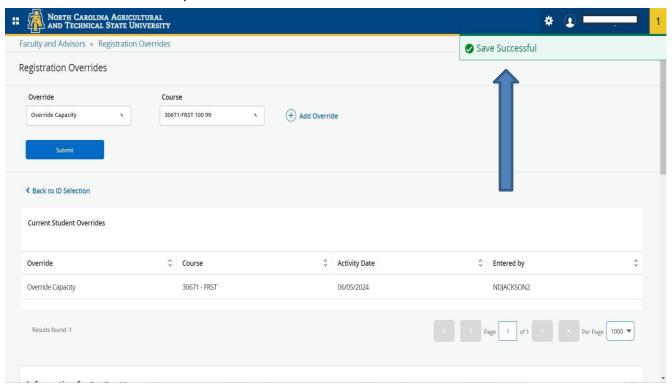
Select the **Override** needed for the student.

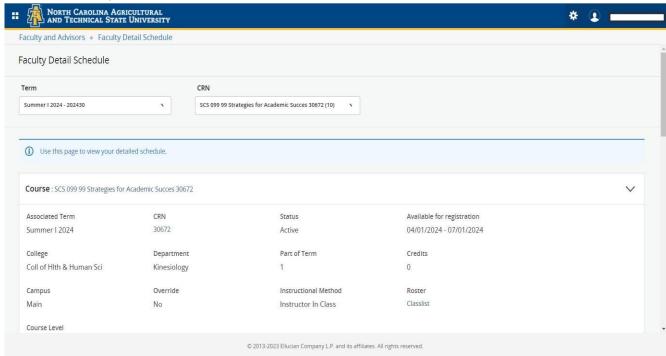Select the **Course** needed for the student.

REGISTRATION OVERRIDES
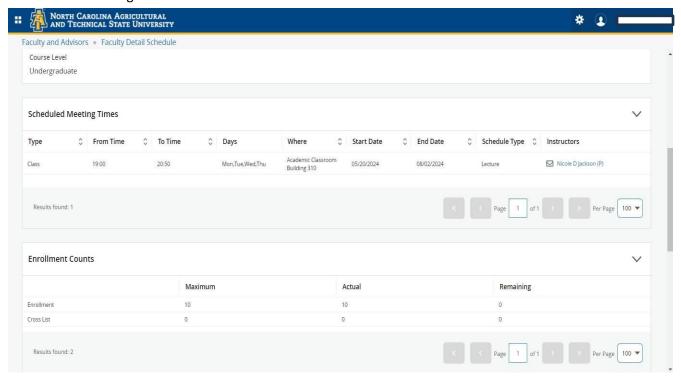
Override has been successfully saved.

FACULTY DETAIL SCHEDULE

Select the Faculty Detail Schedule link to view assigned course information. Select a **Term** and a **CRN** from the drop-down list.
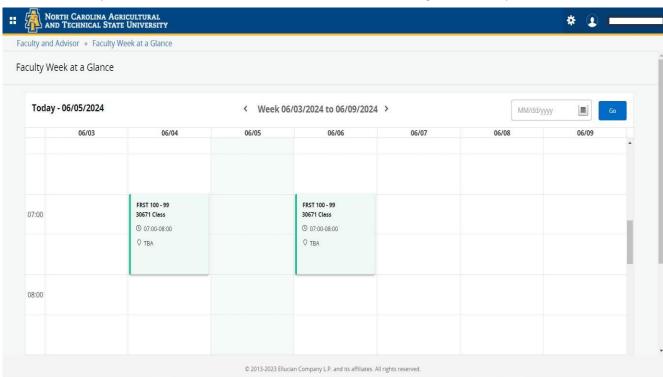
FACULTY DETAIL SCHEDULE

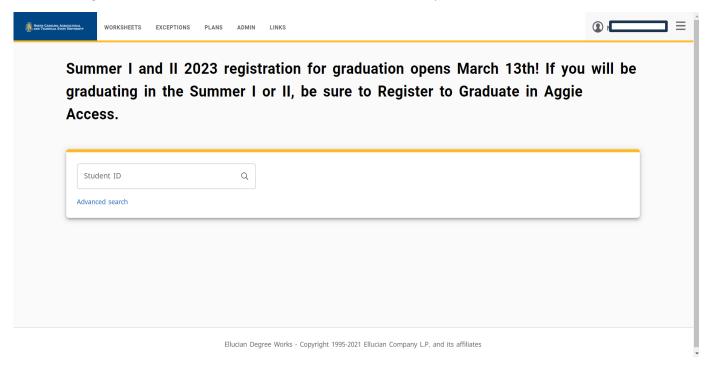You are now viewing detail course information.

