



myCapU Account Upgrade

Faculty User Manual

May 2021
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Introduction

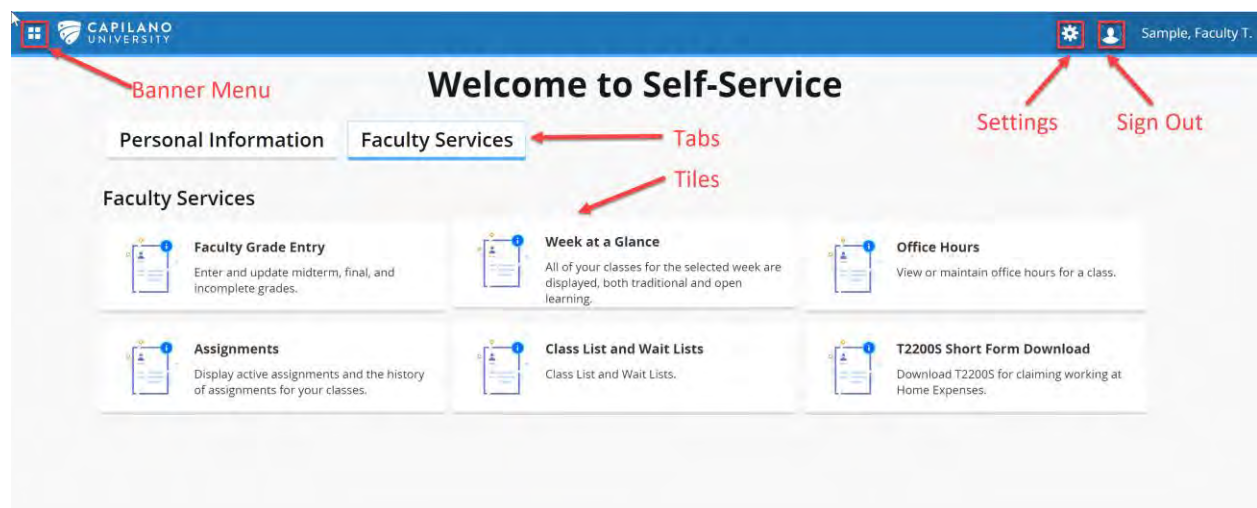
Self-Service for employees, also referred to as Self-Service Banner (SSB) and myCapU Account, will soon be fully upgraded from version 8 to version 9. The following document has been created in order to assist you with navigating and using the features within the upgraded version of myCapU Account. There are various features available in myCapU Account depending on your role at the university. This document will focus on the experience of faculty members.

Logging In

Use your CapU username (not your email) and password to log in.

Navigation and Banner Menu

Upon login, your landing page will look something like the below.



- Use the tabs to toggle between different sets of tiles
- Use the tiles to access certain features quickly, without needing to go through the Banner Menu
- Use the Banner Menu to access all features within myCapU Account
- Use the gear icon to access settings such as language and keyboard shortcuts
- Use the person icon to sign out of SSB

Whenever possible, use the navigational features within myCapU Account, rather than using your browser's buttons such as the back button. Some pages have breadcrumb links in the top left hand corner; these links allow you to go to previous pages without using your browser's back button.

Faculty & Advisors > [CRN Listing](#) > [Class List](#) ← Breadcrumb Links

Class List

Spring 2015 - 201510 ENGL 100 | 10104

Course Information		Enrollment Counts			
Academic Writing Strategies - ENGL 100 01			Maximum	Actual	Remaining
CRN: 10104		Enrollment	26	25	1
Duration: 01/05/2015 - 04/24/2015		Wait List	99	0	99
Status: Active		Cross List	0	0	0

Class List | Wait List | Summary View

Accessing myCapU Account Version 9 from Version 8

While the upgrade to myCapU Account has been implemented, some features are not yet available in version 9 and links to these features will take you to version 8. You will most likely notice when you land in myCapU Account 8 due to it having a different interface than myCapU Account 9. Don't worry if this happens; it is normal and expected. The majority of pages have been upgraded to version 9, but you can consider the current state of Faculty myCapU Account a hybrid model; it will be a mix of version 8 and 9 until all modules have been upgraded to myCapU Account 9.

