MU BERT Electronic Syllabus Submission Instructions

MU B.E.R.T. (Banner Extraction and Reporting Tool) is a tool supported by the Office of Academic Affairs. MU BERT's data is shown in an easy to use Web interface, live from Banner. MU BERT has the capability of accepting your syllabi for the courses you teach.

The site can be found at https://bert.marshall.edu/ and will look like the page below (Please Note: To access the site with this address, you must be on campus, or be using the Marshall's provided VPN client while off-campus:

https://www.marshall.edu/it/departments/it-service-desk/network-wireless/#GlobalVPN. MARSHALL UNIVERSITY. CURRENT STUDENTS FACULTY & STAFF 1 EMERGENCY INFO MU TOOLS About Marshall Future Students Academics Discover MU Athletics Global Community Research MU BERT Banner Extraction and Reporting Tool Welcome to MU BERT at Marshall University MU BERT LINKS MU BERT is a tool used to assist Marshall University faculty and adminstrators with generating report data from Marshall's Enterprise Student Information System - SunGard Banner™. MU BERT is an ever-evolving tool which provides access to data in an easy to use Web delivered format. The reports that are added to MU BERT are under Personal Report Listing the direction of the Office of Academic Affairs. MU BERT was built by Brian M. Morgan, a faculty member in Request a New Report Marshall's Integrated Science and Technology Department. Reports Available To begin accessing MU BERT reports, click the login link below to be redirected to Marshall's Single-Sign On service. There, use the following scheme for your login: Username: MUNet ID (example: smith12) HELP WITH MU BERT Password: your regular MUNet password (the same that you log in to your campus-based PCs with) PLEASE NOTE: Due to a recent change in security to various IT systems on campus, users of MU BERT Request Access to a Report must now first connect to Marshall's provided VPN service to access BERT off-campus. Information on Logging in to MU BERT how to install and use the VPN off-campus can be found at http://www.marshall.edu/ucs/networking Posting Syllabi to MU BERT /vpnintro.asp. There is no change for on-campus access to the system. About MU BERT Login to MU BERT now Contact via E-mai CONTACT mubert@marshall.edu

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From the page above, click Login to MU BERT now to be redirected to Marshall's Single-Sign On service. There, use the following scheme for your login:

Username: MUNet ID (example: smith12)

Password: your regular MUNet password (the same that you log in to your campus-

based PCs with)

After logging in to the system, you will be presented with a listing of reports to which you have access to, including the Electronic Syllabus Submission form, or if you have permission to upload syllabi for other faculty (secretaries, office administrators, etc.), select the Electronic Syllabus Master Upload form. Your listing should resemble the one below.

Welcome Brian M. Morgan. Below are the reports to which you currently have access:

Bookmarked Reports (3) Click to View System

- BANNER Data Dictionary (6 views)
- User Control Panel (set defaults, hide/show current classes) (118 views)



- Class List with E-mail Addresses (3422 views)
 - Current Classes links to class lists for current semester courses View GridNot showing 2 hidden
 - Fall 2013 IST 163 Programming Practicum, SEC 101, CRN 2774 (21 enrolled, 30 max) 30-OCT-13
 - Fall 2013 IST 263 Web Programming, SEC 101, CRN 2781 (27 enrolled, 28 max) 31-OCT-13
 - Fall 2013 IST 365 Database Management, SEC 101, CRN 2802 (21 enrolled, 22 max) 30-OCT-13
 - Fall 2013 IST 365 Database Management, SEC 102, CRN 2803 (10 enrolled, 50 max) 04-OCT-13
 - Fall 2013 IST 430 Electronic Commerce, SEC 101, CRN 4969 (3 enrolled, 0 max) 27-AUG-13
 - Fall 2013 IST 470 Internship in IST, SEC 101, CRN 4297 (12 enrolled, 0 max) 26-AUG-13
 - Fall 2013 IST 485 Independent Study, SEC 108, CRN 2826 (2 enrolled, 0 max) 06-MAY-13
 - Fall 2013 IST 491 Senior Project II, SEC 101, CRN 2829 (1 enrolled, 0 max) 09-MAY-13 <u>Click here</u> to send an a-mail to all students enrolled in the courses listed above.

 - Future Scheduled Classes links to class lists for future scheduled courses <u>Click to View</u>
- Class List with Past Attempts of Course (0 views)
- Pre-requisite Verification by Class List (51 views)

College/Department Information

- Advisee Report by Faculty (144 views)
- Advisee Report by Faculty w/Midterm D&F Grades (13 views)

Enrollment Statistics

Departmental Enrollment Report by Course Section and Instructor (3828 views)

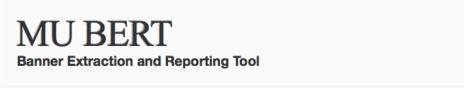
Faculty Information

- Electronic Syllabus MASTER Upload (142 views) (Beta Report)
- Electronic Syllabus Submission (168 views)

Student Information

- Student Course History List w/GPA, Hours Earned, and Current Course Schedule (3841 views)
- Student Course Schedule View (233 views)
- Student Dashboard (589 views) (Beta Report)
- Student Information w/Test Scores, Contact Information, Deficit Points, and Ethnicity (1515 views)

Once you have clicked on the Electronic Syllabus Submission option, you will be taken to a screen where you can select the term for which you want to upload your course syllabi (see below).



Electronic Syllabus Submission

Please select the term for which you wish to review or submit course syllabi:

Term:		
Spring 2014	•	submit

After selecting the term and clicking Submit, you will then be taken to a screen that lists all of the courses you have been assigned to for that particular semester. From this screen, you can easily upload your syllabi and review syllabi that have already been uploaded. To upload a syllabus for one of your courses, simply follow the instructions which are at the top of the screen. Clicking the View Syllabus link will allow you to review those files you have already uploaded to the system. The "Electronic Syllabus – Master Upload" report works in the same manner, except that you also select the alphadesignator to which you want to upload as well as the term.

Course Syllabi that have been electronically submitted, Fall 2013, As of 31-Oct-13

The table below contains a listing of the courses that you have been assigned to as an instructor for the semester you selected. To upload a syllabus for a particular course, simply click the Browse button to the right of the course you want to submit a syllabus for. This will open a standard file browsing window similar to Microsoft Word and other application's File->Open window. Once you find your syllabus, double click it and then click the Upload button. You can repeat the process to submit a syllabus for each of your courses.

Bookmark this Report

TERM	COI	JRSE	SEC	CRN	HRS	COURSE TITLE	Syllabus
	IST	163	101	2774	3	Programming Practicum	View Syllabus Replace File
	IST	263	101	2781	3	Web Programming	View Syllabus Replace File
	IST	285	101	2784	1 to 3	Independent Study	Browse No file selected.
							Upload
	IST	365	101	2802	3	Database Management	View Syllabus Replace File
	ST	365	102	2803	3	Database Management	View Syllabus Replace File
	IST	430	101	4969	3	Electronic Commerce	View Syllabus Replace File
	ST	470	101	4297	1 to 4	Internship in IST	Browse No file selected.
							Upload
	ST	485	101	2819	1 to 4	Independent Study	Browse No file selected.
							Upload
	ST	485	108	2826	1 to 4	Independent Study	Browse No file selected.
							Upload
	ST	491	101	2829	3	Senior Project II	Browse No file selected.
							Upload