WEEK AT A GLANCE

Select the Faculty Week at a Glance link to locate a calendar view of assigned courses per academic term.
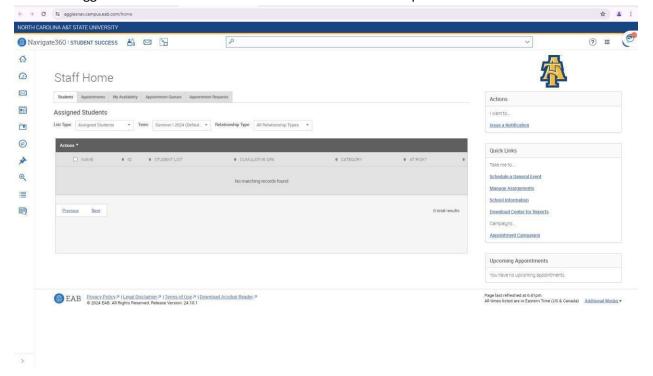
DEGREE WORKS

Select the Degree Works link under the Advisor menu to access the DW portal.
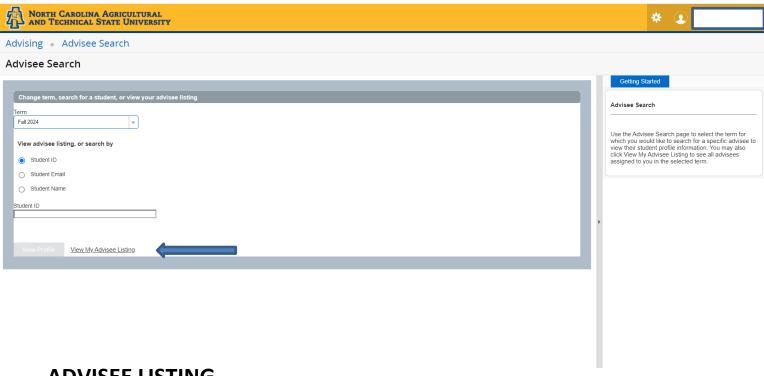

AGGIES NAV

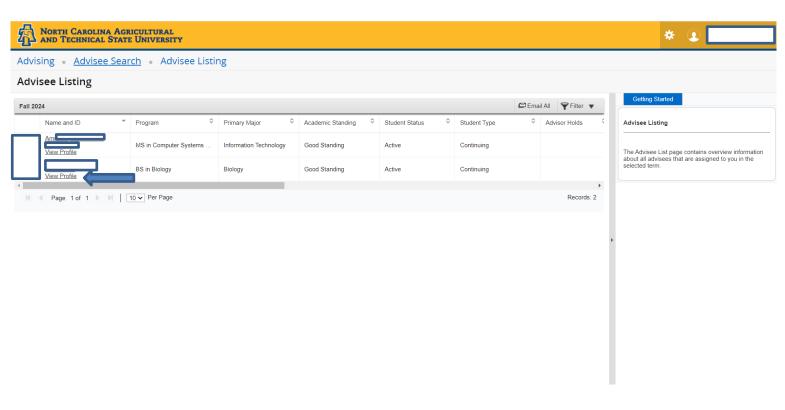Select the Aggies Nav link under the Advisor menu to access the AN portal.

ADVISEE LISTING

Click on the **Advisee Listing** under the Advisor Menu. Select the desired term and click on **View My Advisee Listing**.

ADVISEE LISTING

Click on **View Profile** under the Advisee Listing for the student that you need to obtain the alternate pin.

ADVISEE LISTING

Click on the **Registration Notices** at the Student's profile. The **Registration PIN Assigned** should now be visible.