



PANTHERTRACKS FOR FACULTY AND ADVISORS GUIDE



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Introduction and Purpose

The purpose of this document is to introduce faculty, advisors, and staff to the **Panthertracks for Faculty and Advisors** dashboard. Although the dashboard will appear the same to users who are granted access, the ability to access different links within the dashboard might be different based on their role.

Related Policies, Regulations, Guiding Principles and Common Practices

Banner is the Student Information System of record for Prairie View A&M University. Please keep in mind that the Family Educational Rights and Privacy Act (FERPA) applies to all who have access to the system and student data. Sharing of account passwords is prohibited.

Impacted Departments, Units, Programs, and Centers

1. All Faculty
2. College Staff
3. Academic Departmental Staff
4. Academic Advisors



Faculty and Advisor Services Dashboard

The Panthertracks for Faculty and Advisors dashboard provides information about students and class sections. The information available to a user is based on the user's role: faculty, advisor, or both.

Faculty & Advisor Services



Hello Mr.

Faculty/Advisor

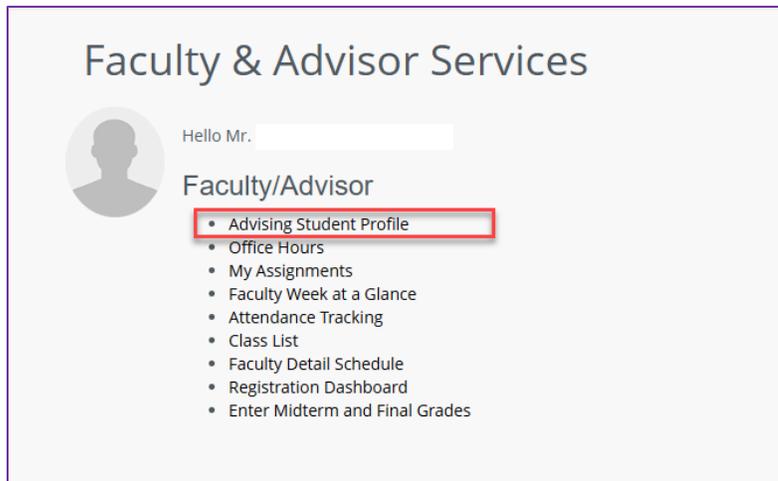
- Advising Student Profile
- Office Hours
- My Assignments
- Faculty Week at a Glance
- Attendance Tracking
- Class List
- Faculty Detail Schedule
- Registration Dashboard
- Enter Midterm and Final Grades



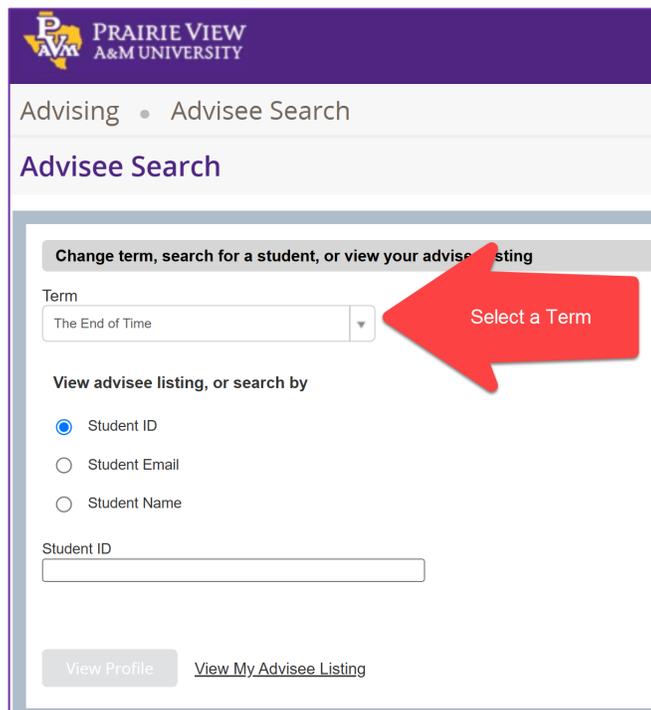
Advising Student Profile

If you are an advisor you may see your advisee's data through the **Advising Student Profile** link. Faculty may view student information if the student is registered in a class they are teaching for the term. The **View My Advisee Listing** function will show an advisor's assigned advisees. The **View My Advisee Listing** is only accessible to advisors who have been assigned students.

1. Click on the **Advising Student Profile** link.



2. Select an available term from the **Term** drop-down list.





3. Advisee information can be viewed by either selecting and searching by 1. **Student ID**, **Student Email**, or **Student Name** OR 2. by clicking on the **View My Advisee Listing** link.

