

# Clark Atlanta University

## Banner Experience – Faculty & Staff Guide



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## Welcome to Banner Experience at CAU

These instructions will show you how to access Experience, request school-specific cards for your respective areas and submit suggestions for the Experience dashboard.

To make requests for your school or to provide feedback on the dashboard, please send an email to [bannerapps@cau.edu](mailto:bannerapps@cau.edu) with the subject line #Experience. In your request, kindly include the following details:

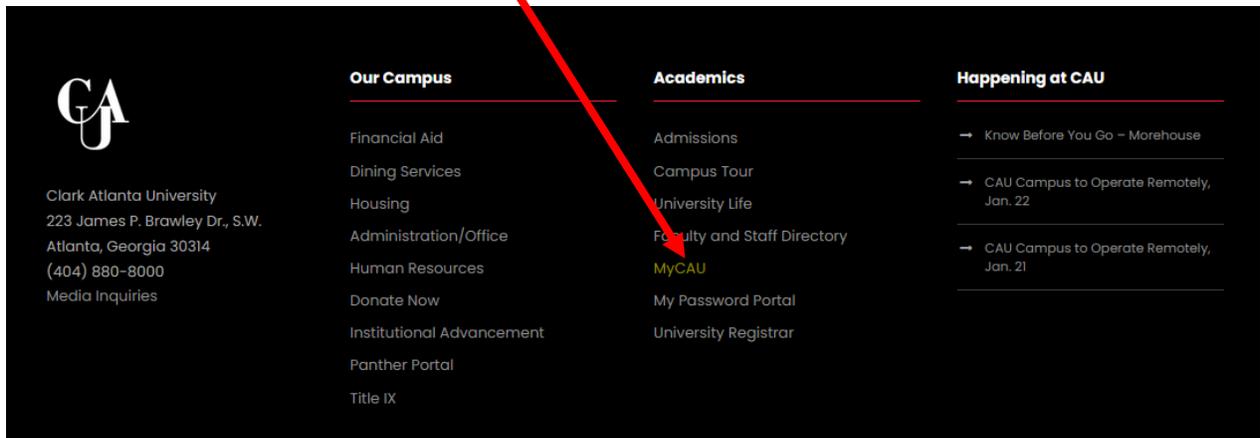
- School Name
- Requested Card(s)/Landing Page Description (Include any specific data points or functionalities you would like to see). Be sure to include links, logos/photos, etc. and be as detailed as possible.
- Purpose/Use Case for the requested card(s)

Your input is valuable in ensuring that the Experience dashboard meets the needs of each academic school. Please feel free to submit a [Bannerapps@cau.edu](mailto:Bannerapps@cau.edu) request with the subject line #Experience with any questions or clarifications.

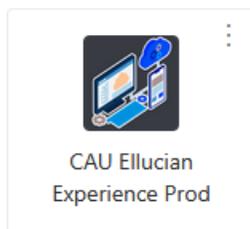
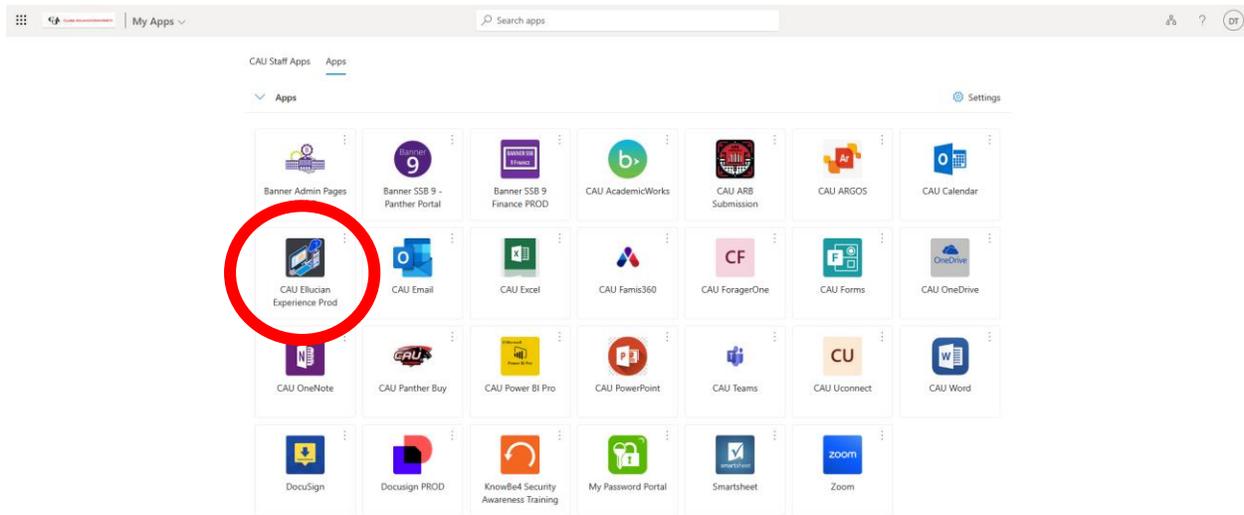
**IMPORTANT NOTE: To set up your cau.edu email account for the first time, you must log into MyCAU before logging into Experience.**

# How to access Experience via My CAU

Login to My CAU at the bottom of CAU's website.

