Accult Services  Accut	ersonal Information (Faculty Services	
Minoritant message to Faculty/Advisors - If you intend on using the e-mail classistyadrisee list feature within Banner Web please to your default mail to client on your web beower to Brown GNail by following the directions at https://sites.acogic.com/a/brown.edu/google migration project site/web veb/making gmail your default client  Term Salection  Simmary Class list  Were and email your class list(s)  Mitterm Grades  Public and class and/or writing deficiencies  Faid Gluess  Public and Lower Borner Closes  Public and Lower Borner Closes  Public and Lower Borner Closes  Public and Lower Borner Class  Public and Lower Borner Borner  Public and Lower Borner	aculty Services	RETURN TO MENU   SITE MAP   HELP   EXIT
Term Sdecton Simmany Close List View and email your class list(s) View and semail your class list(s) Notem Charles Report Midterm Grades and/or writing deficiencies Find Grades Reportation Downle Codes Seater Reportation Downle Codes Seater Reportation Course Seater Constraints Seater Reportation for Individual students Seaters Stanscript, grades, registration, contact information Source Search Your Course Search Tool LEASE: 8.5.3	Important message to Faculty/Advisors - If you intend on using th set up your default 'mail to' client on your web browser to Brown https://sites.googie.com/a/brown.edu/googie migration project si	e e-mail classilst/advisee list feature within Banner Web please GMail by following the directions at te/how to/making-gmail-your defoult-client
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	View and email your class list(s)	
Submit and views your final grades Deate Registration Override Codes Deate Registration Override Codes Deate Registration Override Codes Deate and Download Registration Override Codes Enter course permissions for individual students Deater should be a st	Idterm Grades Record Midterm Grades and/or writing deficiencies	
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Enter course permissions for individual students Medve softweit transcript, grades, registration, contact information Jurans Search from Course Search Tool LEANT: K.S.3	reate and Download Registration Override Codes	
View your advised's transcript, grades, registration, contact information Jung Search Konn Course Search Tool LEANT: R.S. 3	Enter course permissions for individual students	
Guarda Gearch Krown Cousea Search Tool	view your advisee's transcript, grades, registration, contact information	1
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	LEASE: 8.5.3	

The Create Registration Override Codes link should be in the center of the Faculty Services menu in the Secure Area of Banner Web.



Select a term from the drop down list. The course list will populate with your assigned course offerings – including offerings where you are a co-instructor. Select the course for which you would like to create override codes.

Brown University	5. 1943 - 1943 - 1944 - 1945 - 1945 - 1945 - 1945 - 1945 - 1945 - 1945 - 1945 - 1945 - 1945 - 1945 - 1945 - 1945 -
Personal Information Faculty Services	EACHETY MAIN MENULI SITE MAD I HELD
Registration Override Codes	
Override Codes are unique single-use codes permission to enroll in your course. Supplying not automatically register the student. The si course. Once a code is used, it will be logged	that are intended to grant an individual student (one code per student) the code to a student is similar to providing your signature and does udent must enter the code before being permitted to register for the in this application and cannot be used again.
Override codes can be used to waive all regis student is already registered for another see been earned. Sheudi you have any further qu administrator or email Registrar@Brown.edu, disabled to comcide with the end of the fourt courses in summer term.	stration restrictions accept for time conflicts, duplicate courses (i.e. four of the same course), or repared of course in which roads has already usetions on Override Codes, feel free to consult with your department The ability to generate overface codes for a particular term will be h week of classes in fail/spring semesters, and the last day to add
Term: 201310-Fall 2013 👻	Course: 16362-URBN-0002-501 ¥
Show Codes Previously Created	10 Create Override Codes (Please entre desired number of new sverofe codes to be created. Max value is 99.)
	🍇 88 📥
Show 10 retries	Search:

Enter the number of override codes you would like to create and click the Create Override Codes button.