If you find yourself in version 8 and want to navigate back to version 9, click one of the tabs at the top of the page (e.g. Personal Information) and click on the menu item for version 9 (Personal Information or Home).

Personal Information | **Faculty Services**

Search

MENU | SITE MAP | HELP | EXIT

Faculty Services

- My Schedule
View class schedule and maintain office hours.
- [Class Lists and Wait Lists](#)
View class and wait lists
- Assignments
View information about your assignments
- [Faculty Grade Entry](#)
Record final grades for a given section
- Registration Overrides
- Senate and Board Elections
Cast your vote electronically.
- [Self-Service Home](#)
Banner 9 Self-Service Home Page
- T22005 Short Form Download
Download T22005 for claiming working at home expenses.

RELEASE: 8.9.1

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Personal Information

The Personal Information page is a new page that allows you to view Personal Details, Email, Phone Number, Addresses, and Emergency Contact all from one page. You can access it in two ways:

Option 1: Go to the Personal Information tab on the landing page. Click on the Personal Information tile.



Option 2: Click Personal Information in the Banner menu.



Regardless of whether you follow **Option 1** or **Option 2**, you will end up at your Personal Information page. It will look something like the below.

The screenshot shows the 'Personal Information' page for a user named 'Faculty Test ID Sample'. The page is divided into several sections:

- Profile Card:** Features a profile picture, the name 'Faculty Test ID Sample', ID Number '999908888', email 'facultybannersample@capilanou.ca', and phone number '604 123 4567'.
- Personal Details:** A grid of fields including First Name (Faculty), Middle Name (Test ID), Last Name (Sample), Date of Birth (April 11, 1969), Marital Status (-), Legal Sex (Female), Preferred First Name (Faculty), Personal Pronoun (-), and Gender Identification (-). An 'Edit' button is in the top right.
- Email:** Lists 'Personal Email Address (Preferred)' as 'facultybannersample@capilanou.ca' and another as 'facultybannersample@my.capilanou.ca' with 'Testing' as a note. Includes an 'Add New' button.
- Phone Number:** Lists 'Cellular (Primary)' as '604 123 4567'. Includes an 'Add New' button.
- Address:** A message states 'There are no addresses available for you to view.' Includes an 'Add New' button.
- Emergency Contact:** A message states 'There are no emergency contacts available for you to view.' Includes an 'Add New' button.

Important note about Personal Information:

- While this page gives you the ability to update your personal information using the edit, delete, and add new buttons, **you must contact HR if you would like this information updated**. Updating information through myCapU Account will not update information in other systems where it is critical, such as the system used for faculty payroll.
- We are unable to make this page read-only, but you may wish to think of it as a page simply for viewing the information that is on file for you.

Faculty Services

The following menu items under the Faculty Services menu item will bring you to version 8:

- Senate and Board Elections

All other menu items will bring you to myCapU Account 9. While the look and feel of the pages is different, the functions are the same as you are likely familiar with in version 8. Notable changes and functions are discussed in the following sections.

Class List

Viewing a Class List

1. From the Home page, click the **Faculty Services** tab
2. From the Faculty Services page, click the **Class List** tile.

Capilano University Self-Service interface. The 'Faculty Services' tab is highlighted with a red box and an arrow. Below it, the 'Class List' tile is also highlighted with a red box and an arrow.

Welcome to Self-Service

Personal Information **Faculty Services**

TESTING: This is a test message for Faculty
The system will be unavailable from 6am to 8am next Friday.

Faculty Services

- Faculty Grade Entry**: Enter and update midterm, final, and incomplete grades.
- Week at a Glance**: All of your classes for the selected week are displayed, both traditional and open learning.
- Office Hours**: View or maintain office hours for a class.
- Assignments**: Display active assignments and the history of assignments for your classes.
- Class List**: View, print, and send emails to your class lists.
- T22005 Short Form Download**: Download T22005 for claiming working at home expenses.
- Wait List**: Please note that wait lists will open in Banner 8.

3. From the Class List page, click on a row to open the associated class list. If required, use the drop down menu on the top left to search for and select a term to filter your list of courses.