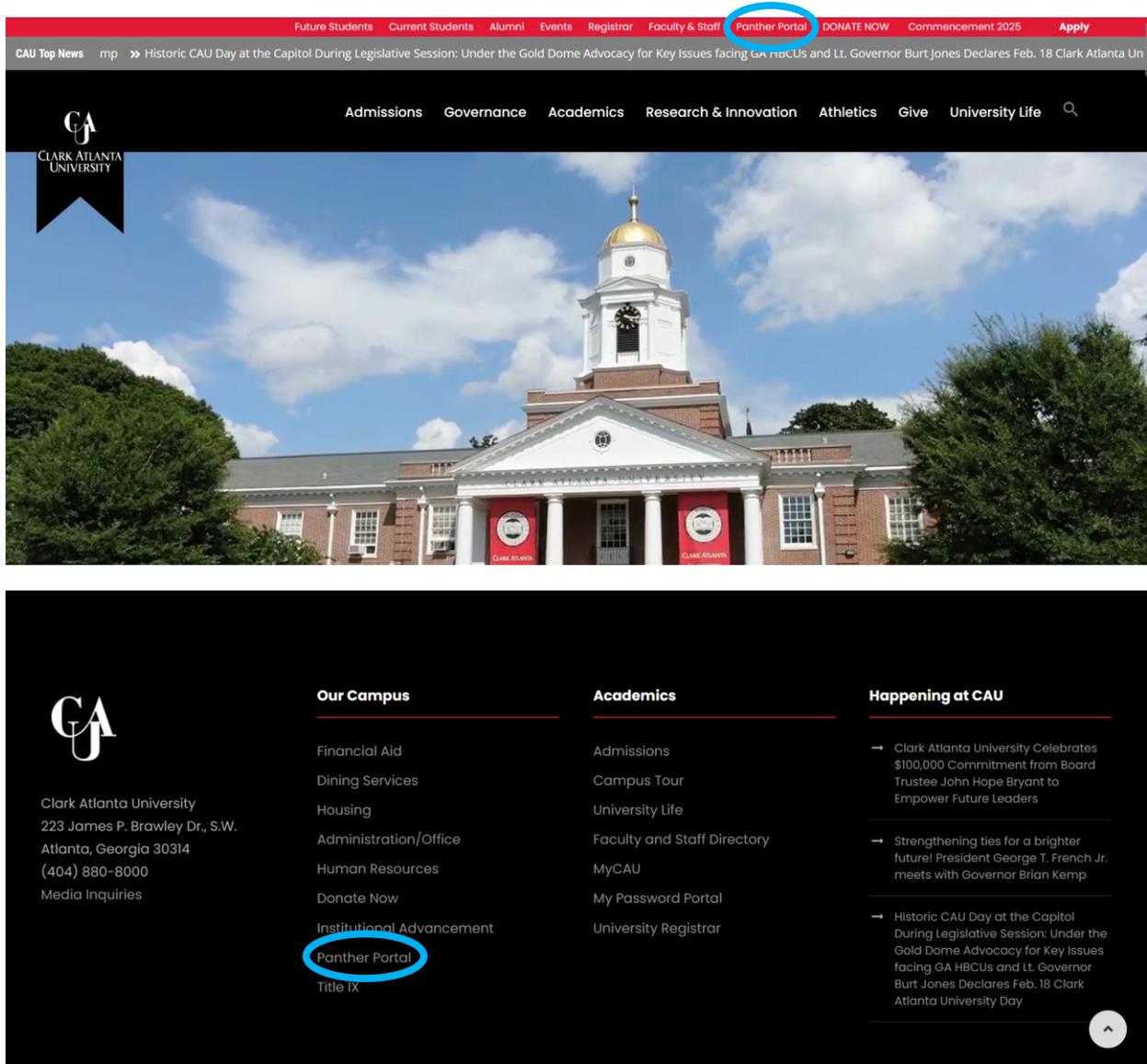


Once inside, click on the CAU Ellucian Experience Test App. The icon may appear in the "Apps" tab.



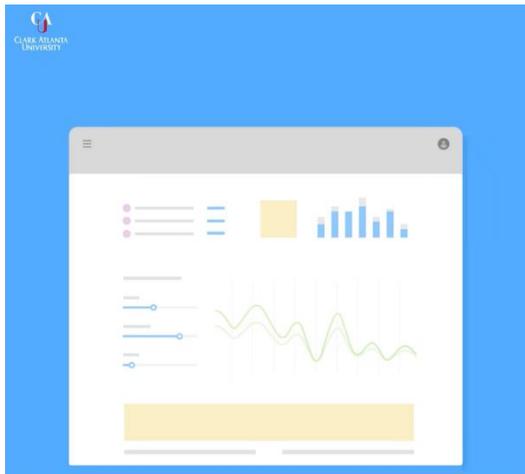
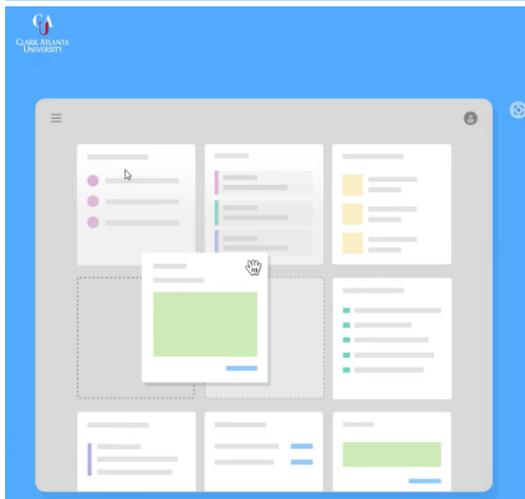
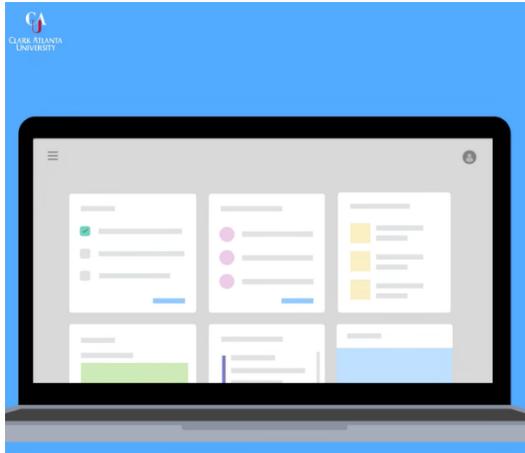
# How to Access Experience via cau.edu

The Panther Portal links at the top an bottom bars of the CAU website now bring you to Banner Experience.



# Introduction to Experience

3 informational pages will appear. Please read and click next on all three.



## Welcome to Your Dashboard

Get access to important information, announcements, and academic resources in one place. Take a look!

GET STARTED



## Make it Your Own

Add, remove, and organize cards that are important to you. Cards make it easy to prioritize and accomplish tasks.

NEXT



## Enhance Your Experience

Elucian uses essential and non-essential cookies to provide and improve our services. We use non-essential cookies to help us understand how you use the product with 3rd party analytics so we can improve the features that matter most to you. If you select "No Thanks," only essential cookies will be used to ensure everything functions properly. You can change your preferences at anytime in your profile settings.