				2	88 📥
how 10 💌	entries			Search:	
Override . Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13		0
7M0ZA2		Faculty, Emma	26-AUG-13		0
95DW8A		Faculty, Emma	26-AUG-13		9
9YXLC8		Faculty, Emma	26-AUG-13		0
BQCGJ6		Faculty, Emma	26-AUG-13		9
D110PG		Faculty, Emma	26-AUG-13		0
JGDRJK		Faculty, Emma	26-AUG-13		9
Q8Y9FK		Faculty, Emma	26-AUG-13		9
QCFIYH		Faculty, Emma	26-AUG-13		0
US138K		Faculty, Emma	26-AUG-13		8

The override codes will display with an option to Email to student. Click the Email envelope to open a Search window where you can enter the student's Banner ID or use a name search function to find the student's Email address.

Show Codes Previously Created	(Ple	10 Cres ase enter desired to be create	ite Override Codes number of new overrid d. Max value is 99.)	e codes	
vail Code to Student					
Irst Name Mariene sst Name Undergrød	Course	16362-URB	N-0002-S0		1000
SUMOA Tao Emi	uncy, 20 ma	A00-15	Ú	1	
9YXLC8 Fac Emr	ulty, 26 ma	AUG-13		0	
	ulty, 26	AUG-13		0	
BQCGJ6 Fac Emr	na	1. 1. 2. 1. 2. 1.	-	-	

Enter the student's first and last name, then click the Search button to execute the search.

Personal Information Faculty Ser	vices	
Registration Overrid	e Codes	FACULTY MAIN MENU   SITE MAP   HELP
Override Codes permission to er net automatical course. Once a c Override codes student is alrea- been earned. 5 administrator or	are unique single-use codes that are roll in your course. Supplying the cod register the student. The student m ode is used, it will be logged in this a can be used to waive all registration i y registered for another section of th looid you have any further questions mail Registra@forwinedU. The ability	intended to grant an individual student (one code per student) le to a student is isimilar to providing your signature and does must anter the code balore being permitted to register for the application and claimot be used again. restrictions except for time conflicts, duplicate course (i.e. the same course), or repeat of consult with your department by to generate verifies code for a particular term will be
Email Code to Student		
Student ID	Override	Code 60GYMA
First Name Marlene	Course 1	6362-URBN-0002-S0
First Name Marlene Last Name Undergrad	Course 1	6362-URBN-0002-S0
First Name Marlene Last Name Undergrad Search	Course	Search
First Name Marlene Last Name Undergrad Search	Course	6362-URBN-0002-50 Search:

Select the radio button next in the student row that matches your search criteria. Click the Send Email button to send the override code directly to the student.



You will receive a confirmation that the override code was sent successfully to the student.

				(Please ente to	r desind number of new overide codes be created. Max value is 99.}
hau 10 1	antein				St 📥
Override Code	Used By	Created By	Created Date	Assigned	Email
60GYMA		Faculty, Emma	26-AUG- 13		Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG- 13		0
95DW8A		Faculty, Emma	26-AUG- 13		0
9YXLC8		Faculty, Emma	26-AUG- 13		0
BQCGJ6		Faculty, Emma	26-AUG- 13		0
D110PG		Faculty, Emma	26-AUG- 13		0
JGDRJK		Faculty, Emma	26-AUG- 13		0
Q8Y9FK		Faculty, Emma	26-AUG- 13		0
QCFIYH		Faculty, Emma	26-AUG- 13		9
US138K		Faculty,	26-AUG-		0

The email address of the student will display and the assigned indicator will be set once the override code is sent to the student. You may also update the Assigned Indicator manually if you give the code to a student verbally or via a separate email. This will prevent distributing the same code to two different students. Simply click the Assigned Indicator check box and click the Update Assigned Status button.

