



Faculty FlashFast
(Banner Self Service for Faculty)

December 21, 2007

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About FlashFast

FlashFast is Kent's name for Banner Student Self Service tools. There are three FlashFast roles: Faculty, Advisor, and Student.

An individual who teaches, serves in the role of advisor or administrator in student services, and is a student himself or herself, would see all three FlashFast menus, two on the Faculty/Advisor tab in FlashLine, one on the Student Tools tab.

Banner Access

To request access to a Banner tool, contact your Departmental Security Administrator, look up your administrator at

<http://www.kent.edu/is/Security/SecAdmins.cfm>

Banner Documentation

Documentation of ERP tools and processes is available for printing at

<http://www.kent.edu/erp/Training/Training-Materials-Library.cfm>

Banner Training

Banner seminars are available for registration at <http://www.kent.edu/hr/register>

Get Help with Banner

Contact the Help Desk at 672-HELP or call Julie Kennedy, ERP Training Coordinator, at 2-1911 for assistance and referral.

Access FlashFast for Spring 2008 course rosters:

Luminis Platform - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <http://flashline.kent.edu>

Welcome to FlashLine | Welcome
You are currently logged in.
[My Account](#) | [Customize Layout](#)

► **My Campus** ► **My Courses** ► **WFS** ► **WFFA** ► **Student Tools (WFS)** ► **Faculty & Advisor Tools (WFFA)** ► **Library** ► **Student**

Toolbox
For Faculty

Fall 2007
For Fall 2007, you will continue to access faculty tools that you currently access via Web for Faculty & Advisors, such as:

- Class Roster
- Faculty Schedule
- Submit Grades
- Verify Midterms & Finals

Spring 2008
Usher in 2008 by accessing these tools in FlashFAST:

- Class Roster
- Faculty Schedule
- FlashFAST
- Submit Grades
 - Midterm
 - Final

NEW LINKS!

FERPA
Notice Regarding the Secured Confidentiality of University Records
Kent State University recognizes its responsibility to uphold student privacy rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and the information used in our operations. Employees who hold a position of trust and responsibilities entrusted to them in preserving the security and confidentiality of student information, the Ohio Revised Code Section 102, and the Kent State University policies, are required to adhere to these standards.

Faculty and advisors are granted access to student information on a need-to-know basis. Faculty and advisors are not permitted to exhibit or divulge information from student records except in accordance with University and office policies. Faculty and advisors should use their system USERID(s) and associated passwords are considered highly confidential.

Violation of FERPA regulations and related policies listed below may lead to disciplinary action.

[Access related policies.](#)

Contact the [University Registrar](#) at 330-672-3131.

Professional Development
For Faculty

- [Faculty Professional Development Center](#)
- [Faculty Professional Improvement Leave Policy](#)
- [Faculty Professional Improvement Leave Policy Procedures](#)
- [University Research Council](#)

FlashFast is the new Banner tool that replaces Web for Faculty starting with Spring 2008 term.

Familiar tools are even easier to find and use through the FlashFast menus.

Class rosters, teaching schedule, grades, and student and course information instantly reflect changing registration and information updates from Banner.

#1 tip to remember when using FlashFast:

Select the **term** and **CRN** (course section) to view **FIRST**.

The other menus will refer to the term and section you selected until you choose a different term/course section.



Faculty Menus

[Term Selection](#)

[CRN Selection \(Your Sections\)](#)

Select a CRN (Course Reference Number) to use with the services below.

[Faculty Detailed Schedule](#)

View detailed information about the courses you are assigned. You may view enrollment information here.

[Week at a Glance](#)

View your class schedule by day and time.

[Detailed Class List](#)

View a detailed description of the students enrolled in your course(s). Including, but not limited to, college, major, and campus.

[Summary Class List](#)

View a simple list of the students enrolled in your course(s).

[Detailed Wait List](#)

[Summary Wait List](#)

[Midterm Grades](#)

Enter and view midterm grades for your courses.

[Final Grades](#)

Enter and view final grades for your courses including NF and SF grades.

Enter the Last Attended Date on this screen for students assigned SF grades.

Example: First select **Spring 2008** from the **Term Selection** menu, then pick a **course section** from the **CRN Selection** menu. (CRN=Course Reference Number.)