[Details on what we track in Experience](#)

[View Elucian's full privacy policy](#)

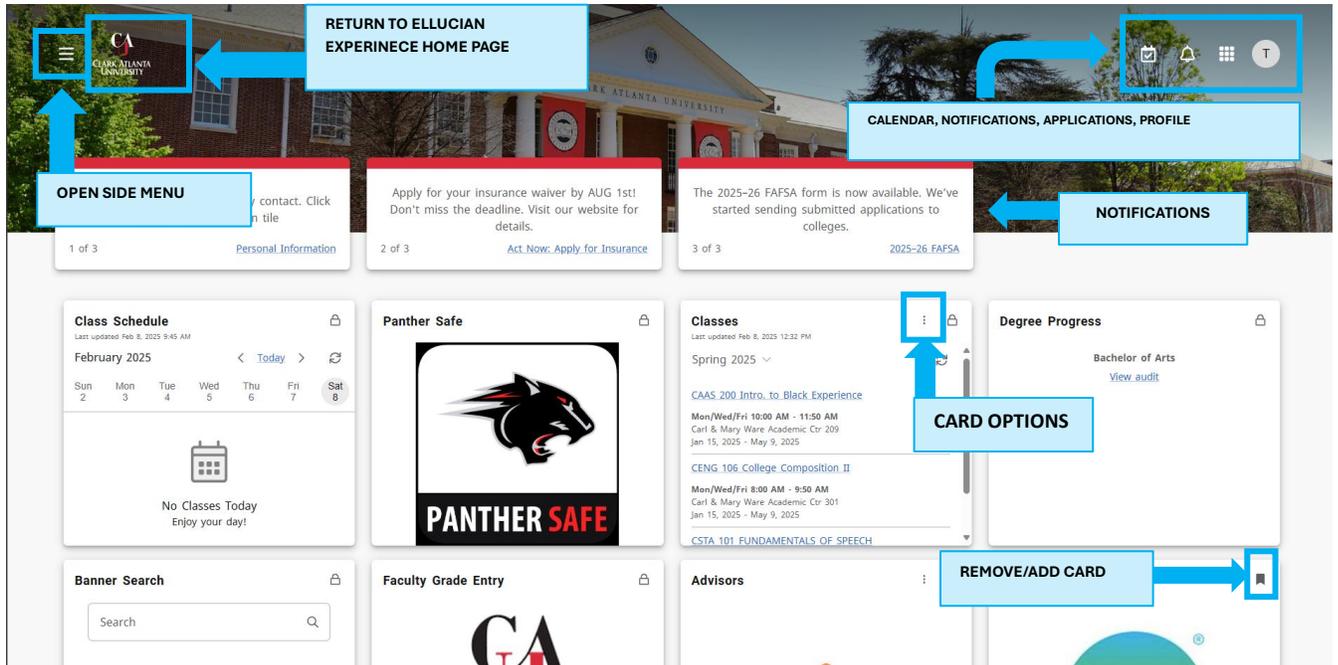
NO THANKS

ACCEPT

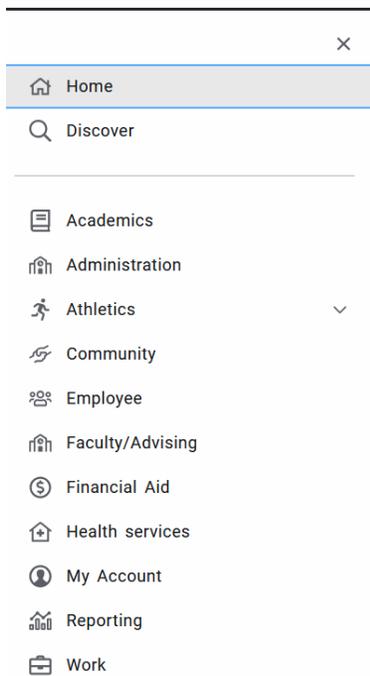


# Navigation Help

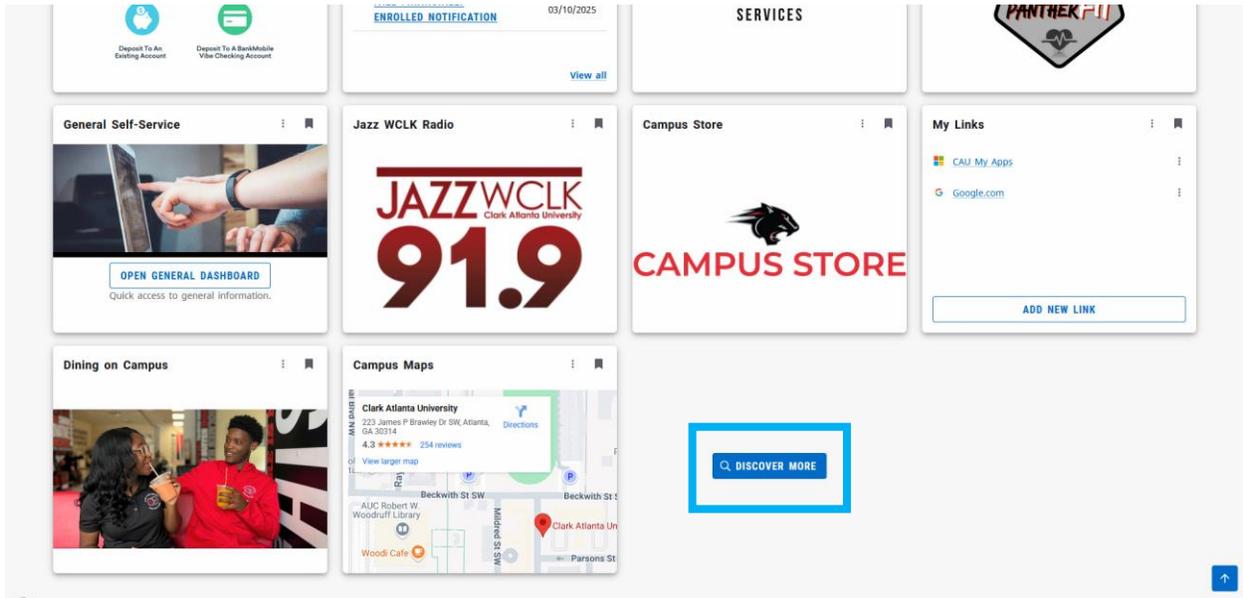
Once complete, you will reach the Banner Experience home page:



Click the Menu icon to access the side menu to see your card categories:

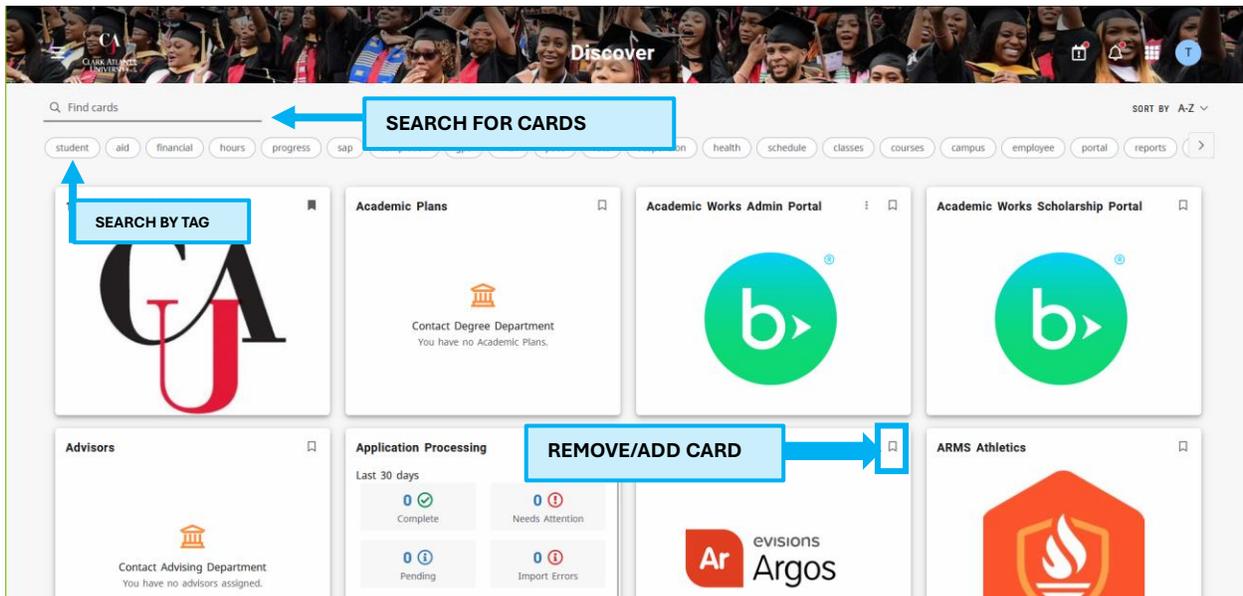


Scroll down to access all cards by clicking “Discover More”:



## Discover More Cards

From the Discover More screen, you can search for new cards and add/remove them from your home screen.

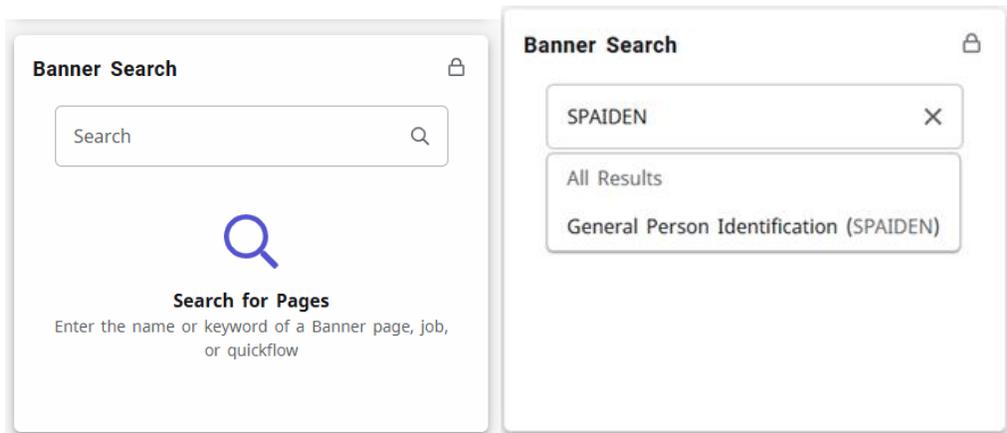


# Request Announcements

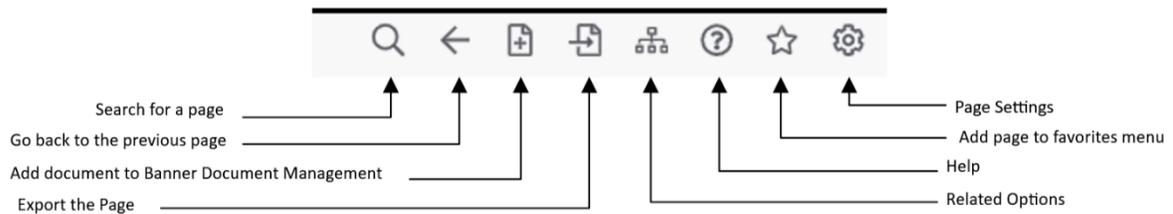
To request an announcement added to the top of Experience, email [bannerapps@cau.edu](mailto:bannerapps@cau.edu).

# Banner Search Card Instructions

This is the new front page of Banner Application Navigator. To access all your regular pages, type it in the search box and click the suggestion that comes up:

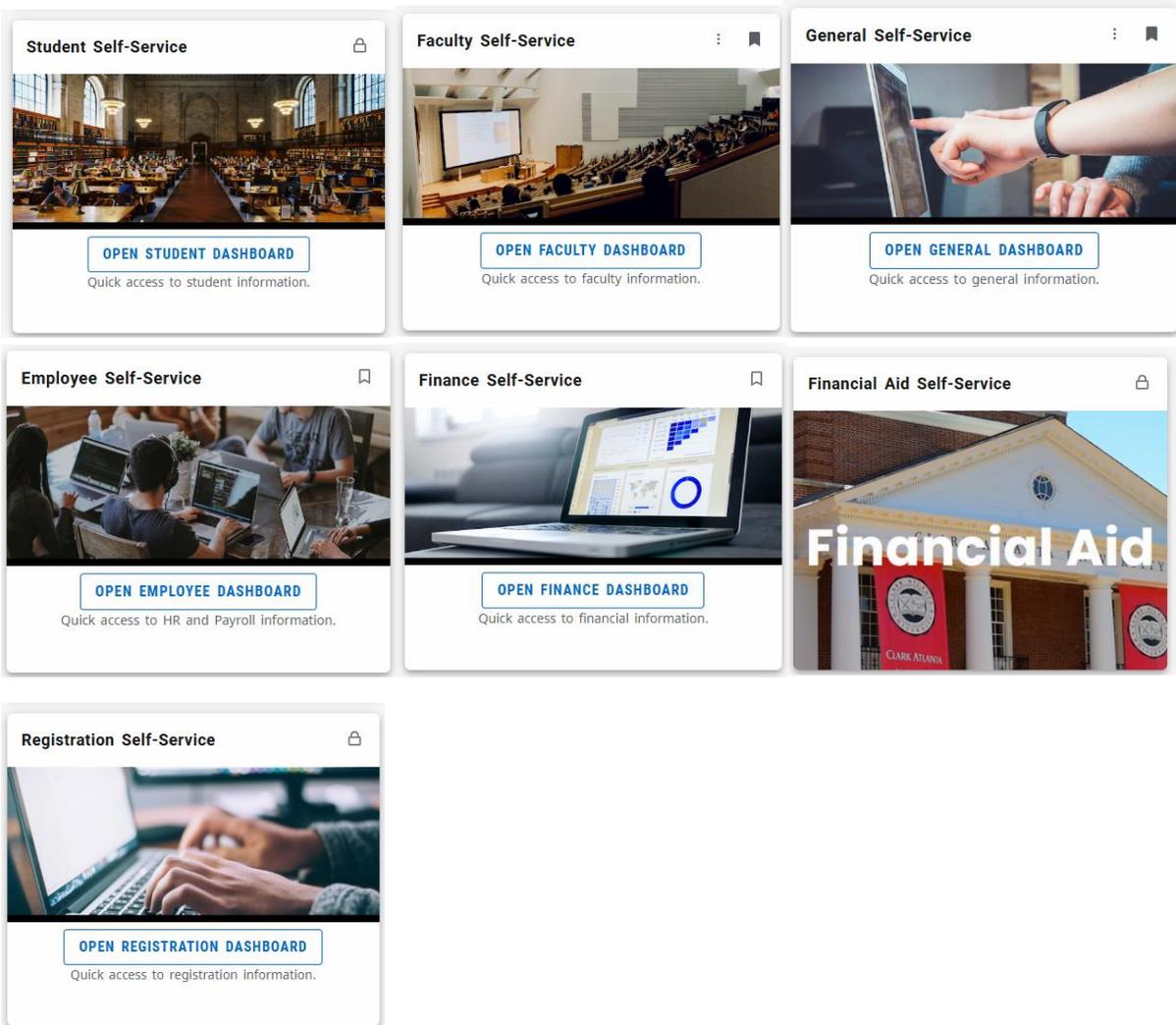


Welcome to the new version Banner Application Navigator, which preserves all the same functionality with a new look.



## SSB Card Instructions

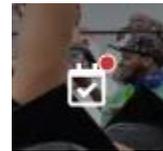
Depending on your role at CAU, you will have one or more of the following Self-Service Banner cards:



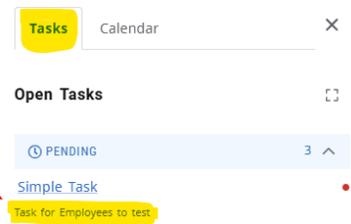
These cards will bring you to the relevant self-service page of the Panther Portal.

# How to Access and Complete Assigned Task

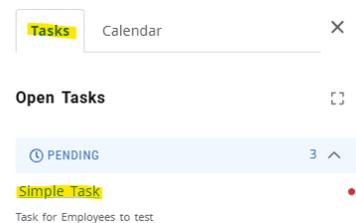
From Experience click on the calendar icon



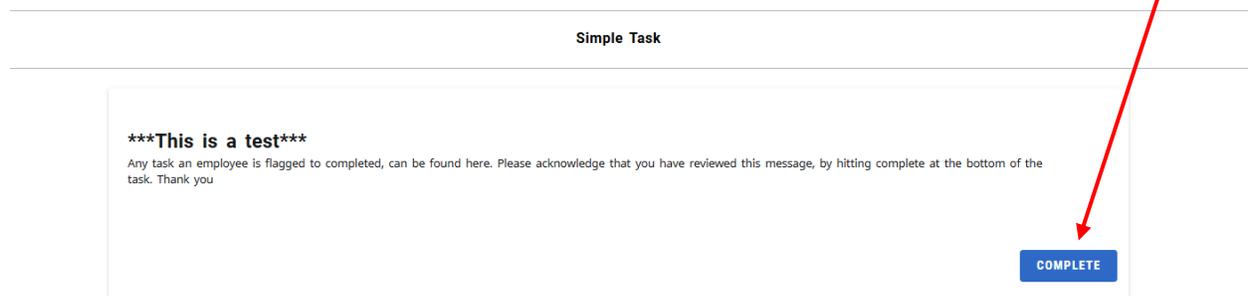
The following window will display  
(note: Task name will display in highlighted area)



Click on Simple Task

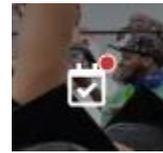


Once the task window opens, please complete the Required Task. Once completed, hit the blue complete button.

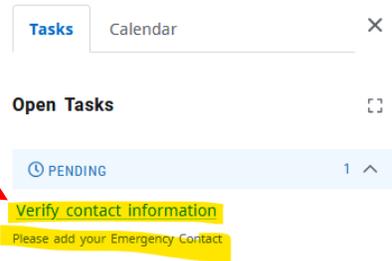


# How to Access and Complete Emergency Contact

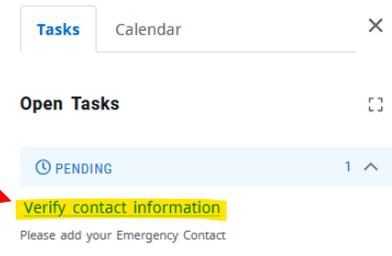
1. From Experience click on the calendar icon



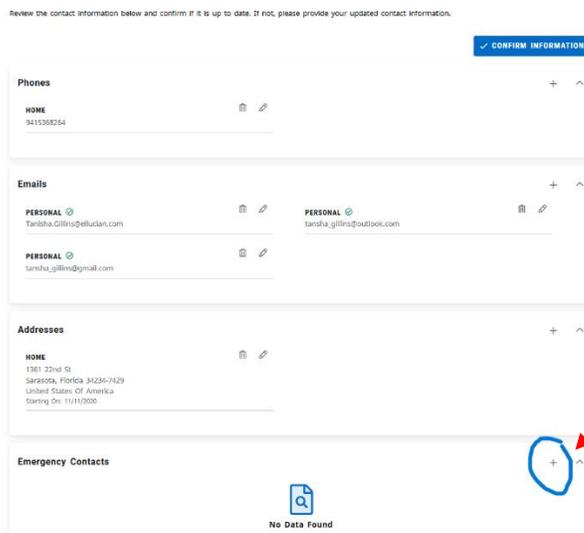
2. The following window will display.  
(note: Task name is how you access the task.  
What need to be completed will display below)



3. Click on "Verify Contact Information"



4. Once the task window opens, please hit the (+) symbol to add an emergency contact.



- The emergency contact window will open. Please complete all fields by strolling down.