		T	10			
86V4	7E	Faculty, Emma	23-AUG- 13		0	
89E9	TS	Gubata, Sherry T	23-AUG- 13			
9PT0	YP	Faculty, Emma	23-AUG- 13		0	
DKF	VMI Undergra Marlene	d, Faculty, Emma	23-AUG- 13			
FU24	JE	Gubata, Sherry T	23-AUG- 13	7		
Y1F5	1E	Gubata, Sherry T	23-AUG- 13			
YFRY	(RJ	Gubata, Sherry T	23-AUG- 13	¥		
Showi	ng 1 to 10 of 10	) entries			Previous Next	
					Update Assigned Status	
					🍇 8°8 📥	
ELEASE: 0.5.0						
					√ Trusted sites	- 4
						9

When a student uses a registration code, the student's name will appear in the Used By column so you may track distribution and usage.

			22	(Please enta to	r dealred number of new override codes be created. Max value is 39.)
ihow 10	entrie	5			Search:
Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG- 13	8	Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG- 13		6
95DW8A		Faculty, Emma	26-AUG- 13		ø
9YXLC8		Faculty, Emma	26-AUG- 13		0
BQCGJ6		Faculty, Emma	26-AUG- 13		0
D110PG		Faculty, Emma	26-AUG- 13		9
JGDRJK		Faculty, Emma	26-AUG- 13		6
Q8Y9FK		Faculty, Emma	26-AUG- 13		0
QCFIYH		Faculty, Emma	26-AUG- 13		9
US138K		Faculty, Emma	26-AUG- 13		0
howing 1	to 10 of	10 entries			Previous Next

You may use the icons to email a .csv file to yourself for distribution. Click the various icons to activate your choices for download and distribution.



Csv file will be delivered to your Brown Email account.

Show 10	entrie	:5			Search:
Override. Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG- 13		Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG- 13		0
95DW8A		Faculty, Emma	26-AUG- 13		0
9YXLC8		Faculty, Emma	26-AUG- 13		0
BQCG36		Faculty, Emma	26-AUG- 13		0
D110PG		Faculty, Emma	26-AUG- 13		0
JGDRJK		Faculty, Emma	26-AUG- 13		0
Q8Y9FK		Faculty, Emma	26-AUG- 13		0
QCFIYH		Faculty, Emma	26-AUG- 13	0	0
1151388		Faculty.	26-AUG-		6

You may use the binoculars to view a print-ready sheet of override codes that can be handed out to students during class.

Term: 201310 CRN: 16362	Tenn: 201310 CRN: 16362
URBN 0002 501	URBN 0002 \$01
Code: 9YXLC8	Code: 9YXLC8
Faculty: Faculty, Emma	Faculty: Faculty, Emma Student:
319920	dividiti.
Term: 201310 CRN: 16362	Tem: 201310 CRN: 16362
URBN 0002 501	URBN 0002 501
Code US138K	Code: US133K
Faculty: Faculty, Emma Student:	Faculty, Faculty, Emma
SUDARE	aroom
Term: 201310 CRN: 16362	Term: 201310 CRN: 16362
URBN 0002 \$01	URBN 0002 \$01
Code: JGDRJK	Code JGDRJK
Faculty: Faculty, Emma Student	Paculty, Faculty, Emma Student
viven.	4199/III.
Term: 201310 CRN: 16362	Term: 201310 CRN: 16362
URBN 0002 \$01	URBN 0002 501
Code: QCFIYH Familie: Familie: Familie	Code: QCFITH Examina Examina Example
Student	Student
	ALMANN.
Term: 201310 CRN: 16362	Term: 201310 CRN: 16362
URBN 0002 501	URBN 0002 501
Code: D110PG	Code: D110PG
Faculty: Faculty, Emma Student	Faculty: Faculty, amma Student
acuset.	arusen.
Term: 201310 CRN: 16362	Tem: 201310 CRN: 16362
URBN 0002 501	URBN 0002 \$01
Code: BQCGJ6	Code: BQCGJ6
Faculty: Faculty, Emma	Faculty: Faculty, Emma
student:	Student

Print-ready override codes can be printed, distributed, then used as a recording device for distribution of the override codes.