Note: you **must** click on the blank space in the row (examples of where to click are starred in the screenshot) to view the class list. Clicking on any of the hyperlinks may bring you somewhere else. For example, if you click the course title, you will open the Course Details instead of the class list.

Capilano University Faculty & Advisors - CRN Listing

CRN Listing

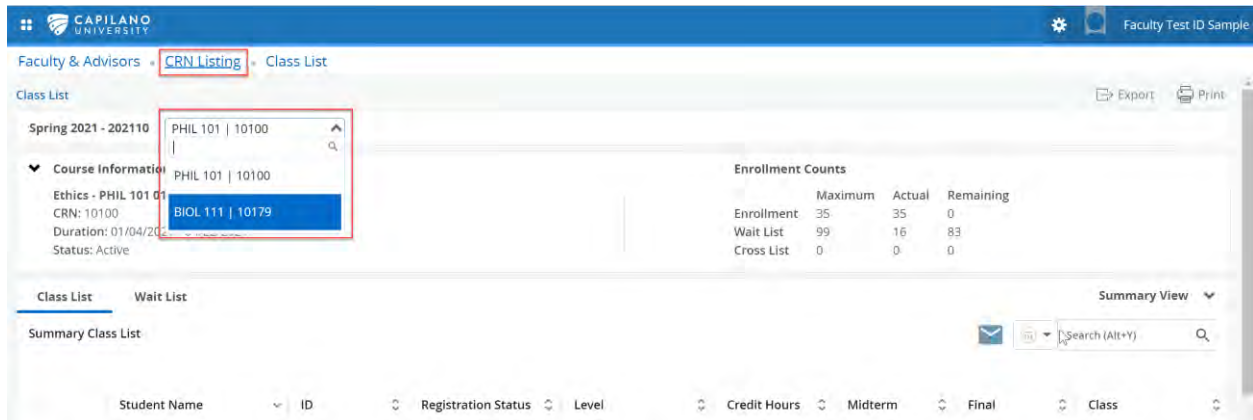
All Terms

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PHIL 101, 01	Ethics	10100	35	Active	01/04/2021 - 04/22/2021	Spring 2021 (202110)
BIOL 111, 01	General Biology II	10179	33	Active	01/04/2021 - 04/22/2021	Spring 2021 (202110)
ENGL 100, 01	Academic Writing Strategies	10104	25	Active	01/05/2015 - 04/24/2015	Spring 2015 (201510)

4. When viewing a class list, you can quickly access other class lists within the selected term by using the drop down menu on the top left. If you would like to view a class list in another term, you can use the CRN Listing breadcrumb link to bring you back to the term selection page.



Emailing Students via Class List

You can now send emails to a single student, a select group of students, or all of the students in your class through myCapU Account. Previously in version 8, a single class email address was available when emailing the entire class. The class email address is no longer available in version 9. Follow the instructions below for emailing students in your class.

Note: after step 3, you may be asked to log in to your email account or set up a default email client. If you need help with setting this up, please email AskIT@capilanou.ca for assistance.

1. To email a student or students in your class, first access the class list.

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CAPILANO UNIVERSITY Faculty Test ID Sample

Faculty & Advisors > CRN Listing > Class List

Class List

Spring 2021 - 202110 PHIL 101 | 10100

Course Information
Ethics - PHIL 101 01
CRN: 10100
Duration: 01/04/2021 - 04/22/2021
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	35	35	0
Wait List	99	16	83
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List **Click here to select all students.**

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input checked="" type="checkbox"/>	A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
<input checked="" type="checkbox"/>	A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
<input checked="" type="checkbox"/>	A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
<input checked="" type="checkbox"/>	A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
<input checked="" type="checkbox"/>	B	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification

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CAPILANO UNIVERSITY Faculty Test ID Sample

Faculty & Advisors > CRN Listing > Class List

Class List

Spring 2021 - 202110 PHIL 101 | 10100

Course Information
Ethics - PHIL 101 01
CRN: 10100
Duration: 01/04/2021 - 04/22/2021
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	35	35	0
Wait List	99	16	83
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List

