

TruView? Banner? What's that?

TruView is the portal through which members of the University community access online campus services. This includes access to the **Banner** system, which holds all of our student information records. TruView screens have purple and gold headers. Banner screens are primarily blue with text in Arial fonts.

Navigating the System

There is no “perfect” way to navigate in TruView or Banner. The links on the TruView faculty tab have been set up to take you to the information that faculty request most often. You will need to spend a little time within the system determining what works best for you.

Link names sometimes vary between TruView and Banner. Both are listed in the section below, with the TruView link in bold, and the Banner link name following in parenthesis.

Select a New Class (CRN Selection) and **Select a New Term** (Term Selection) are two important links that will help you navigate within TruView/Banner. TruView/Banner will usually default to the term in use (Fall for now, Spring once registration activity begins). If you need to pick a new semester or course, use these links either from the TruView faculty tab or the bottom of almost any screen in Banner.

What information is available?

Detail Teaching Schedule (Faculty Detail Schedule) – This schedule provides you with information on the enrollment, meeting times, and locations for each of your classes. It also provides some basic information about each class (credits, level, etc). *There is a link on this page to enter syllabus and office hour information. Do not add this information. It will not be accessible to students.*

Teaching Schedule by Day and Time (Faculty Schedule by Day and Time) – This schedule provides you with your schedule using a grid format.

Course Rosters (Summary Class List) – This link provides you with basic course rosters for each course that you are teaching. This roster includes your enrollment counts, student names, ids, and levels. It also provides you with a link to e-mail an individual student, or your entire class.

A Detailed Class List is available by clicking on the link at the bottom of the course roster/summary class list screen. This list will provide more specific information on your students, including major and class status.

Enter Midterm Grades (Midterm Grades) – This is where you will go to enter grades at midterm (see <http://registrar.truman.edu> for deadlines). Your grade sheet will appear in the same form as the summary class list, and will include drop down boxes for you to use to enter grades.

Enter Final Grades (Final Grades) – Same thing.

Search the Open Course List – This screen provides course and enrollment information for the current and upcoming semesters. Students use it to identify open courses during registration. Faculty members often use it – or their course rosters – to monitor their enrollments during registration.

Banner Self Service – These links at the bottom of the faculty TruView tab are the menus from Banner. Some faculty members find it easier to use these directly than to use the TruView links.