Jing	W Colles P	lentosiy createo		(Please entre to	Usear Overlae Codes ir desired number of new override codes be created. Max value is 99-)
how 10	ontric	25			වේ වීරී Couried.cov file
Override. Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG- 13		Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG- 13		0
95DW8A		Faculty, Emma	26-AUG- 13		0
9YXLC8		Faculty, Emma	26-AUG- 13		0
BQCGJ6		Faculty, Emma	26-AUG- 13		0
D110PG		Faculty, Emma	26-AUG- 13		0
JGDRJK		Faculty, Emma	26-AUG- 13		0
Q8Y9FK		Faculty, Emma	26-AUG- 13		0
QCFIYH		Faculty, Emma	26-AUG- 13		0
1101201/		En auditor.	36 AUC.	-	0

Select this icon to download your own .csv file directly from Banner Web.

C	000	- ("-)	•				hwwkrovc.p	_downlo	oad_my_til	e (Read	I-Only]	- Microsoft	Excel				
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Pat	te 1	B / U	· ·	3- A		F 8	潘 读 律	· H	\$ - %	1 3	8	Conditional Formatting 7	Format	Cell Intes *	(E) Forma	- 2	Sort & Find &
Clipt	Doard (F		Font		G		Alignment	6	Nur	rber	16		Styles		Cells		Editing
	A1		• (*	J. 2	0131	D											
12	А	8	С	D		E	F	G		H l	1		J			к	L.
1	201310	16362	URBN		2 5	601	60GYMA		26-A	ug-13 4	Assigne	ed Marlene	_Undergra	d@Bro	wn.edu	Faculty,	Emma
2	201310	16362	URBN		2 5	01	QCFIYH		26-A	ug-13						Faculty,	Emma
3	201310	16362	URBN		2 5	01	JGDRJK		26-A	ug-13						Faculty.	Emma
4	201310	16362	URBN		2 5	01	D110PG		26-A	ug-13						Faculty.	Emma
5	201310	16362	URBN		2 5	601	BQCGJ6		26-A	ug-13						Faculty,	Emma
б	201310	16362	URBN		2 5	601	95DW8A		26-A	ug-13						Faculty,	Emma
7	201310	16362	URBN		2 5	01	9YXLC8		26-A	ug-13						Faculty.	Emma
8	201310	16362	URBN		2.5	01	7M0ZA2		26-A	ug-13						Faculty,	Emma
9	201310	16362	URBN		2 5	01	Q8Y9FK		26-A	ug-13						Faculty,	Emma
10	201310	16362	URBN		2 5	01	U\$138K		26-A	ug-13						Faculty.	Emma
11																	
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17																	
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You may have to adjust some of the column widths for your browser and display.

Sho	w Codes Previously	Created			Create Override Codes
		(Mease enter desred number of new overnde codes to be created. Max value is 99.)			
10 W 10	entries				Search:
Override Code	Used By	Created. By	Created Date	Assigned Indicator	Email
86V47E	$\sim$	Faculty, Emma	23-AUG- 13	╶╴╴	0
9PT0YP		Faculty, Emma	23-AUG- 13		0
0QFC5L		Faculty, Emma	23-AUG- 13		
2DN210		Faculty, Emma	23-AUG- 13	2	Josiah_Carberry@Brown.edu
DKFWMI	Undergrad, Marlene	Faculty, Emma	23-AUG- 13		
6515YL		Gubata, Sherry T	23-AUG- 13	S	
89E9TS		Gubata, Sherry T	23-AUG- 13		
FU24JE		Gubata, Sherry T	23-AUG- 13	2	
Y1F51E		Gubata,	23-AUG-		

You can use the column header filters to display the override codes in a way that suits your purpose. Sorting by assigned Indicator will group all those that have not been assigned in one place. Filtering by 'Used By' will force those codes that have been assigned to the bottom of the list. Please note that override codes may be created by another instructor assigned to the course. To avoid confusion and possible duplication, you should assign only the codes that are listed with your name in the Created By column.