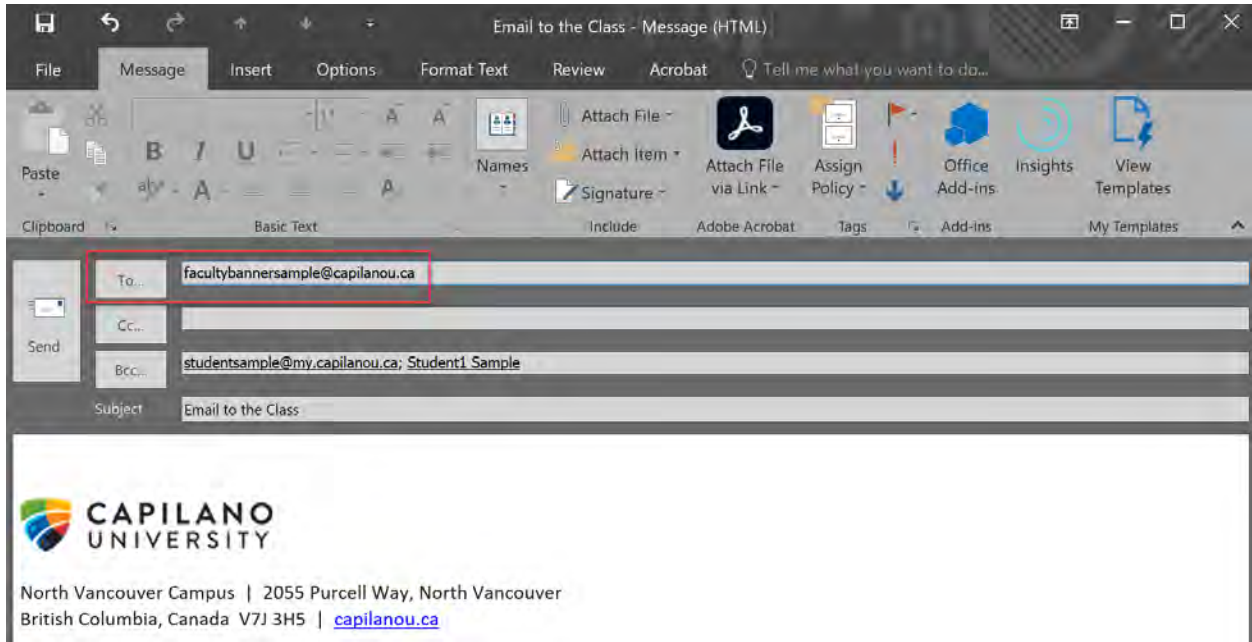
<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input checked="" type="checkbox"/>	A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
<input checked="" type="checkbox"/>	A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
<input checked="" type="checkbox"/>	A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
<input checked="" type="checkbox"/>	A	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
<input checked="" type="checkbox"/>	B	100	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification

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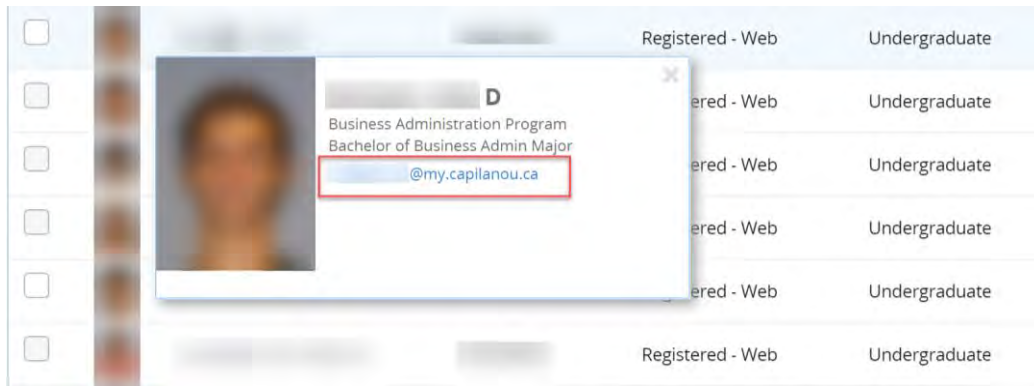


