Faculty Feedback User Guide

1) **Log in to BannerWeb (bannerweb.richmond.edu)**

2) **Click the** Faculty & Advisors **link**

Main Menu

Welcome, Faculty Member, to BannerWeb, the University of Richmond Web Information System!

Duo is required to access BannerWeb from off campus. Please see https://is.richmond.edu/accounts-passwords/du
Duo until the start of their first semester. If you experience problems, please contact the Help Desk.

Last web access on Aug 07, 2023 at 03:27 pm

Personal Information
Update addresses, review name or social security number change information; Change your PIN.

Faculty & Advisors ⬅
Enter Grades, View Class Lists and Student Information

Employee
Employee Dashboard: My Profile, My Team, Full Leave Balance Information, Pay Information, Earnings, Benefits, Taxes, Job Summary, My Activities: Time Sheet, L

Pop-Sel Upload Management
Create a pop-sel by uploading Banner IDs.

Onecard Services Main Menu
Check your Spidercard balance and other Onecard related functions.

External File Application
Application to load files from your PC onto the file server

Online Check Request
For reimbursement of an individual's University-related expenditures (not travel-related)
Effective January 27, 2020, all reimbursement and refund requests must be processed through Chrome River. Requests submitted on this form prior to January 27
processed on this form.

University New Vendor Request
Request Accounts Payable create a new vendor in Banner for future payments/reimbursements.

Manage Direct Deposit and Personal Information
Update Addresses, Phone Numbers and Direct Deposit Information

Banner Communications Management
Administrative BCM users can create and manage communications across the institution.

Return to Homepage

3) **Click the** Faculty Feedback **link towards the bottom of the page menu**

Faculty Services

Term Selection
Select the term (Fall 2000, etc.) you wish to reference.

CRN Selection
Select the CRN (Course Request Number) or course you wis

Final Grades **Degree candidates are inc**
Enter and submit Final Grades for courses in which you are

Law School Assessment
Enter assessments for law skills and upper-level writing cou

Detail Class List
Display your class roster with details about each student.

Summary Class List
Display your class roster. Note: Includes student ID number

Summary Class List Download
Create a comma-delimited (.csv) file of the class roster and

Summary Wait List
View students waitlist position.

Detail Wait List
View detailed information regarding students waitlist positic

Student Menu
Display student information; View a student's schedule; Vie

Advising Student Profile
Use this to view important information about Advisees, View

Advisor Menu
View a student's unofficial transcript, View advisee listing, V

GradTracker Login
View degree evaluations.

Look-Up Course Availability
View enrollment of courses for a specified term. Search by :

Forms
Display Registrar Office Forms; Submit Enrollment Status C

Department Menu
Download lists of A&S, Business, and Leadership majors by

Faculty Detail Schedule
Display details for all courses in which you are an assigned

Faculty Schedule by Day and Time
Display your course schedule in a grid format by day-of-wee

Faculty Feedback
Feedback on the progress of students in your classes.

Faculty Grade Entry
Use this page to enter grades for the students in your cours

Class List
View the summary class list and waitlist student rosters for

4) **Faculty Feedback Menu**
   a. If Faculty Feedback is closed, you will receive the below message:

Faculty Feedback Sessions

✔ You are not required to provide any feedback on students at this time.

   b. If Faculty Feedback is open, you will see a message stating the dates that feedback will be open, a list of assigned CRNs, the number of students in each CRN, and if any students are in a "Monitored" status, as seen below:

Faculty Feedback Sessions

Fall 2023
Aug 07, 2023 03:26 pm

List of Courses requiring your Feedback

Select to Enter Feedback	Description	Term	CRN	Course	Registered Students	Number of Monitored Students	Monitored Students that Need Feedback
Provide Feedback between Aug 01, 2023 and Aug 08, 2023	Fall 2023	Fall 2023(202310)	12595	THEATRE APPRECIATION - THTR 115-3	3	0	0
Provide Feedback between Aug 01, 2023 and Aug 08, 2023	Fall 2023	Fall 2023(202310)	12596	THEATRE APPRECIATION - THTR 115-4	1	0	0

5) **On the CRN(s) where feedback is required, click on the Provide Feedback between… link to see the class roster**
   a. Please note that these dates will adjust per semester and year

Faculty Feedback Sessions

List of Courses requiring your Feedback

Select to Enter Feedback

Provide Feedback between Aug 01, 2023 and Aug 08, 2023
Provide Feedback between Aug 01, 2023 and Aug 08, 2023

6) Faculty Feedback Roster

    a. Click on the black arrow under the **Show/Hide** column to expand feedback options and comments for each student

        i. If the student is in a "Monitored" status, that status will show under the **Faculty Feedback Status** column

Course Information
THEATRE APPRECIATION - THTR 115 3

CRN:	12595
Students Registered:	3

⚠ **Please submit your feedback often. There is a 60 minute time limit starting at 03:52 pm on Aug 07, 2023 for this page.**

Faculty Feedback Period from Aug 01, 2023 To Aug 08, 2023

Show/ Hide	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
▶	1	Hampton, West	00000000	Optional	None ▾
▶	2	Mond, Rich	00000000	Optional	None ▾
▶	3	Go, Spiders	00000000	Optional	None ▾

Submit   Reset

⚠ **Please submit your feedback often. There is a 60 minute time limit on this page.**

        ii. The **Estimated Grade** column is **NOT** required to be completed and is non-essential for feedback submission

b. Select at least one issue that applies to the student and enter any relevant comment

Faculty Feedback Period from Aug 01, 2023 To Aug 08, 2023

Show/ Hide	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
▼	1	Hampton, West	00000000	Optional	None ✓

Select any issues that apply

☐ Acceptable Performance
☐ Concerns About Student
☐ Marginal Performance
☐ Never Attended
☐ Unacceptable Performance

Enter Comments:

7) **Be sure to hit the** Submit **button frequently to save your progress, otherwise, if BannerWeb times out after 60 minutes any progress will be lost**
   a. Once saved, the status will become bold-faced font

Course Information
THEATRE APPRECIATION - THTR 115 3
CRN: 12595
Students Registered: 3

⚠ Please submit your feedback often. There is a 60 minute time limit starting at 04:16 pm

Faculty Feedback Period from Aug 01, 2023 To Aug 08, 2023

Show/ Hide	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
▶	1			Optional	None ✓
▶	2			Optional	None ✓
▶	3			Optional	None ✓

Submit   Reset

⚠ Please submit your feedback often. There is a 60 minute time limit on this page.

8) **Once completed for all applicable students and** Submit **has been clicked, users may provide feedback for another course by clicking the link at the bottom of the page or closing the window and restarting the process**