# 2024-2025 QUICK START GUIDE

## Information for new faculty at University of North Georgia

If you need this document in an alternate format for accessibility purposes, please contact CTLL at CTLL@ung.edu or 678-717-3933.

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# CLASS RECORDS, GRADES, AND BANNER

## Class Records, Grades, & Banner

The Banner System allows faculty members to access both their class records and student information. This system is used to submit final grades and allows students to access their transcripts.

## Banner (Records System for Courses and Faculty Information)

1. Enter your Username and Password and select Login. The Two-Factor Authentication (2FA) will be part of the login process.
2. On the **Banner** webpage, select the link following **"Banner Faculty"**
3. The **Main Menu** appears showing the **Faculty Menu**.

## Instruction for Class Rosters and Lists

Class rosters contain information regarding the current status of students enrolled in your courses, including their class schedules, contact information, etc.

1. Log into your [Banner Web](#).
2. Select the **Banner Faculty** link.
3. Select the four square **menu button** on top left of page.
4. Select **Banner** > **Faculty & Advisors** > **Instruction**.

Instructors must ensure that the rosters for their courses are correct. The Banner Class Roster found by using the steps above is the official roster that accurately reflects student registration, not the D2L roster. Missing students who have not attended class after the drop/add period must be reported each term no later than the announced deadline. The Registrar's Office will withdraw any students as Non-Attending based on the information provided. Once roll verification is complete, you may want to print a copy of the roll verification for you and/or your department's records. Students who fail to attend class after roll verification is complete may be withdrawn from the course at the instructor's request by complee

# CLASS RECORDS, GRADES, AND BANNER

## Personal

The Personal Information menu allows users to maintain current data in the system. Please subscribe to the Emergency Alert System (UNG Alert), which will contact you via phone or email about vital information on campus closing and emergency situations.

Information about office hours is located in the Academic Affairs handbook, Section 3.5.1. Academic Year. Full-time faculty whose teaching load consists of traditional course offerings are expected to post and maintain a minimum of six office hours per week. Faculty members will arrange office hours convenient to the needs of their students.

To learn more about office hours and summer sessions, please visit: https://ung.edu/academic-affairs/faculty-handbook/3-faculty-responsibilities/3.5-office-hours/3.5.1-academic-year.php

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

## Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. Staff and faculty cannot release student's Non-Directory information to a third party via email, phone, or in-person without the written consent of the student. For questions about what is considered Directory Information, please refer to the information found on the UNG Registrar's Office website.

To determine if a student has designated a FERPA contact and given permission to disclose information to a specific person, please use the following steps:

1. Log into Banner Web.
2. Select the **Faculty Service** tab.
3. Select Lookup **FERPA Authorization for a Student**.
4. Enter **Student ID** and **Find Student**. Click on **Display Information**.
5. If a student has designated a contact, the Contact Name and Authorization Code will appear here, or you will be directed to the UNG Family Portal website. If there is no FERPA contact on file, we cannot share the student's information with any third party. For Faculty and Staff instructions on how to verify a student's FERPA contact in the UNG Family Portal, see UNG's Student Records Privacy website
6. The FERPA contact must verify their PIN/authorization code before you provide them with any information on the student.

1. Only post grades in a way that your individual student and you can identify.
2. Post grades online through university-supported, secure software such that only an individual student can view her/his grades.
3. When contacting more than one student at a time via email, please be sure to use the "Bcc:" (blind carbon copy) tool in your email program for all student email addresses and send the message "To:" yourself. This procedure will prevent the release of any student specif c information to other students. Remember, you may not know who marked their records as conf dential with a non-disclosure form.
4. Always err on the side of security and caution.

# INFORMATION TECHNOLOGY SUPPORT

## UNG Account Information for username and password

Within 48 business hours of receiving account information from Human Resources, Information Technology (IT) will contact new faculty with their UNG credentials. IT will provide a temporary password and offer instructions on activating their new account.

**Password Reset:**
Your username will be assigned a temporary password which will need to be reset before first sign-on. Please visit password.ung.edu to create a new, secure password. Enrolling into the Password Management Portal provides the ability to reset your password at your convenience.