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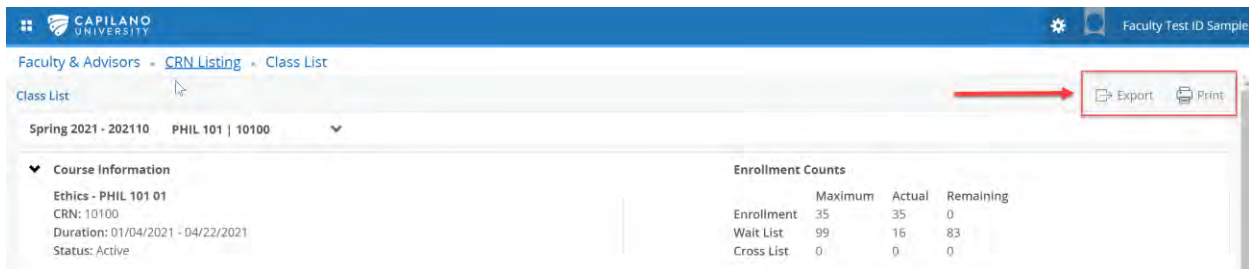
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Exporting and Printing Class Lists

Once you have accessed a class list, you can export your class list to Excel via the Export button or print a PDF of your class list, including student photos, using the Print button.



You may notice that the gradebook sheet you are used to in version 8 is no longer available. The gradebook sheet was a custom solution built by CapU in version 8. This customization will not be added to version 9 because the upgrade introduces the ability to export the class list to an Excel spreadsheet out of the box. Exporting to Excel gives you more functionality overall (for example, those tracking attendance may want to add formulas so that attendance totals are auto-calculated) and at the same time, simplifies the system maintenance.

How to Export a Class List

1. Access the class list and click the Export button in the top right corner of the page.
2. You will be asked to export as an .xls or .xlsx file. If you are using a version of excel older than 2007, choose .xls, if you are using a newer version of excel, choose .xlsx and click Export.



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202110_10100_classlist (3) - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells Editing

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Course Information							
Course Title	Ethics - PHIL 101 01						
Term	Spring 2021 - 202110						
CRN	10100						
Duration	01/04/2021 - 04/22/2021						
Status	Active						
Enrollment Counts							
	Maximum	Actual	Remaining				
Enrollment	35	35	0				
Wait List	99	16	83				
Cross List	0	0	0				
Summary Class List							
Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
		Registered - Web	Undergraduate		3 No Access	A-	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification
		Registered - Web	Undergraduate		3 No Access	Enter Grade	General Classification

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Class List - Summary



Course Information				Enrollment Counts			
Ethics - PHIL 101 01				Maximum			
Term: Spring 2021 - 202110				Actual			
CRN: 10100				Remaining			
Duration: 01/04/2021 - 04/22/2021				Enrollment	35	35	0
Status: Active				Wait List	99	16	83
				Cross List	0	0	0

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
[Blurred]	[Blurred]	Registered - Web	Undergraduate	3	No Access	A-	General Classification
[Blurred]	[Blurred]	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
[Blurred]	[Blurred]	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification
[Blurred]	[Blurred]	Registered - Web	Undergraduate	3	No Access	Enter Grade	General Classification

- It is possible to customize the information visible in the class list. If you change the columns in your class list, this change will be also be reflected when you save or print the class list. To do this, click the filter drop down menu in the class list and use the check boxes to show or hide information in the class list.

Note: the system does not currently allow for emails to be displayed in the class list. A suggestion has been provided to the vendor to implement the ability to add student emails to the class list, but we cannot guarantee if or when this will happen.

The screenshot shows the Capilano University Class List interface. At the top, there is a navigation bar with the university logo and 'Faculty Test ID Sample'. Below that, the breadcrumb trail reads 'Faculty & Advisors > CRN Listing > Class List'. The main content area is titled 'Class List' and includes a dropdown for 'Spring 2021 - 202110 PHIL 101 | 10100'. There are two tabs: 'Class List' (selected) and 'Wait List'. A 'Summary View' dropdown is also present. The course information and enrollment counts are displayed at the top. The main table shows student records with columns for Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. A filter dropdown menu is open over the table, showing options to 'Select All', 'Student Picture', 'ID', and 'Demographics'. A red arrow points to the filter dropdown menu.

Wait List

Wait Lists can now be viewed on the same page as Class Lists. If wait listing is enabled for a section, Class List page will display Wait List tab.