The screenshot shows the 'Advisee Search' page. At the top, there is a navigation bar with the Prairie View A&M University logo and the text 'PRAIRIE VIEW A&M UNIVERSITY'. Below this, the page title 'Advisee Search' is displayed. A breadcrumb trail shows 'Advising' and 'Advisee Search'. The main content area has a header 'Change term, search for a student, or view your advisee listing'. Underneath, there is a 'Term' dropdown menu set to 'Spring 2025'. Below that, a section titled 'View advisee listing, or search by' contains three radio button options: 'Student ID' (which is selected), 'Student Email', and 'Student Name'. A text input field for 'Student ID' is located below these options. At the bottom of the form, there are two buttons: 'View Profile' and 'View My Advisee Listing'. Red boxes highlight the radio button options and the 'View My Advisee Listing' button.

4. Click on **View My Advisee Listing**.

This screenshot is identical to the one above, showing the 'Advisee Search' page. However, a red arrow with the word 'Click' inside it points directly to the 'View My Advisee Listing' button, indicating the next step in the process.



- 5. The **Advisee Listing** will show the students assigned to the user. Hover on the name and ID of the student to see basic information. Click on the name and ID of the student to see the **Student Profile**.

Advising • [Advisee Search](#) • Advisee Listing

Advisee Listing

Spring 2025

Name and ID	Program	Primary Major	Academic Standing	Student Status	Stud
 Test1, Student P22771205 View Profile	PHD in Clinical Adolescent...	Clinical Adolescent Psych	Good Standing	Active	First

Page 1 of 1 | 10 Per Page

Advising • [Advisee Search](#) • [Advisee Listing](#) • Student Profile

Student Profile - Student Test1 (P22771205)

Term: Spring 2025 Standing: Good Standing, as



Student Test1

Curriculum and Courses

PRIOR EDUCATION

Additional Links

Student Information Notes: 0

Bio Information

Email: stest1@pvamu.edu
 Phone: Not Provided
 Gender: Not Provided
 Ethnicity: Not Provided
 Race: Not Provided
 Emergency Contact: Not Provided
 Emergency Phone: Not Provided

General Information

Level: Doctorate
 Class: Doctoral Level
 Status: Active
 Student Type: First Time Doc
 First Term Attended: Spring 2023
 Last Term Attended: None

Graduation Information

Graduation Applications: None

Advisors



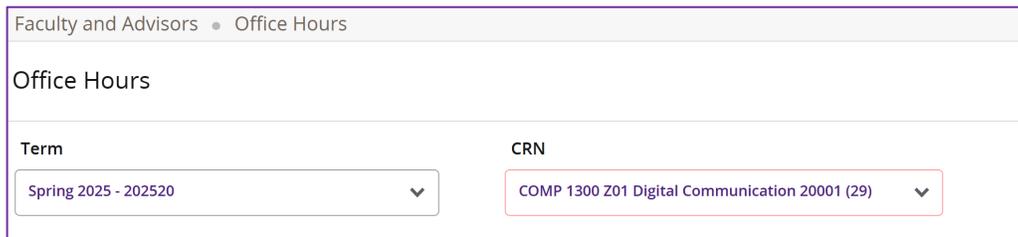
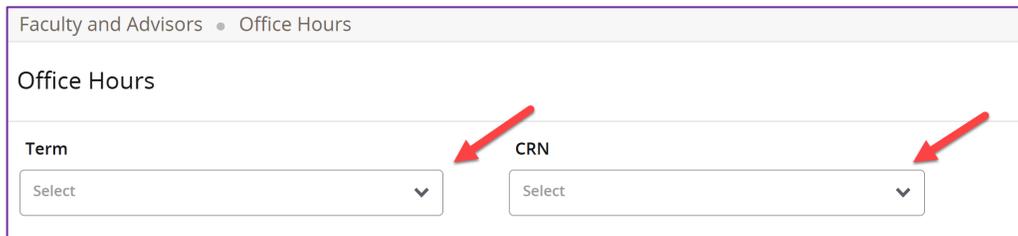
Office Hours

If you are a faculty you may enter in office hours using the **Office Hours** link. Office hours can be displayed to students on self-service.

1. Click on the **Office Hours** link.



2. Select a **Term** and **CRN** from the drop down lists.





3. Scroll down to the **Office Hours** block. Click on **Add new Row** to enter in office hours.

The screenshot shows the 'Office Hours' form. At the top, there are fields for 'From Date', 'To Date', 'From Time', 'To Time', and 'Days' (Mon, Tue, Wed, Thu, Fri, Sat). Below these fields, it says 'No Data Found'. Underneath, it says 'Results found: 0'. A red arrow points to the '+ Add new Row' button. Below the button is a 'Select Copy to' dropdown menu. At the bottom, there are 'Reset' and 'Submit' buttons.

4. Click on **Display** to all the office hours to be displayed to students through self-service. Click on **Submit** when done. (**Select Copy to** feature can be used to copy the office hours to other sections assigned for the term.)