**Add Emergency Contact**

The screenshot shows a form titled "Add Emergency Contact" with a close button (X) at the top right. The form contains the following fields: "Types \* (1/1)" with a dropdown menu showing "emergency"; "First Name"; "Middle Name"; "Last Name"; "Relationship" with a dropdown menu showing "None"; "Country \*" with a dropdown menu and "Number \*" with a text input; "Email Address"; "Country" with a search icon; "Address Line 1"; "Address Line 2"; "Address Line 3"; and "Address Line 4". At the bottom, there are "CANCEL" and "ADD" buttons. A vertical scrollbar is visible on the right side of the form, and a red arrow points to it.

**\*\* Note:** The last field is the priority. Please prioritize the order you would like your contacts contacted. Ex: If you add a contact for your mom and your dad, please place a (1) in the priority field for who you would like to be contacted first. Place a (2) in the priority field for the second contact you add. **\*\***

The screenshot shows a close-up of the "Priority" field, which is a light blue rectangular box containing the number "1". A red arrow points to the number. To the right of the field is a vertical scrollbar. Below the field are "CANCEL" and "ADD" buttons, with a red arrow pointing to the "ADD" button.

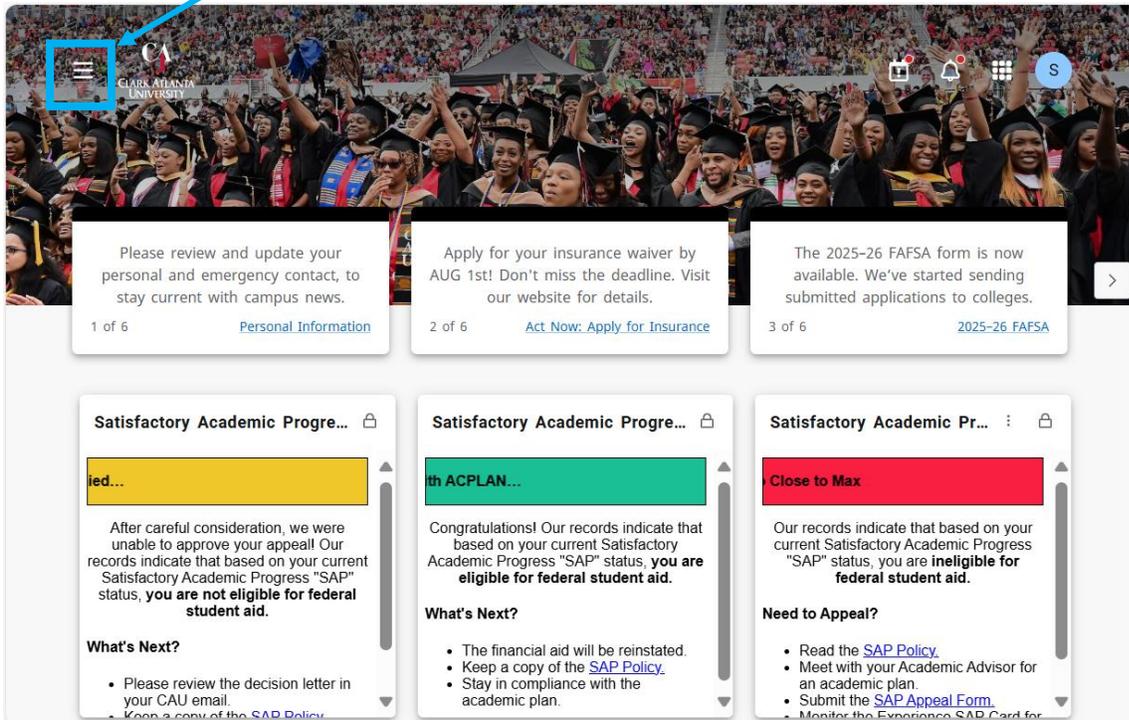
- Once done, hit add.

- Hit the blue "Confirm Information" at the top.