Click on the **Faculty Detailed Schedule** menu item to bring up your **Spring 2008 schedule**. The **Detailed Class List** displays the class list for the section you selected.

To view a different Class List, change the CRN Selection to a different section.

To view your Fall 2008 courses, change the term to **Fall 2008** (available soon.)

Summary Class List (section roster)

Summary Class List

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Corporate Accounting I - ACCT 33001 001

CRN: 10121

Duration: Aug 07, 2007 - Nov 18, 2007

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	35	5	30
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	Erago, Kat F.	810239080	Web Registered	Undergraduate	3.000	Enter	A	
2	Erdel, Eleanor	800300030	Registered	Undergraduate	3.000	C	C	
3	Pash, Ruth R.	810234040	Web Registered	Undergraduate	3.000	Enter	B	
4	Keith, Kimberly	800672000	Web Registered for Audit	Undergraduate	3.000	Enter	AU	
5	Roy, Pat A.	810025090	Web Registered	Undergraduate	3.000	Enter	B	

[Email class](#)

ADVISOR22 Train Advisor22
Spring 2008
Oct 17, 2007 05:42 pm

1

2

3

4

5

The Summary class list is a printable roster of a single section.

Features to note above:

1. Students who have requested that their information remain confidential are **flagged**.
2. A tally of the enrollment counts is kept.
3. Click on a student name link to view their directory information (address, phone, email.)
4. Click the mail icon to email an individual student.
5. Click the Email Class icon to email the entire class.

Midterm and Final Grades

MidTerm Grades

ADVISOR22 Train Advisor22


Spring 2008

Oct 17, 2007 06:05 pm

A midterm (seventh week) evaluation is completed for all freshmen. This evaluation will not be included as part of the students' academic transcript.

Enter midterm grades and the Last Attend Date for students receiving SF grades. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Incomplete and In Progress grades are not valid midterm grades.

 No entry is necessary for the Attend Hours field.

Only 25 students are listed on a page. You must click the corresponding Record Set in order to get to the next page of students to grade.

To select another course to grade, click CRN Selection at the bottom of the page to return to the drop down box with your available courses.

Once grades are submitted, you will receive the message that the changes you made were saved successfully and a new 20 minute time limit will start for the page.

Course Information

[Corporate Accounting I - ACCT 33001 001](#)


CRN: 10121

Students Registered: 5

 Please submit the grades often. There is a 20 minute time limit starting at 06:05 pm on Oct 17, 2007 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Erdel, Reggie	800133033	3.000	Registered Aug 15, 2007	C			4
2	Pash, Ruth R.	810311695	3.000	Registered Aug 19, 2007	None			6
3	Keith, Kimberly	810311696	3.000	Registered Aug 19, 2007	None			8

 Please submit grades often. There is a 20 minute time limit on this page.

To enter grades:

1. Instructions are provided. **Note that 25 students are listed per page.** If you have more than 25 students, remember to go to the next page(s) to see and submit grades for the rest of your students.
2. Be aware of the timeout for the grading page. Click the Submit button to save grades as you go, especially if you have a large number of students. Every time you click Submit, the timeout is reset to 20 minutes.
3. Pull down the menu to select the grade. Only freshmen display on the midterm grade list.
4. Click the submit button once more at the end, to finish the process.

Office Hours (Optional)

Composition - 15132 - MUS 51211 - 001

CRN: 15132

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class TBA			TBA	Aug 07, 2007 - Nov 18, 2007	Studio	Jann Thomson (P)

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text"/>	<input type="text"/>	M T W Th F S U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To:

[Return to previous](#)

RELEASE: 7.3

KENT STATE UNIVERSITY

Only students see the office hour information. Students in a section will see the Office Hours that have been designated for them, or set up general office hours and copy the information to your other courses.

1. Enter From – To times **in 24-hour format to assure that AM and PM are correct.**
(Students see the date converted to AM/PM format.)

For example, 11 AM to 2:15 PM would be 1100 – 1415; 1:30 PM – 4:00 PM would be 1330 – 1600.

