How Faculty Can Use Banner

• To find your class roster
• To E-mail all students or individual students in your class
• To enter class absences (required for undergraduate day classes)
• To enter grades
  – Mid-term grades are required for undergraduate day classes
  – Final grades are required for all classes
1. On The Citadel Homepage, select Faculty/Staff
2. Select Lesesne Gateway
3. Log-in to Lesesne Gateway
4. Select the Faculty tab
5. Your courses are listed here
6. Your course details
This screen provides your class roster and is updated as students are added or dropped.

### 7. Emailing Students

**E-mailing One or All Students in Your Class**

**To e-mail an individual student:**
Click on the button to the right of an individual name.

**To e-mail all students** in the class:
Use the “classlist e-mail” function. To use this function in e-mail, type on the TO: line the course `PrefixNumberSection@citadel.edu`.
For example, for section 02 of BADM 427, put the following on the TO: line `BADM42702@citadel.edu`.

You are included in the list and will automatically receive the message.
8. Entering Class Absences
9. Class absences must be entered before 6:30 p.m. on the day of the class meeting. You can also indicate if the student is absent or late.
10. Grades can be entered by using the link at the bottom of the course page. Specific due dates for entering grades will be sent by the Registrar.
Thank you for working with our students!