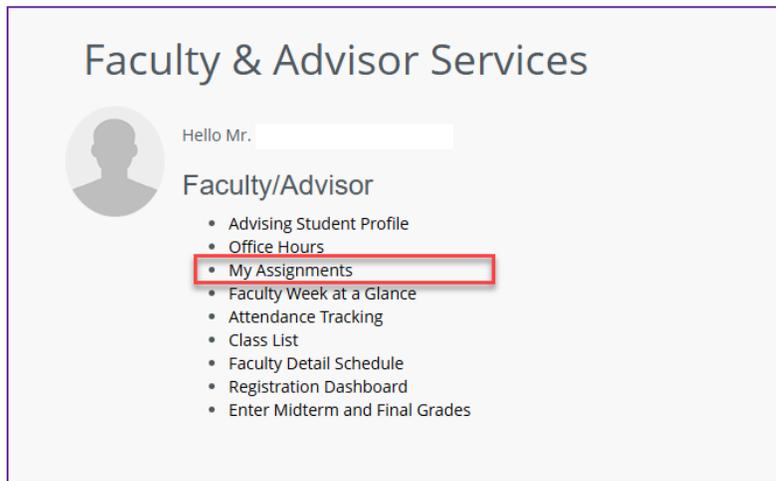
The screenshot shows the 'Office Hours' form with a table of data. The table has columns for 'From Date', 'To Date', 'From Time', 'To Time', 'Days', 'Contact Number', 'Location', 'Display', and 'Delete'. The first row of data is: '01/22/2025', '05/06/2025', '08:00', '09:00', 'Mon Tue Wed Thu Fri Sat Sun' (with checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'Select', 'Evans Hall', 'Display' (checked), and 'Delete' (unchecked). Below the table, it says 'Results found: 1'. A red arrow points to the 'Submit' button. Another red arrow points to the 'Display' checkbox in the table row. Below the table, there is a 'Page 1 of 1' and 'Per Page 100' indicator. At the bottom, there are 'Reset' and 'Submit' buttons.



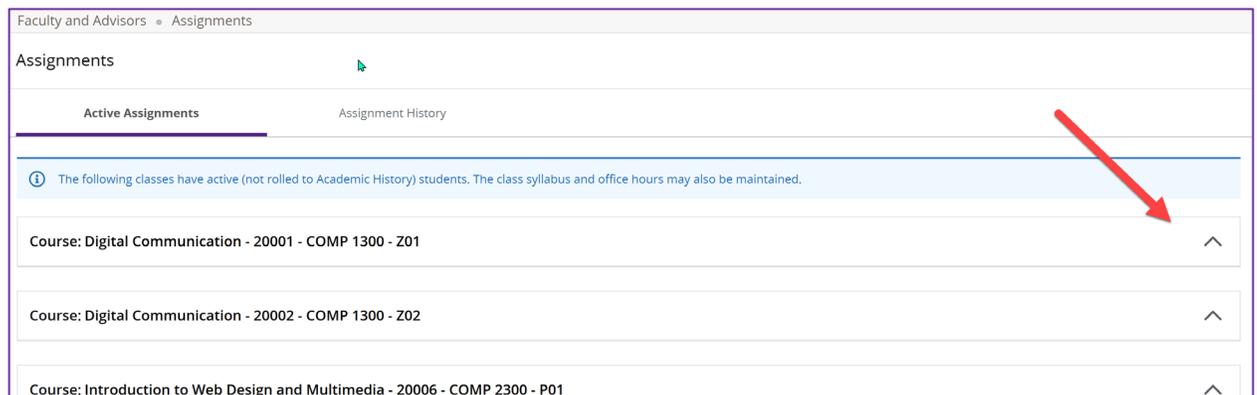
My Assignments

If you are a faculty you may enter in office hours using the **Office Hours** link. Office hours can be displayed to students on self-service.

1. Click on the **My Assignments** link.



2. **Active Assignments** will show classes you are assigned to for the term. Click on the arrow to the right to expand the information for the section.





- 3. View class section information. Use the links to either maintain or view office hours, class rosters or see additional details about the section.

Faculty and Advisors » Assignments

Assignments

Active Assignments Assignment History

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: Digital Communication - 20001 - COMP 1300 - Z01

Associated Term	CRN	Status	Schedule Type
Spring 2025(202520)	20001	Active	Internet
Instructional Method	Campus	Available for Registration	Credits
Online	Internet	10/30/2024 to 01/27/2025	3.000
Syllabus	Office Hours	Roster	Detail Schedule
	Maintain	Class list	Display
Grade Mode	Course Level		
	Undergraduate		

- 4. Click on **Assignment History** to see classes the instructor has been assigned to in both the past and present.