1 AM 0100	7 AM 0700	1 PM 1300	7 PM 1900
2 AM 0200	8 AM 0800	2 PM 1400	8 PM 2000
3 AM 0300	9 AM 0900	3 PM 1500	9 PM 2100
4 AM 0400	10 AM 1000	4 PM 1600	10 PM 2200
5 AM 0500	11 AM 1100	5 PM 1700	11 PM 2300
6 AM 0600	Noon 1200	6 PM 1800	Midnight 0000

2. Check off the days of the week to which these times apply.
3. Select your contact number and room location.
4. Enter the From – To dates for which this schedule is in effect.
5. Click the **Display** checkbox to show this schedule online.
6. If you would like to copy these hours to other CRNs then pull down the menu by “Copy to”
7. Click **Submit** to post your hours.

Faculty FlashFast Tools

Once a term is selected, that term remains selected until it is changed.

Once a course section is selected, that section remains selected until it is changed.

(In the guide below, the reminder to select the Term and section as needed is provided for menu items which are sensitive to these selections.)

<i>Information Needed</i>	<i>Menu Item</i>
Select a term for navigating menu items	Term Selection
Select a course section for viewing	CRN Selection
View a printable course roster	(Select Term and section, then) Summary Class List
View a roster in detail	(Select Term and section, then) Detailed Class List
Access student contact information quickly	From the Summary or Detailed Class List, click on the student name link
View my teaching schedule for the term	(Select Term and section, then) Week at a Glance
View details of my teaching schedule	(Select Term and section, then) Faculty Detailed Schedule
View my current assigned sections	(Select Term and section, then) Active Assignments
View my teaching assignment history	Assignment History (begins Spring 08)
Enter mid-term grades	(Select Term and section, then) Midterm Grades
Enter final grades	(Select Term and section, then) Final Grades
Post office hours, change office hours	(Select Term, then) Office Hours
View detailed information about course sections	Class Schedule Search
View course descriptions and prerequisites information from the catalog	Course Catalog Search
View a student's permanent address and phone	Student Addresses and Phones
View a student's Next of Kin primary address and phone	Student Addresses and Phones
View student's KSU email address	Student E-mail Addresses
View student's personal email address	Student E-mail Addresses

Student FlashFast

Students have their own FlashFast menus, which they use to view their personal schedule, grades, and other information.

Student and Financial Aid

 You may use the back button to return to previous page.

[Admissions](#)

Apply for Admission or Review Existing Applications

[Registration](#)

Check your registration status, class schedule and add or drop classes

[Student Records](#)

View your holds, grades and transcripts

[Student Account](#)

View your account summaries, statement/payment history and tax information

[Student Request Form](#)

Use this link to access forms to either restrict your directory information or to cancel

Student Records

[View Holds](#)

Current holds on your student record/registration.

[View Student Information](#)

Current academic program, academic standing, class standing, more.

[Midterm Grades](#)

View midterm grades (freshmen only).

[Final Grades](#)

View graded courses in academic history for a term.

[Request Enrollment Verification](#)

[View Status of Enrollment Verification Requests](#)

[National Student Clearinghouse](#)

View enrollment information on file with the Clearinghouse and obtain a printable enrollment certificate.

View loan deferments and proofs of enrollment provided by Clearinghouse.

[Class Schedule Search](#)

Search for available sections, link to detailed class information, and view catalog description for prerequisites.

[Course Catalog Search](#)

View course descriptions and prerequisites for courses as displayed in the catalog.

Registration

[Select Term](#)

List of terms used with the functions below.

[Registration Status](#)

View information which affects your registration, such as registration permits and overrides, holds, class standing and current academic program.

[Look Up Classes](#)

You can search and register for classes using this function.

[Add or Drop Classes](#)

Student Registration

[Change Class Options](#)

Once registered, you may change a selected class which has multiple grading options or is being offered for variable credit hours.

[View Printable Student Schedule](#)

View or Print a copy of your current class schedule.

[Student Detailed Schedule](#)

Detailed information on your registered classes.

[Week at a Glance](#)

Lists your classes in day and time format.

[Registration Fee Assessment](#)

[Active Registration](#)

Your active classes that have not been graded.

[Registration History](#)

Your registration activity, regardless of status or term

[Withdrawal Information](#)

Title IV withdrawal information.