

SSB for Advisors

User Guide



1. LOGGING IN & ACCESSING ADVISEE LISTING

Go to Campus Connect – <http://portal.rhul.ac.uk/> and log in with your Computer Centre username and password:

Registered Users Login:

User Name:
(e.g. zkac999)

Password:

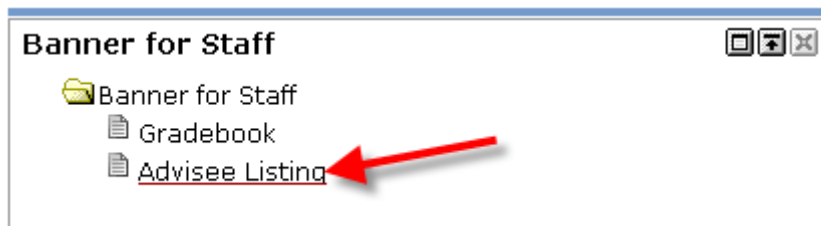
If you are not yet a registered user, use the [Application Status Checker](#).
If you have a username and/or password, but are having problems logging in,

W: itservicedesk.rhul.ac.uk
E: ITServiceDesk@rhul.ac.uk
T: +44 (0)1784 414321

You will have been set up in Banner with an active Faculty record, which gives you access to the Student Information Tab. Once you've logged in to Campus Connect, click the tab:



To the right hand side is a box labelled 'Banner for Staff' that contains a folder also labelled 'Banner for Staff'. If you use Gradebook, you would take the same route. Click on the folder to expand it, and then click the 'Advisee Listing' link to take you through to the Self-Service Banner (SSB) pages for Advisors.



This will take you to the Select Term screen:

Select Term

Select a Term:

Ensure the drop-down menu is set to the Academic Session you want, then click Submit. The Advisee Listing page is then displayed.

2. VIEWING THE DATA

Advisee Listing

100552763 Nick Venables
2010/11 Academic Session
30 Sep, 2010 11:20 am

Advisee Listing

Student Name	ID	Advisor Type	Student Information	Holds	Test Scores	Transcript	Degree
Bravo, Victor	100534270	Personal Advisor	View	View	View	View	View
Cunningham-French, Nigel	100531646	Personal Advisor	View	View	View	View	View
Denbigh, Roland	100532304	Personal Advisor	View	View	View	View	View
Grange, Tequila	100523320	Personal Advisor	View	View	View	View	View
Lazenby, Jacqueline	100505851	Personal Advisor	View	View	View	View	View

[Email your advisees](#)

2.1. Student Name

The first column, Student Name, presents the names as clickable links. Clicking the link for the student takes you to a new page, the View Addresses and Phones page:

View Student Addresses and Phones

100552763 Nick Venables
30 Sep, 2010 11:23 am

Information for [Victor Bravo](#)

Addresses and Telephones

Personal	Telephones
Current: 21 Nov, 2006 - (No end date) 120 Murray Rd London Ealing, W5 4DD United Kingdom	Address Telephone: 07772444378
Forwarding	Telephones
Current: 13 Jul, 2010 - (No end date) 31 Bluebell Rise Lightwater, GU18 5YN United Kingdom	Forwarding Address Telephone: 02089326309 Mobile: 07882228716

RELEASE: 7.3

[[Student Information](#) | [Student E-mail Address](#)]



The Personal address is the student's address during Term time. Use this address if you want to send anything to them whilst they are here studying. The Forwarding address is their permanent home residence, and can be used to send anything to the student during vacation periods or once the student has left the College.

The address and phone details are only as up to date as the student makes them – they have responsibility for updating them through Campus Connect. If the addresses are not up to date, please alert the student of this.

There is also a link at the bottom of the screen for Student E-mail Address. Click this to display all existing Personal and RHUL e-mail addresses for the student. They aren't clickable though (see next section).

E-mail Addresses**Personal Email Account**

kernowbysviken@hotmail.com


willjamesjohnson@yahoo.co.uk

Royal Holloway Email Account

100534270@rhul.ac.uk

Preferred

2.2. ID

The ID column shows the student's Banner ID, but also displays an icon  that can be used to e-mail an individual student. Clicking it will auto-generate an e-mail with the 'To' field populated with the 'BannerID'@rhul.ac.uk, which is aliased to their RHUL e-mail address.

2.3. Advisor Type

Indicates what type of Advisor you are for the students in your list. You can be more than one Advisor Type for the same student, e.g. the student has you as their Personal Advisor (tutor) and PhD Supervisor, in which case they will be listed on multiple rows.