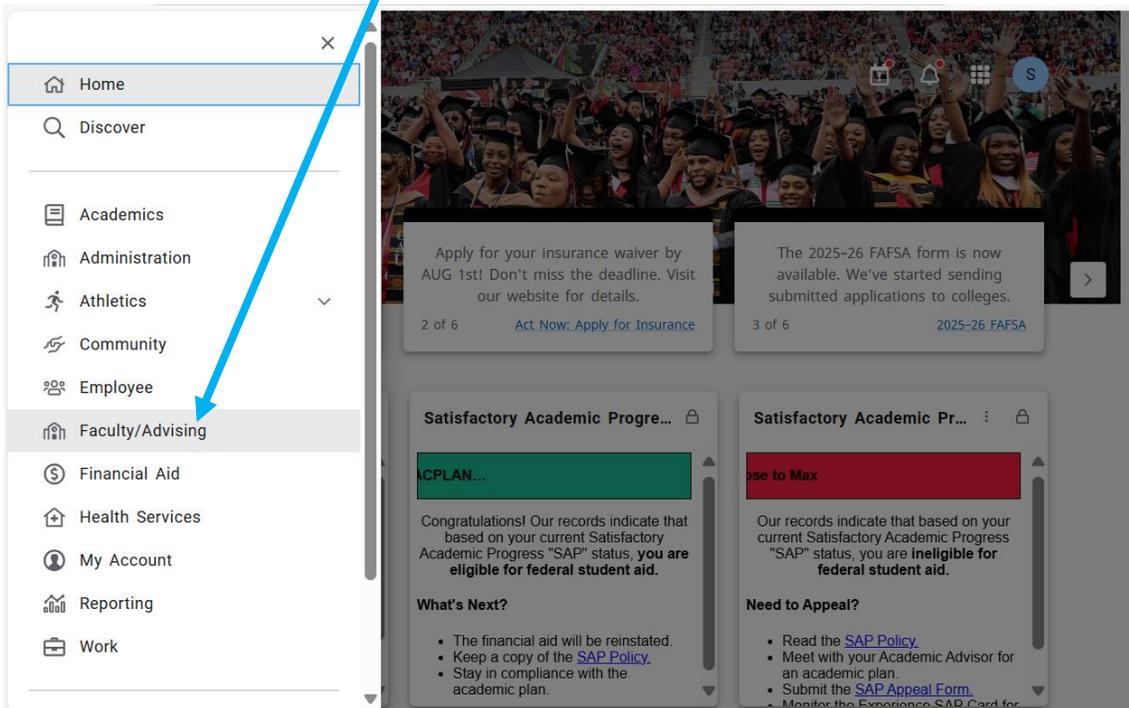
✓ CONFIRM INFORMATION

# Faculty Grade Entry

Open the sidebar by clicking the hamburger menu icon:



Navigate to Faculty/Advising



Click the Faculty Grade Entry card.

Faculty/Advising

Find cards

SORT BY Recommended

schedule classes courses advise advisement advisor canvas roster attendance final grades midterm

Faculty Canvas Card

Faculty Grade Entry

Faculty Self-Service

OPEN FACULTY DASHBOARD

Quick access to faculty information.

This will bring you to the faculty grade entry page.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

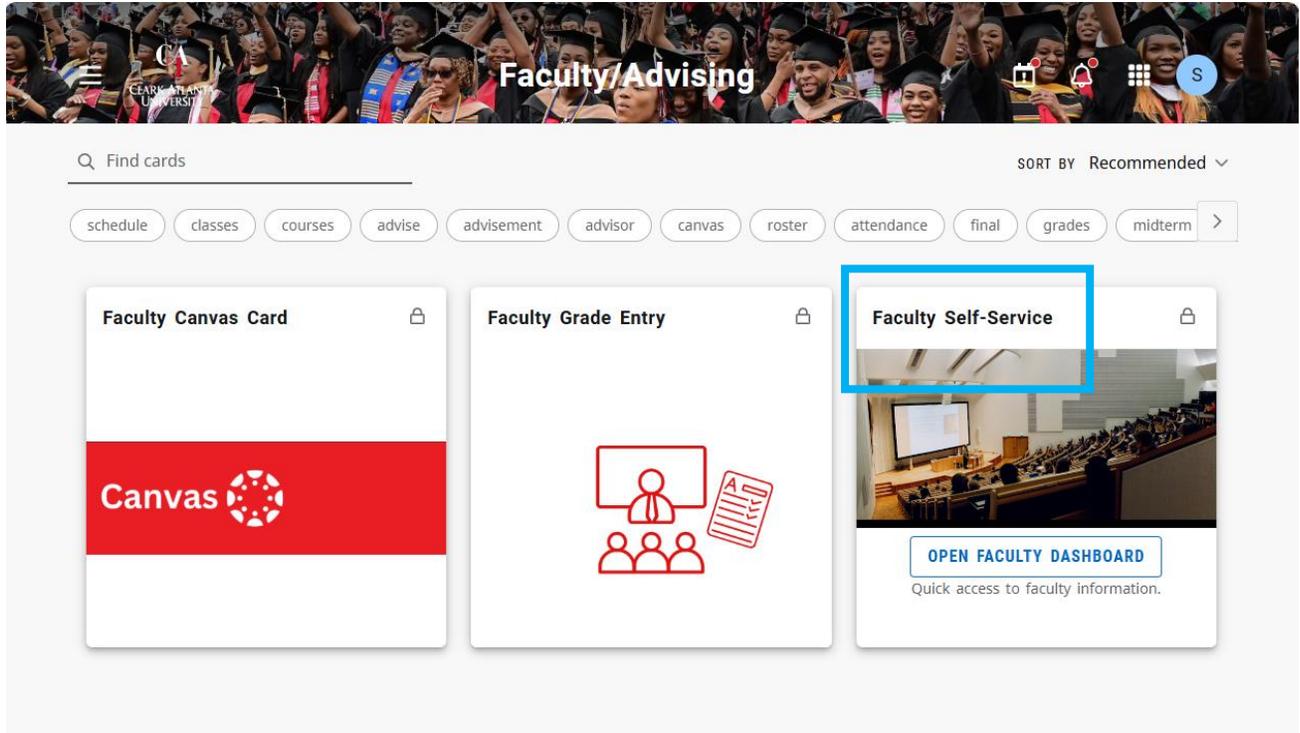
My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	CBUS - Business Administration	208	04	Principles of Acct II (HONORS)	202501 - Spring 2025	28033
Not Started	Not Started	CBUS - Business Administration	208	01	Principles of Accounting II	202501 - Spring 2025	29721

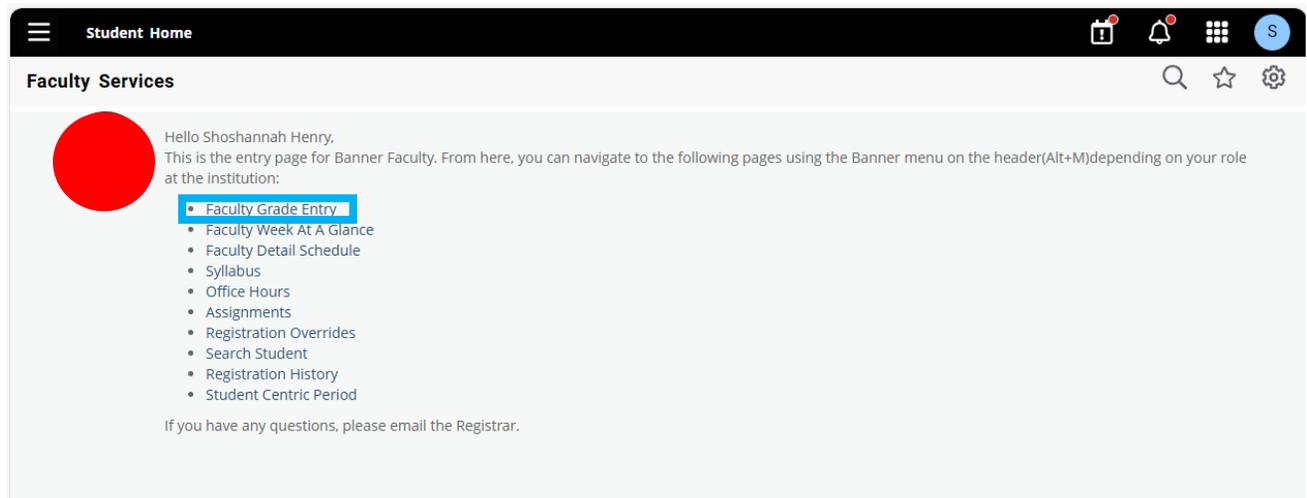
Records Found: 2

# Faculty Self-Service

Click the Faculty Self-Service card:



This will open the Faculty Self-Service page. To access grade entry, click on the “Faculty Grade Entry” link:



Student Home

Faculty Grade Entry

Faculty Grade Entry / Final Grades

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	CBUS - Business Administration	208	04	Principles of Acct II (HONORS)	202501 - Spring 2025	28033
Not Started	Not Started	CBUS - Business Administration	208	01	Principles of Accounting II	202501 - Spring 2025	29721

Records Found: 2

Page 1 of 1

# Troubleshooting

## How to Clear Your Browser Cache

Clearing your cache can help resolve website display issues or loading problems. Follow the steps below for your browser:

---

### Google Chrome (Windows & Mac)

1. Click the **three dots** (:) in the **top-right corner**.
  2. Select **Settings**.
  3. Click **Privacy and security** on the left.
  4. Click **Clear browsing data**.
  5. In the pop-up:
  6. Set **Time range** to **All time**.
  7. Check:
    - Browsing history
    - Cookies and other site data
    - Cached images and files
  8. Click **Clear data**.
  9. **Close all Chrome windows** and **reopen Chrome**.
- 

### Microsoft Edge (Windows & Mac)

1. Click the **three dots** (...) in the **top-right corner** of Edge.
  2. Select **Delete browsing data** directly from the dropdown menu.
  3. In the pop-up window:
  4. Set **Time range** to **All time**.
  5. Check:
    - Browsing history
    - Download history
    - Cookies and other site data
    - Cached images and files
  6. Click **Clear now**.
  7. **Close all Microsoft Edge windows** and **reopen Edge**.
- 

### Safari (Mac only)

1. Click **Safari** in the top menu bar and select **Preferences** (or **Settings** in newer versions).

2. Go to the **Privacy** tab.
  3. Click **Manage Website Data...**
  4. Click **Remove All** > Confirm by clicking **Remove Now**.
    - (For a faster method: Click **Safari** > **Clear History**, choose **all history**, and click **Clear History**.)
  5. Close and reopen Safari.
- 

### **Mozilla Firefox (Windows & Mac)**

1. Click the **menu icon (≡)** in the **top-right corner**.
  2. Select **Settings**.
  3. Go to **Privacy & Security**.
  4. Under **Cookies and Site Data**, click **Clear Data**.
  5. Check:
    - Cookies and Site Data
    - Cached Web Content
  6. Click **Clear**.
  7. Scroll down to **History** and click **Clear History**.
  8. Set **Time range to clear** to **Everything**.
  9. Check:
    - Browsing & download history
  10. Click **OK**.
  11. **Close all Firefox windows** and **reopen Firefox**.
- 

If you continue to experience issues after clearing your cache, try restarting your computer or contact [bannerapps@cau.edu](mailto:bannerapps@cau.edu) for additional support.

## List of all role-based cards

**Cards are visible based on your role. To find a card, please search for it in the Discover More page.**

1098T Tax Notification	Card Configuration MC	Ethos Integration - Applications
Academic Plans	Cayuse Grant Management	Ethos Integration - Audit Logs
Academic Works Admin Portal	Class Schedule	Ethos Integration - Errors
Academic Works Scholarship Portal	Classes	EverBridge Emergency Alert System
Advisors	Contract Review Portal	Faculty Canvas Card
Application Processing	Counseling & Disability Services	Faculty Grade Entry
Argos Reporting	Degree Works	Faculty Grading
ARMS Athletics	Degree Works Login	Faculty Self-Service
Athletics	Dining on Campus	Finance Self-Service
Audience Builder	Dining Services	Financial Aid Forms
Bank Mobile Instructions Card	Drilldown Example MC	Financial Aid Quick Link
Banner Event Publisher	EAB Navigate	Financial Aid Self-Service
Banner Search	Ellucian Payment Service	General Self-Service
Buildings MC	Ellucian Workflow Inbox	Graduate Student Health Request Form
Business Services	Email 	Housing Request
Cache Card MC	Employee Directory	HR Configuration
Calendar 	Employee Health Insurance Portal	IncludedED Book Bundle Program
Campus Maps	Employee Self-Service	Insights
Campus Store	EPS Payment Initiator Card	Insights Administration
Campus Tours		
Campus Well		

Institutional Information	Parking Permits - Employee, Staff, Contractors	Satisfactory Academic Progress - GPACE
Integration Designer		
Integration Packages	Pay Stubs	Satisfactory Academic Progress - Max
Intelligent Learning Platform (ILP)	Person Manager	Satisfactory Academic Progress - Pace
Jazz WCLK Radio	Personal Information	Sports Medicine
Leave	Prevent Remove MC	SSAF Rule Card
Licensing	Print and Mail Services	Student Account Detail Information
Loading State MC	Print and Mail Services	Student Enrollment Verification
Maintenance Requests	Props Title MS	Student Healthcare Center - PNC
Microsoft Office 365	Provisioning Metrics	Student Hub
Missing Emergency Contact Information Card	Provisioning Metrics internal	Student Information Card
My Links	Register to Vote	Student Lookup
My Profile	Registration Self-Service	Student Parking Permit Card
My To-Do List	Required Tasks/Maestro Card	Student Self-Service
OITC Help Desk - ServiceNow	Satisfactory Academic Progress - Approved Appeal	Test Office 365 Edits
On-Line Photo Submission	Satisfactory Academic Progress - Close to MAX	Timecard
Panther Buy - Log In	Satisfactory Academic Progress - Denied Appeal	Title IX
Panther Buy - User Guides	Satisfactory Academic Progress - GM5YR	Tutoring Schedules and Check in Card
Panther Safe		Universal Person Records
PantherFIT	Satisfactory Academic Progress - GPA	Vector Training Portal
		Weather Forecast