Faculty and Advisors » Assignments

Assignments

Active Assignments **Assignment History**

The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Spring 2025	20001	COMP 1300	Digital Communication	3.000	Undergraduate	Internet	Online	No	Active
Spring 2025	20002	COMP 1300	Digital Communication	3.000	Undergraduate	Internet	Online	No	Active



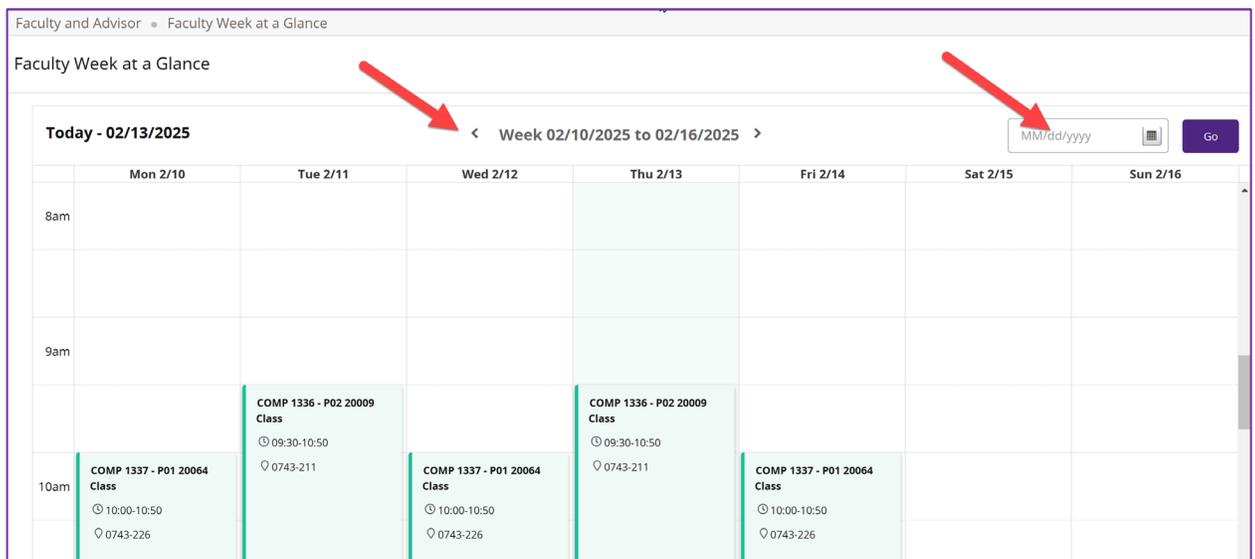
Faculty Week at a Glance

Faculty Week at a Glance allows faculty to see their class schedule in a calendar view.

1. Click on the **Faculty Week at a Glance** link.



2. You can toggle between different weeks by using the back and forward arrows or entering a specific date in the date field.

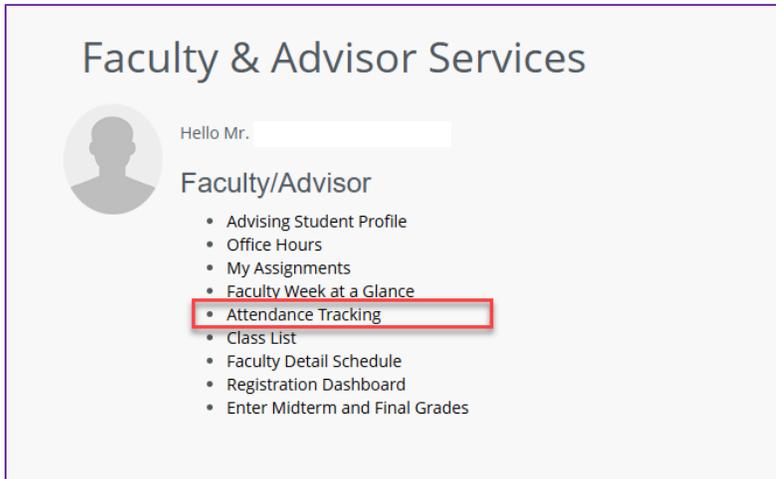




Attendance Tracking

Attendance Tracking allows faculty to enter in attendance for a limited time designated by the Registrar’s Office. Faculty may manually enter attendance for each student or upload attendance from a file.

1. Click on the **Attendance Tracking** link.



2. Click on **Take Roll** for the selected class.

The screenshot shows the 'Attendance Tracking - Course List' interface. A table lists various courses with columns for Term, CRN, Subject, Course, Section, Title, Schedule, Time, Session, Meeting Type, and a 'Take Roll' button. The row for 'Intro to Web Desn & Multimedia' (CRN 20006) is highlighted with a red box, and a red arrow points to its 'Take Roll' button.