2.4. Student Information

This column contains clickable 'view' links. Click the link to display the Student Information for the selected student:

General Student Information

100552763 Nick Venables
2010/11 Academic Session
30 Sep, 2010 12:24 pmInformation for [Victor Bravo](#)**Student Information effective for 2010/11 Academic Session****Student Type:** Continuing**Mode of Attendance:****Location of Study:** At Royal Holloway University or partner institution campus.**Curriculum****Current Program**

Bachelor of Arts

Level: Undergraduate**Programme:** Ancient History**Programme Code:** 1009**Department:** Classics**Year of Programme:****Start Date:** 24 Sep, 2007

2.5. Holds

Holds are 'flags' against a student record that prevent them from viewing certain data or accessing services. The typical Holds are Induction hold (removed when a student has completed their College Enrolment) Finance hold (removed on payment of tuition fees) and the Results hold (removed when results are published online). You can view the current holds applied to a student by clicking the link in this column to take you to the following page:

View Holds

100552763 Nick Venables
30 Sep, 2010 12:32 pm

Information for [Victor Bravo](#)

 Please note that some holds are sensitive and may not display.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Results Hold	14 Dec, 2009	31 Dec, 2009		Results not yet ratified	Exams Office	Transcripts

[Return to Previous](#)

This student for example, currently has a Results Hold applied, which means they cannot view their current course marks or their Transcript. This is so that they don't see any marks until they are finalised.

2.6. Test Scores

The links in this column take you to a page that displays the student's results for qualifications prior to their commencement at RHUL.

Test Scores

100552763 Nick Venables
2010/11 Academic Session
30 Sep, 2010 01:54 pm

 This page lists the test scores for this student if the student is registered for the selected term.

Information for [Victor Bravo](#)

Test Scores


Test Description	Test Score	Date Taken
Classical Civilisation	B	01 Jun, 2006
English Literature	D	01 Jun, 2006
Music	B	01 Jun, 2006

[Return to Previous](#)

2.7. Transcript

Click on the view link for the student you want to see the transcript for. Before you can view the student transcript, you have to select the level and type. If the student currently has the Results Hold applied, you will see a reminder of this. Do not discuss any current results with a student who still has the Results Hold applied!

 Select the transcript level and transcript type.

 This student has holds on their Academic Record.

Transcript Level: All Levels
Transcript Type: Standard Statement of Results

Click the Display Transcript button to view the transcript page:

Student Academic Transcript

100552763 Nick Venables
30 Sep, 2010 02:00 pm

 This is not an official transcript. Courses which are in progress may also be included on this transcript.

Transcript Data

STUDENT INFORMATION

Student Type: Continuing

Curriculum Information

Current Program

College: Classics

Major and Department: ANCIENT HISTORY, Programme Fee Band O111

***Transcript type:SSOR is NOT Official ***

DEGREES AWARDED

Awarded: Bachelor of Arts

Institutional Honors: Second Class Honours (Upper)

Curriculum Information

Primary Degree

Major: ANCIENT HISTORY

INSTITUTION CREDIT-Top-

2007/08 Academic Session

Subject	Course	Level	Title	Grade	Credit Hours
CL	1541	UG	Introduction To Ancient Philosophy	68	15.000
CL	1550	UG	Greek History & The City State	64	15.000
CL	1560	UG	Roman History & Society: The Julio-Claudians	61	15.000
CL	1580	UG	Introduction To Greek Archaeology	67	15.000
CL	1581	UG	Introduction To Roman Art	48	15.000
CL	1582	UG	Materials And Methods In Classical Archaeology	62	15.000
CL	1755	UG	Beginners' Latin	58	30.000

Unofficial Transcript

2008/09 Academic Session

Subject	Course	Level	Title	Grade	Credit Hours
CL	2191	UG	Greek And Roman Art In Context	60	30.000
CL	2199	UG	Barbarians!	64	30.000
CL	2365	UG	Social and Economic History of the Roman Empire	66	30.000
HS	2004	UG	The Rise and Fall of the Roman Republic	63	15.000
HS	2005	UG	Rome and its Empire from Augustus to Commodus	62	15.000

Unofficial Transcript

The transcript will show a breakdown of Final Course marks for each completed year of study of the student, and for Final Year students who have been awarded, their Degree and Classification is also shown.

2.8. Degree Evaluation

This is a page that is not enabled for use. If you click the link for this, you will see a short message that informs you it is not in use and you will be redirected automatically back to the Advisee Listing page.