1. From the Home page, click the **Faculty Services** tab.
2. From the Faculty Services page, click the **Class List** tile.

The screenshot shows the Capilano University interface for a Class List. The course is 'Ethics - PHIL 101 01' with CRN 10100. The enrollment counts table is as follows:

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	35	35	0
Wait List	99	16	83
Cross List	0	0	0

The 'Wait List' tab is highlighted with a red box and a red arrow pointing to it. Below the tabs, there is a 'Summary Wait List' section with a search bar.

3. A wait list for the section will display and contain information like student's position on a wait list and the date and time a wait list notification (also known as Registration Offer) expires.

The screenshot shows the Capilano University interface for a Class List. The course is 'Intermediate Algebra - MATH 097 01' with CRN 30499. The enrollment counts table is as follows:

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	20	20	0
Wait List	99	2	97
Cross List	0	0	0

The 'Wait List' tab is selected. Below the tabs, there is a 'Summary Wait List' section with a search bar and a table of waitlisted students:

Student Name	ID	Registration Status	Level	Credit Hours	Waitlist Position	Notification Expires	Class
Banner Sample, Student B	999909998	Waitlisted - Web	Preparatory	0	2	-	General Classification
Sample, Buffy A	999909999	Waitlisted	Preparatory	0	1	-	General Classification

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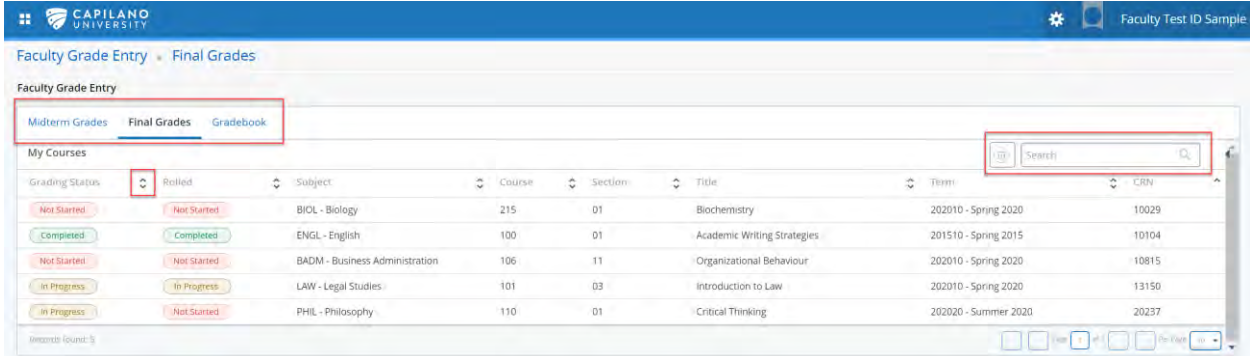
Remember that while you can view the wait list at all times, you are not able to send registration offers. Automatic waitlisting is in place from when registration opens until the end of add/drop period.

4. To view another wait list, return to CRN Listing page and select another section.

Faculty Grade Entry

This page is used to enter or update final grades and now allows you to do so via the myCapU Account interface or via an Excel spreadsheet. You may notice tabs that say Midterm Grades, Final Grades, and Gradebook. At this time, CapU is only implementing the ability to enter Final Grades. You can disregard the other tabs if you see them. **Please note that only primary instructors are authorized to enter and post grades.**

Use the Search function to search for the course you want to enter grades for. Use the arrows in the column headers to sort the list you are viewing.