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	Meeting Type	
202520	20001	Computer Science	1300	Z01	Digital Communication	S M T W T F S	00:01	01	Class	Take Roll
202520	20002	Computer Science	1300	Z02	Digital Communication	S M T W T F S	00:01	01	Class	Take Roll
202520	20006	Computer Science	2300	P01	Intro to Web Desn & Multimedia	S M T W T F S	11:00	01	Class	Take Roll
202520	20009	Computer Science	1336	P02	Computer Science I	S M T W T F S	09:30	01	Class	Take Roll
202520	20043	Computer Science	1337	P02	Computer Science	S M T W T F S	11:00	01	Class	Take Roll
202520	20064	Computer Science	1337	P01	Computer Science	S M T W T F S	10:00	01	Class	Take Roll



3. Click on the desired attendance date. Only those dates the class is offered for will show.

Attendance Tracking • [Course List](#) • Take Roll

Intro to Web Desn & Multimedia

02/12/2025

Photo	Full Name	ID	Attendance	Monday 02/03/2025	Wednesday 02/05/2025	Friday 02/07/2025	Monday 02/10/2025	Wednesday 02/12/2025
	isha	P2 6289	0%	<input type="radio"/>				
	rdi	P2 3766	0%	<input type="radio"/>				

4. Click on the radio button for the date for the selected student. Clicking once toggles to **Present** and clicking twice toggles to **Absent**. (See the Attendance Tracking – Uploading a File document for additional functionality.)

Attendance Tracking • [Course List](#) • Take Roll

Intro to Web Desn & Multimedia

Update All... Class

Click 1x for Present
Click 2x for Absent

02/03/2025

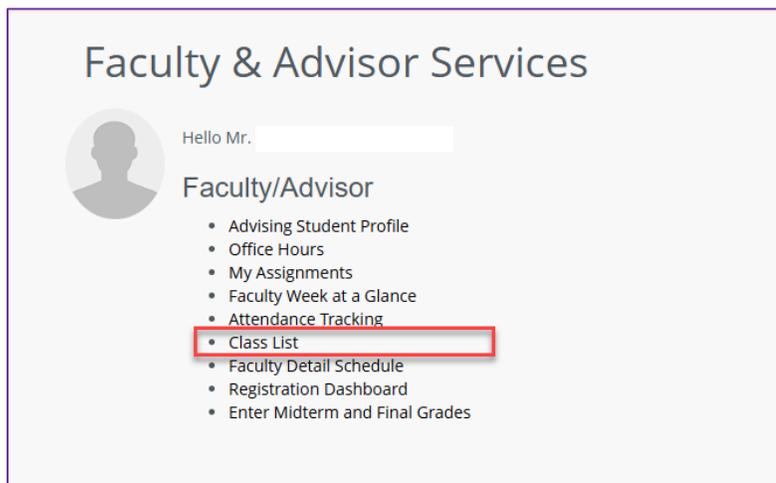
Photo	Full Name	ID	Attendance	Friday 01/24/2025	Monday 01/27/2025	Wednesday 01/29/2025	Friday 01/31/2025	Monday 02/03/2025
	ish	P2 6289	100%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	lic	P2 3766	0%	<input type="radio"/>				



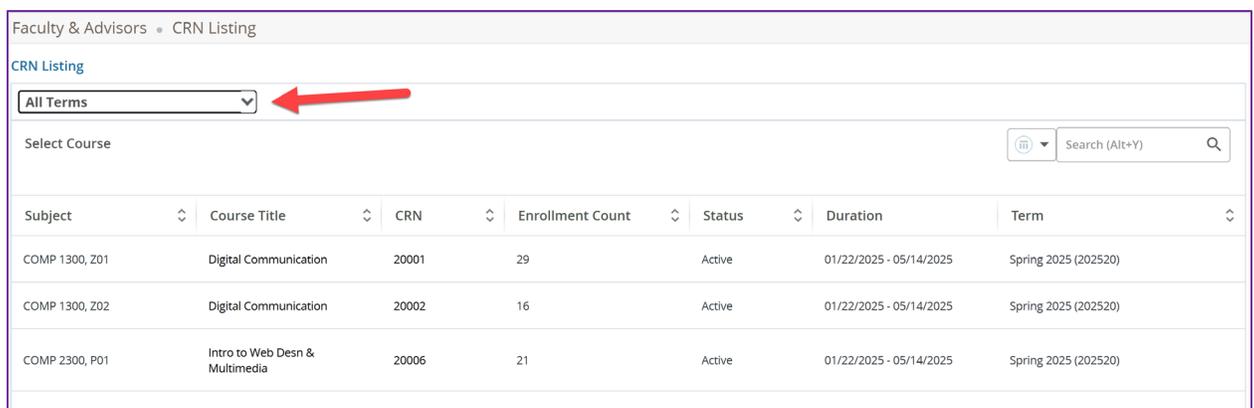
Class List

Class List shows a listing of all the classes assigned to the user. The class list can show a comprehensive list of all classes assigned past and present or for an individual term. Additional information about the course or class section can be viewed through the list.

