**Instructor Banner Directions**

**Logging into Banner (logging in for the first time):**

* + 1. **User ID:** Social Security number or Nicholls ID number (N number)
		2. **Password:** Six digit birthdate. You will be asked to change your password after your first log-in (mm/dd/yy)
		3. Once in Banner, your **third party ID** will be located in the top right corner of the screen. This is the first part of your email account. Write this down. You will need it to log-in to email and Moodle.
		4. Your **Nicholls ID (N number)** is located next to your third party ID. It will look something like this: N00012345 Always use a capital “N” and include all zeros in this number

**Procedures for instructors to view class roster online (this is your OFFICIAL roster):**

1. Log in to Banner Self-Service.
2. Click the “Faculty Services” tab.
3. Click the “Summary Class List” link.
4. Select a term and click the Submit button.
5. From the pull-down menu, choose the course roster you wish to view and click the Submit button.
6. Displayed are the students that are enrolled in your course.
	1. If you see a student that should not be in your course, please notify Lori Richard ASAP.
	2. If a person in missing from your class roster, that should be included, please notify Lori Richard ASAP.
7. From this screen, you can also email students individually or the entire class to their Nicholls email address

**Email:** University assigned Gmail account.

1. Use email links provided on Nicholls homepage to access email.
2. **Username:** Third party ID (obtained from Banner)
3. **Password:** N number (be sure to use capital ‘N’)

**Moodle:** Online course management system that is heavily utilized in Nicholls classes.

* 1. Moodle has replaced our old Blackboard system. You may still hear students and faculty refer to Blackboard. Spring 2012 is the first semester that all courses will use Moodle only.
	2. Use Moodle link provided on Nicholls homepage to access Moodle.
	3. Log-in is in the top right hand corner of Moodle home page
	4. **Username:** Third party ID (obtained from Banner)
	5. **Password:** N number (be sure to use capital ‘N’)

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