**Password Management Portal:**
https://password.ung.edu

**If you have not received your username/password, or have an issue accessing your account, please contact the IT Service Desk at 706-864-1922.**
For further information regarding Information Technology, please visit: https://ung.edu/IT

## UNG 2FA

UNG 2FA is a login process that adds an additional layer of protection when accessing UNG systems. This two-factor authentication (2FA) technology integrates a second device, like your cell phone, into the login process, resulting in two types of authentication to verify your identity. This will make it more difficult for an unauthorized person to access your personal information online. UNG 2FA is powered by Duo Security.

## UNG IT Service Desk

UNG IT Service Desk | Call Center hours: 7:30 a.m.–5:30 p.m. Please call the UNG IT Service Desk at 706-864-1922 or email at helpdesk@ung.edu.

IT Help Desk Locations and hours of servicQ          mM          servicQ

# ELEARNING@UNG (D2L)

- The learning management system (LMS) at UNG, eLearning@UNG, uses Brightspace by D2L. This system provides a variety of tools that can be used in both face-to-face and fully online courses. Distance Education & Technology Integration (DETI) administers the LMS and provides training and support for UNG faculty and staff.
- Faculty and staff can request support with eLearning@UNG by submitting a DETI Service Ticket https://ungitsm.service-now.com/ess/create_deti.do
- DETI's website provides a variety of resources, workshop schedules, FAQ's and training documentation https://ung.edu/online-learning/index.php
- UNG online courses are delivered and facilitated through eLearning@UNG. Faculty teaching a fully-online course must complete a DETI online teaching certif cation course
- Log into eLearning@UNG using your UNG credentials (same username and passwordG cred(same username_i(N

## Copyright Information

# CARD SERVICES AND FACILITIES

## Card Services

Card Services is where faculty, staff, and students can:

- Obtain UNG Nighthawk ID Cards
- Make a Campus Cash Deposit
- Request Card Swipe Access
- Purchase a Meal Plan (Meal plans are only available on the Dahlonega Campus)

## Card Services Locations and Contact Information:

## Obtaining Keys and Key Cards Access

1. Access the work order system via myUNG, or navigate to:

    A. Cumming, Gainesville, or Oconee: https://ung.edu/facilities/cumming-gainesville-oconee-work-request.php

    B. Dahlonega or Blue Ridge: https://forms.ung.edu/view.php?id=347000

2. Enter your UNG Username and Password
3. Submit work order

# HUMAN RESOURCES

Human Resources is dedicated to providing quality services, guidance, and assistance to all UNG employees and align their efforts in support of the goals and objectives of the University.

**To learn more, visit https://ung.edu/human-resources/**

Human Resources Staff can be found here: https://ung.edu/human-resources/contact.php
Information on benefts, employee wellness, and retirement can be found at:
http://OneUSGConnect.usg.edu

## Title IX and Sexual Misconduct

Title IX of the Education Amendments of 1972 prohibits sex discrimination against students and employees of educational institutions. The Title IX Offce works to prevent sex and gender-based discrimination and ensure that no person is denied access to any educational program or activity based on sex, gender, or pregnancy status. To learn more, visit https://ung.edu/title-ix/.

The University of North Georgia uses sexual misconduct as a broad term encompassing Title IX Sexual Harassment Q                                        M                              nt    ees                                       d

# FACULTY/STAFF BIO AND WEBSITE EDITS

Every faculty and staff member has the opportunity to have a bio page on [ung.edu](http://ung.edu) that links to the main directory. It is recommended to have at least an overview section on your bio page, written in third person. There are also f elds to include the following information: education, publications, courses taught,

# CAMPUS MAPS AND DINING SERVICES

## Campus Maps

UNG has f ve campuses located across the north Georgia region, each with its own personality, offerings and opportunities for you to reach your goals and make the most of your college experience.
To learn more about the different campuses at UNG or directions and maps, please visit
https://ung.edu/web-communications/interactive-map/index.php

## Dining Services

UNG has a selection of dining services located on various campuses. Please visit the Dining Services page to learn more about their hours and their menus at https://ung.edu/auxiliary/dining.php

### Cumming
*Cumming P.O.D.* — Extensive grab & go selection, snacks and a variety of chilled beverages at P.O.D. Express convenience store.

### Dahlonega
*Main Dining Hall* —

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