1. Click on the **Class List** link.



2. The class list defaults to **All Terms**. Click on the drop-down list to select a particular term.





- 3. View catalog information about the course by clicking on the course title or additional information about the section by clicking on the CRN of the section.

Faculty & Advisors - CRN Listing

CRN Listing

Spring 2025 - 202520

Select Course Search (Alt+Y)

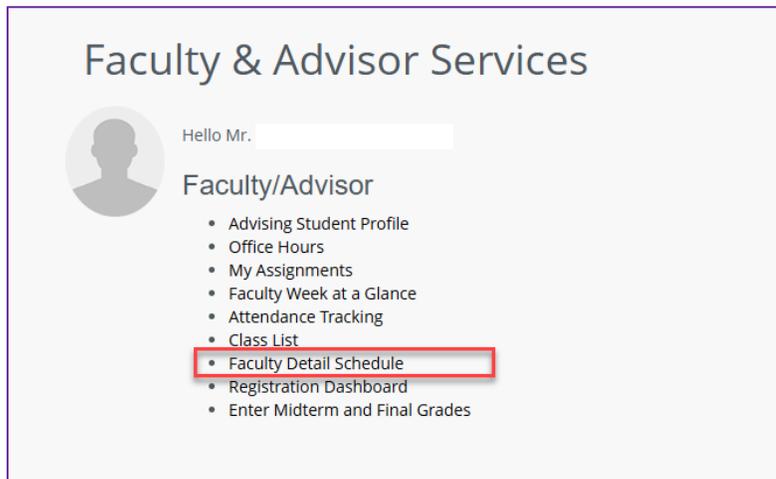
Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
COMP 1300, Z01	Digital Communication	20001	29	Active	01/22/2025 - 05/14/2025	Spring 2025 (202520)
COMP 1300, Z02	Digital Communication	20002	16	Active	01/22/2025 - 05/14/2025	Spring 2025 (202520)
COMP 2300, P01	Intro to Web Desn & Multimedia	20006	21	Active	01/22/2025 - 05/14/2025	Spring 2025 (202520)



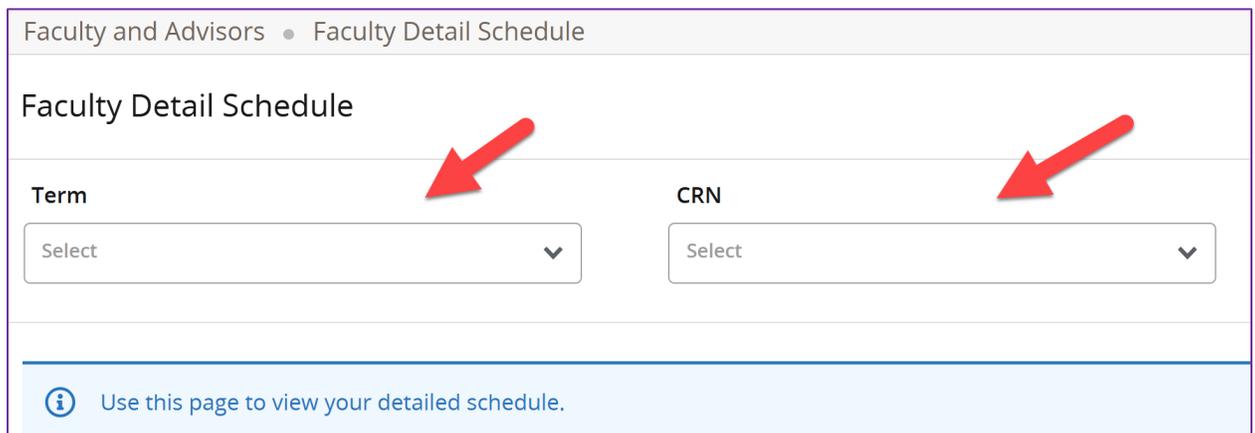
Faculty Detail Schedule

Faculty Detail Schedule shows detailed information about a class. This information includes method of instruction, schedule, location, enrollment, and office hours.

1. Click on the **Faculty Detail Schedule** link.



2. Select the **Term** and **CRN** from the drop-down lists.





- Details about the specific class will show. Additional details about the class, such as the days and times scheduled and enrollment can be viewed. You can use the **Classlist** link to view the class roster.

Faculty and Advisors • Faculty Detail Schedule

Faculty Detail Schedule

Term: CRN:

Use this page to view your detailed schedule.

