myPurdue: real-time, online info at your fingertips

From the Registrar

Welcome back to Purdue, and welcome to Banner, the new student systems that are replacing SSINFO and SIS-on-the-Web. Many of your colleagues across campus have been working for more than a year to make this happen, and we’re excited to offer you a host of new online services. You can now give plus and minus grades, download class rosters, enter grades online and more — from any computer and when it’s convenient for you.

This special newsletter will help you get acquainted with Banner and its Internet portal, myPurdue. Getting started is fast and easy: Go to www.purdue.edu/onepurdue/ESA and click on “Information for Instructors and Staff” in the right column.

Bob Kubat
University Registrar

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To log in to the myPurdue portal:
1. Go to the myPurdue login page: https://mypurdue.purdue.edu.
2. Enter your Purdue Career Account username and password.
3. Click the “Login” button.

If you have trouble logging, help is always available, including links on the login page. (See the “Need help?” box on page 4 for more help options.

Changing your password

Most faculty and instructors will need to change their Career Account passwords every 120 days. Faculty who also serve as advisors will need to reset their passwords every 30 days.

How to change your password

Supported browsers

You can access myPurdue with either a Mac or Windows computer.

Details about operating system requirements and supported browsers

Viewing course rosters

You will use myPurdue to access course rosters.

Step-by-step instructions

You can receive one-on-one help with viewing and downloading rosters during four open workshops in August. No registration is required. Just drop in during any of these sessions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 13</td>
<td>2-5 p.m.</td>
<td>PHYS 022</td>
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<tr>
<td>Aug. 14</td>
<td>2-5 p.m.</td>
<td>PHYS 022</td>
</tr>
<tr>
<td>Aug. 19</td>
<td>2-5 p.m.</td>
<td>PHYS 026</td>
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<tr>
<td>Aug. 20</td>
<td>1-5 p.m.</td>
<td>PHYS 026</td>
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Entering grades

There are now two options for entering grades: Blackboard and Banner. Blackboard allows the section instructor to enter grades and upload files. All your courses will be automatically set up in Blackboard should you choose to use that method. More information about grade entry will be provided in October.

Wait lists

Students will no longer be put on wait lists for classes. Since changes to Banner’s database are made in real-time, a class’ available space shown in myPurdue will always be up-to-date. Faculty members will need to coordinate with their departments’ schedule deputies before allowing a student into a class if doing so will put it over its assigned limit.

Reporting

Beginning July 7, 2008, fall 2008 data will not be available via WebServ. There are new ways to access student data with Banner. More...

Dropping and adding classes

Although students can now drop and add classes online, there are some restrictions, and there may be times when you will need to sign a Registrar Form 23.

This document outlines when specific levels of approval are necessary — and by whom — for dropping and adding courses.
### Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Banner</td>
<td>A package of software modules from SunGard Higher Education that comprises the bulk of OnePurdue's new student systems</td>
</tr>
<tr>
<td>Blackboard</td>
<td>An interactive teaching tool (formerly known as WebCT Vista) that allows students to complete assignments, take assessments, e-mail instructors and download handouts to their computers</td>
</tr>
<tr>
<td>Channels</td>
<td>Individual blocks of information under each tab of your myPurdue screen</td>
</tr>
<tr>
<td>Course Reference Number (CRN)</td>
<td>A unique identifying number used to track all activities for a course/section, including overrides, grade entry and how it’s listed in the course catalog, rosters and a student’s academic history</td>
</tr>
<tr>
<td>ESA</td>
<td>Enrollment and Student Affairs</td>
</tr>
<tr>
<td>Internet Native Banner (INB)</td>
<td>A special Banner interface used by some faculty and staff members with administrative duties</td>
</tr>
<tr>
<td>Linked Course</td>
<td>The Banner term for what was called a “sub-parted course” or lecture with a lab in the old (legacy) system</td>
</tr>
<tr>
<td>myPurdue</td>
<td>The Internet portal through which faculty and students will access the new student systems</td>
</tr>
<tr>
<td>Section</td>
<td>The Banner term for what was known as a “division” in the legacy system</td>
</tr>
<tr>
<td>Security Role</td>
<td>Defined access to certain types of data in Banner based on your position and duties</td>
</tr>
<tr>
<td>Self-Service Banner (SSB)</td>
<td>The software behind the myPurdue portal</td>
</tr>
<tr>
<td>SunGard Higher Education</td>
<td>The software company selected to provide OnePurdue's new student systems</td>
</tr>
<tr>
<td>Term</td>
<td>Designation of a specific semester; for example: Fall 2008 = 200910, Spring 2009 = 200920 and Summer 2009 = 200930.</td>
</tr>
<tr>
<td>Time Ticket</td>
<td>Defined time periods during which students will be allowed to enroll in courses for a given term</td>
</tr>
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</table>

### ESA crosswalks

A crosswalk is a table of legacy codes with their corresponding Banner equivalents. Enrollment and Student Affairs crosswalks are available here.

### myPurdue time-outs

Are you experiencing time-outs when using myPurdue or Internet Native Banner (INB)? The information on this page can help.
Sample myPurdue faculty screen

1. **My Courses:** This will appear if you also are a student.
2. **Advisor Dashboard:** You’ll see this if you also serve as an academic advisor.
3. **Faculty Schedule:** Your teaching assignment schedule for that day.
4. **Faculty Dashboard:** A summary of all the courses you are teaching that term.
5. **More:** Click “More” to see a complete list of the courses.
6. **Faculty Grade Assignment:** You will use this to enter final grades (unless you use Blackboard).

**Need help?**

For general information, see the Information for Instructors and Staff Web page.

For help logging in to or using myPurdue, contact the ITaP Customer Service Center at:

- itap@purdue.edu
- (765) 494-4000
- www.itap.purdue.edu/help