



InsideSOU and Banner for Employees

David Raco - 2019-03-06 - Comments (0) - Banner

The purpose of this article is to help faculty and staff orient themselves to the InsideSOU layout and how to access Banner 9.

InsideSOU

We recommend that you watch the training video for faculty included in our knowledgebase article [InsideSOU Help Videos](#). You can also send the link to your students who have questions about InsideSOU, as we have videos for them there as well.

<https://support.sou.edu/kb/articles/612>

The most important area of InsideSOU is the **Online Services** box, and especially the **Faculty Tools** page linked to from the Online Services box.



On the Faculty Tools page, you will find links to all of the relevant SISWEB forms for managing your classes and advisees as well as a useful **Quick Tips** section. If you have questions about this page, please contact your [Computing Coordinator](#).

Faculty Classes and Schedule

- Class List (Summary)
- Wait List
- Syllabus
- Office Hours
- Class List Download to Excel
- Faculty Detail Schedule
- Faculty Schedule Week at a Glance
- Final Exam Schedule

Faculty Registration Tools

- Course Catalog
- Class Schedule
- Registration Time Tables
- Look Up Classes for Student
- Add or Drop Classes
- Change Course Options
- Registration Overrides
- Irregular Registration

Advising

- Advisee Listing
- Student Information
- Holds
- Transcript
- Test Scores

Grade Assignment

- Grade Definitions
- Final Grade Assignment
- Grade Changes
- Advisee Grade Summary
- Faculty Grade Summary

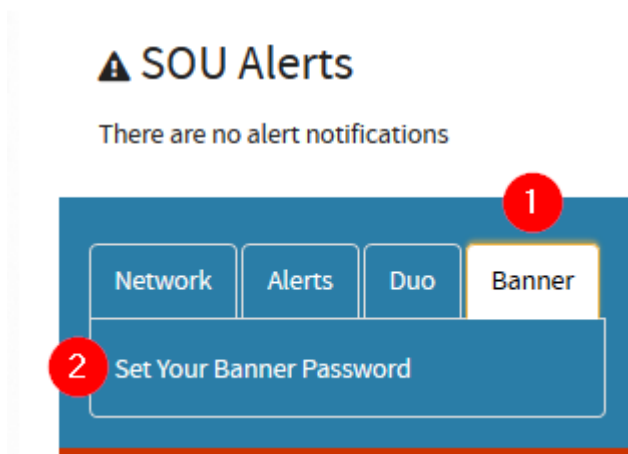
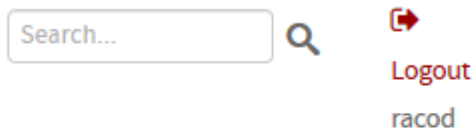
Quick Tips

- InsideSOU Help Video
- Advising Plans
- Advisor/Major Assignments
- Class List Download to Excel
- Final Grade Assignment
- Grade Changes

Banner

Banner 9 authenticates through our single sign-on system, so you shouldn't have to set a special Banner password unless you use sqlplus or sqldeveloper, which are systems that limited employees can access.

If you are one of those employees who uses sqlplus or sqldeveloper, you can set a Banner password easily through InsideSOU by looking for the **Set Your Banner Password** link in the top-right area of the main page, under the Banner tab, when you're signed in.



On the Banner Password screen, enter the password that you want to use for Banner.

As for accessing Banner, you can use the **Banner 9** link in the Online Services section of InsideSOU, depicted below.



As a special note to anyone with a **non-standard username** that does not match the format last name + first initial + (optionally) numbers, your Banner username is going to be in the standard format. Please contact

your [Computing Coordinator](#) if you do not know your Banner username and need us to look it up for you.