Course : COMP 1300 Z01 Digital Communication 20001

Associated Term	CRN	Status	Available for registration
Spring 2025	20001	Active	10/30/2024 - 01/27/2025
College	Department	Part of Term	Credits
Engineering	Computer Science	1	3
Campus	Override	Instructional Method	Roster
Internet	No	Online	Classlist

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	00:01	00:02		To Be Announced	01/22/2025	05/14/2025	Internet	Mr Ms

Results found: 1 Page 1 of 1 Per Page 100

Enrollment Counts

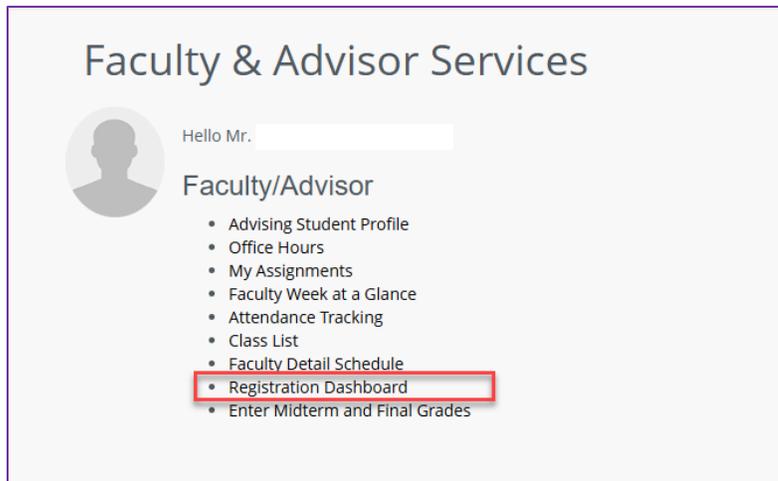
	Maximum	Actual	Remaining
Enrollment	40	29	11
Cross List	0	0	0



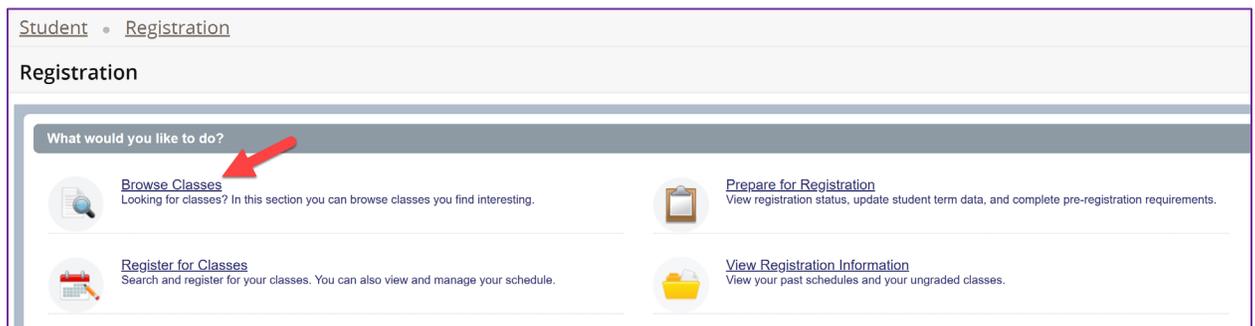
Registration Dashboard

Registration Dashboard grants access to the **Browse Classes** link. **Browse Classes** can be used to view class sections being offered by the university for the term. **Prepare for Registration**, **Register for Classes** and **View Registration Information** are not accessible to faculty and advisors.

1. Click on the **Registration Dashboard** link.



2. Click Browse Classes.





3. Enter in search criteria into **Subject** and **Course Number** and click **Search**. Additional search criteria is available by clicking on the **Advanced Search** link.

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Enter Your Search Criteria
Term: Spring 2025

Subject

Course Number

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Enter Your Search Criteria
Term: Spring 2025

Subject

Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

Buildings



4. Click on the title to see additional details about the specific section.

Student • Registration • Select a Term • Browse Classes

Browse Classes

NOTE: Please pay close attention to Section Start and End Dates. Hover over "Meeting Day/Times" column to see the Start and End Dates.

Search Results — 23 Classes Search Again

Term: Spring 2025 Subject: Accounting Course Number: %

Title	Subject Descri	Course I	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Typ	Attribute	Linked Section
Principles of Accounting	Accounting	2301	P01	3	20144	Spring 2025		S M T W T F S 04:30 PM - 05:50 PM S M T W T F S 06:00 PM - 06:50 PM	Main Ca...	FULL: 0...	Lecture	Academic Affairs Crse Fee Business Advisement Fee Col of Busi Stud Support Fee	
Principles of Accounting	Accounting	2301	P03	3	20145	Spring 2025	Suleman Sabera...	S M T W T F S 10:00 AM - 10:50 AM S M T W T F S 11:00 AM - 11:50 AM	Main Ca...	FULL: 0...	Lecture	Academic Affairs Crse Fee Business Advisement Fee Col of Busi Stud Support Fee	
Principles of Accounting	Accounting	2301	P04	3	20146	Spring 2025	Suleman Sabera...	S M T W T F S 09:00 AM - 09:50 AM S M T W T F S 10:00 AM - 10:50 AM	Main Ca...	FULL: 0...	Lecture	Academic Affairs Crse Fee Business Advisement Fee Col of Busi Stud Support Fee	