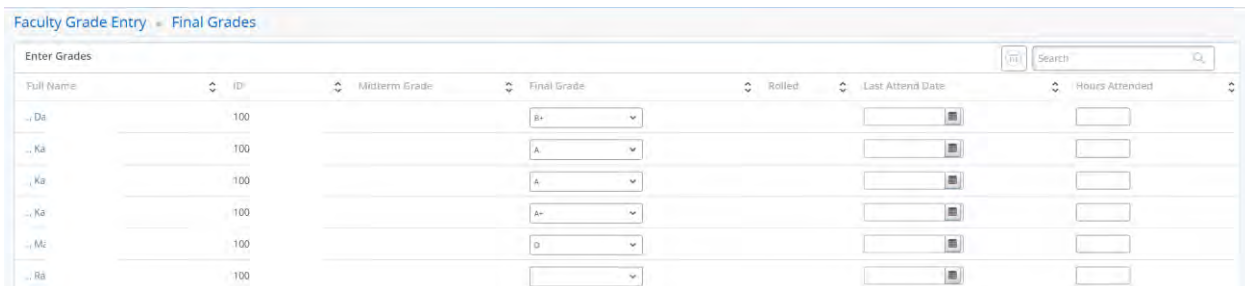


Entering Final Grades

There are two ways to enter final grades: directly through the myCapU Account interface or by importing an excel spreadsheet. Both options are covered below.

Option 1: Entering Grades via myCapU Account

In Faculty Grade Entry, click the Final Grades tab, then click on the course you want to enter grades for. A list of enrolled students will appear below. **If you have clicked on the course and do not immediately see an option for entering grades, try scrolling down on your page.**



Choose a grade from the dropdown menu. You may enter a Last Attend Date and Hours Attended, although these fields are not required. Click Save at the bottom of the screen to save your changes. It is a good idea to save often.


To enter Incomplete Final Grades, select “I” from the grade drop down list. A new Incomplete Grades tab will open. Select an Incomplete Final Grade from the drop down list. The Extension Date field will be populated with a default date; you may change the Extension Date within the listed constraints. The Incomplete Final Grade will automatically be assigned if no other grade is entered before the Extension Date. Click Save to save your changes.

Click the Roster tab to return to the full class list and continue entering grades.

Option 2: Importing Grades into myCapU Account via Excel Spreadsheet

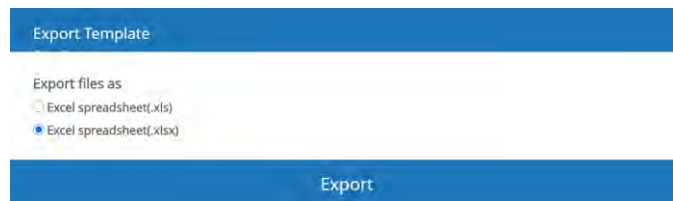
The easiest way to import grades and the way which will be discussed, is to use a template for recording grades in excel.

To download a template:

1. Go to Faculty Grade Entry within my CapU Account
2. Click the Final Grades tab
3. Select the course that you are exporting a template for
4. Click the gear icon  in the top menu bar
5. Click Export Template

Note: if you do not use a template, the spreadsheet you create **must** contain columns for Term Code, CRN, and student ID in order to be imported.

6. You will be asked to export as an .xls or .xlsx file. If you are using a version of excel older than 2007, choose .xls, if you are using a newer version of excel, choose .xlsx and click Export.




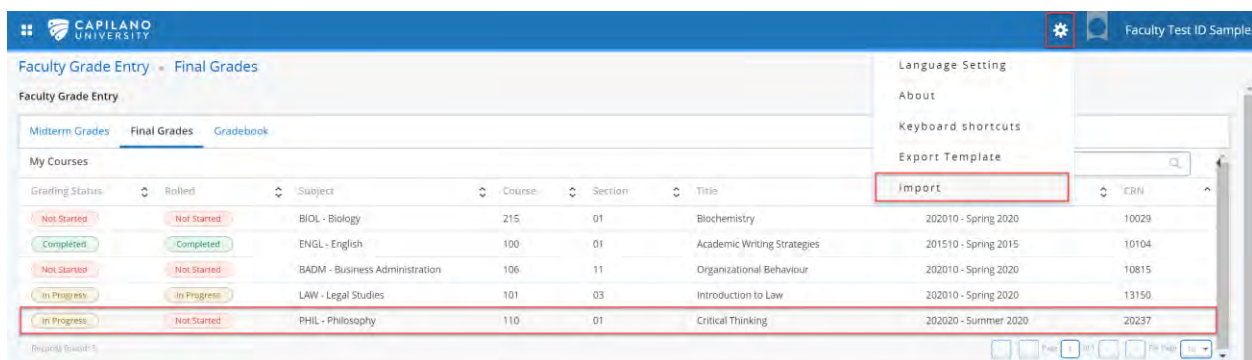
- The template will be downloaded to your computer and you can save it in a convenient spot for you.

Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade
202020	20237	..C	100	No	No	Philosophy	B+
202020	20237	..K	100	No	No	Philosophy	A
202020	20237	..K	100	No	No	Philosophy	A
202020	20237	..K	100	No	No	Philosophy	A+
202020	20237	..A	100	No	No	Philosophy	I
202020	20237	..F	100	No	No	Philosophy	
202020	20237	Asl	100	No	No	Philosophy	
202020	20237	Av	100	No	No	Philosophy	
202020	20237	Bri	100	No	No	Philosophy	

You may edit columns H up to and including column L. When you are finished grade entry, save the document.

To import grades from a template:

- Go to Faculty Grade Entry within SSB
- Click the Final Grades tab
- Select the course that you are importing grades for
- Click the gear icon  in the top menu bar and click Import.



A wizard will open to take you through the necessary steps.

Step 1: Click into the *Browse* field to browse your files. Choose the file you want to upload, then click Upload. Click Continue to move to Step 2.

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import.

You may import a file with faculty grade entry data.

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Step 2: Preview your file. Click the box that says My spreadsheet has headers. If the file is correct, click Continue. If the file is incorrect, click Go Back and you will be taken to Step 1.

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	202020	20237		100	No	No	Philosophy	B+	
2	202020	20237		100	No	No	Philosophy	A	

Step 3: Map your fields. If you have used a template, this step will likely be automatically complete. The green check mark lets you know that field has been mapped.

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

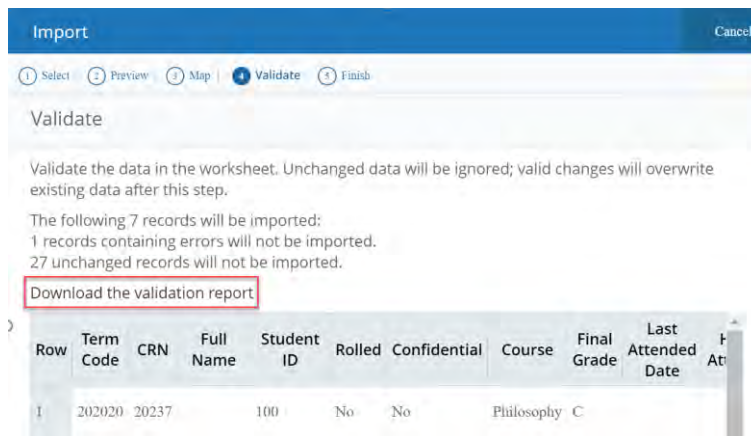
Term Code*
 CRN*
 Student ID*
 Final Grade
 Last Attended Date
 Hours Attended
 Incomplete Final Grade
 Extension Date

Map

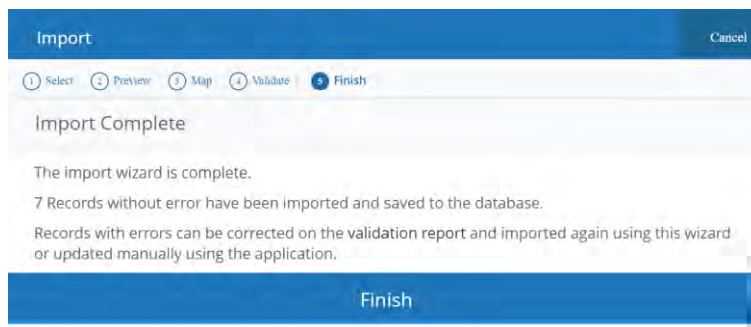
Term Code* | CRN* | Other | Student ID* | Other | Other | Other

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential
1	202020	20237		100	No	No
2	202020	20237		100	No	No
3	202020	20237		100	No	No

Step 4: Validate the data. If records contain errors, click Download the validation report. Errors will appear in red in column A on the report.



Step 5: Click Finish.



Registration Overrides

To access Registration Overrides, you must go through the Banner Menu.

1. Click the 4 square menu in the top left hand corner.
2. Click Banner.
3. Click Faculty Services.
4. Click Registration Overrides.