Class Details for Principles of Accounting Accounting 2301 P01

Term: 202520 | **CRN:** 20144

Class Details	Associated Term: Spring 2025
Bookstore Links	CRN: 20144
Course Description	Campus: Main Campus
Syllabus	Schedule Type: Lecture
Attributes	Instructional Method: Face to Face
Restrictions	Section Number: P01
Instructor/Meeting Times	Subject: Accounting
Enrollment/Waitlist	Course Number: 2301
Corequisites	Title: Principles of Accounting
Prerequisites	Credit Hours: 3
Mutual Exclusion	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Cross Listed Courses	
Linked Sections	
Fees	
Catalog	

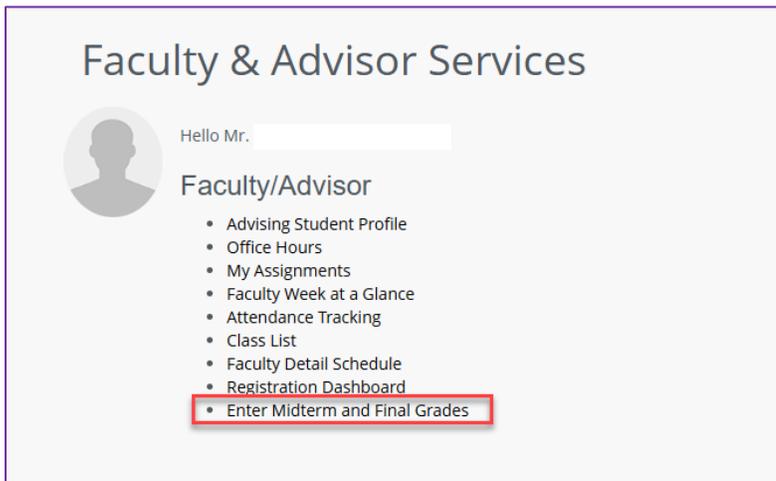
Close



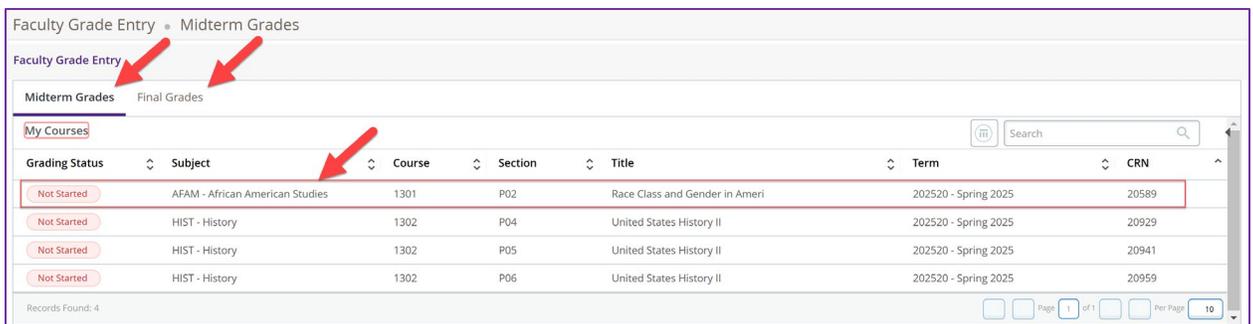
Enter Midterm and Final Grades

The **Enter Midterm and Final Grades** link allows faculty to enter grades for a limited time designated by the Registrar's Office. Faculty may manually enter grades for each student or upload grades from a file.

1. Click on the **Enter Midterm and Final Grades** link.



2. Toggle between the **Midterm Grades** and **Final Grades**. To enter in grades for a class click on the class section record.





3. Select a grade from the **Midterm Grade** drop-down list.

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	AFAM - African American Studies	1301	P02	Race Class and Gender in Ameri	202520 - Spring 2025	20589
Not Started	HIST - History	1302	P04	United States History II	202520 - Spring 2025	20929
Not Started	HIST - History	1302	P05	United States History II	202520 - Spring 2025	20941
Not Started	HIST - History	1302	P06	United States History II	202520 - Spring 2025	20959

Records Found: 4

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date
[REDACTED]	P2 [REDACTED] 09		
[REDACTED]	P2 [REDACTED] 51		
[REDACTED]	P2 [REDACTED] 51		
[REDACTED]	P2 [REDACTED] 2		

4. Click on **Save** when done. (See the Enter Midterm and Final Grades – Uploading a File document for additional functionality.)

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date
[REDACTED]	P2 [REDACTED] 9	A	
[REDACTED]	P2 [REDACTED] 1	B	
[REDACTED]	P2 [REDACTED] 1	A	

Records Found: 38

Save Reset