

MU BERT Access Information

About:

MU B.E.R.T. (Banner Extraction and Reporting Tool) is a tool that was originally developed for the Office of Academic Affairs at Marshall University, but today has become an ever evolving and growing application used by faculty, staff, administration, and students. MU BERT's data is shown in an easy to use Web interface, live from Ellucian Banner-Marshall's Enterprise Student Information System. MU BERT was built and is maintained by [Brian M. Morgan](#), a faculty member in Marshall's Integrated Science and Technology Department.

Where:

The tool can be found at <https://bert.marshall.edu/> and can be accessed either on or off-campus. To access the system off-campus, you must first connect to Marshall's provided VPN service (<http://www.marshall.edu/inforesources/vpn/>). Information on how to install and use the VPN off-campus can be found at this site.

Logging In:

When you access the site, you will be redirected to login through Marshall's Single Sign-On interface, which is the same way you access the myMU portal and other various services on campus. Your username will be your MUNet ID (example: smith12) and your password is the same that you log in to your campus-based computer with.

What:

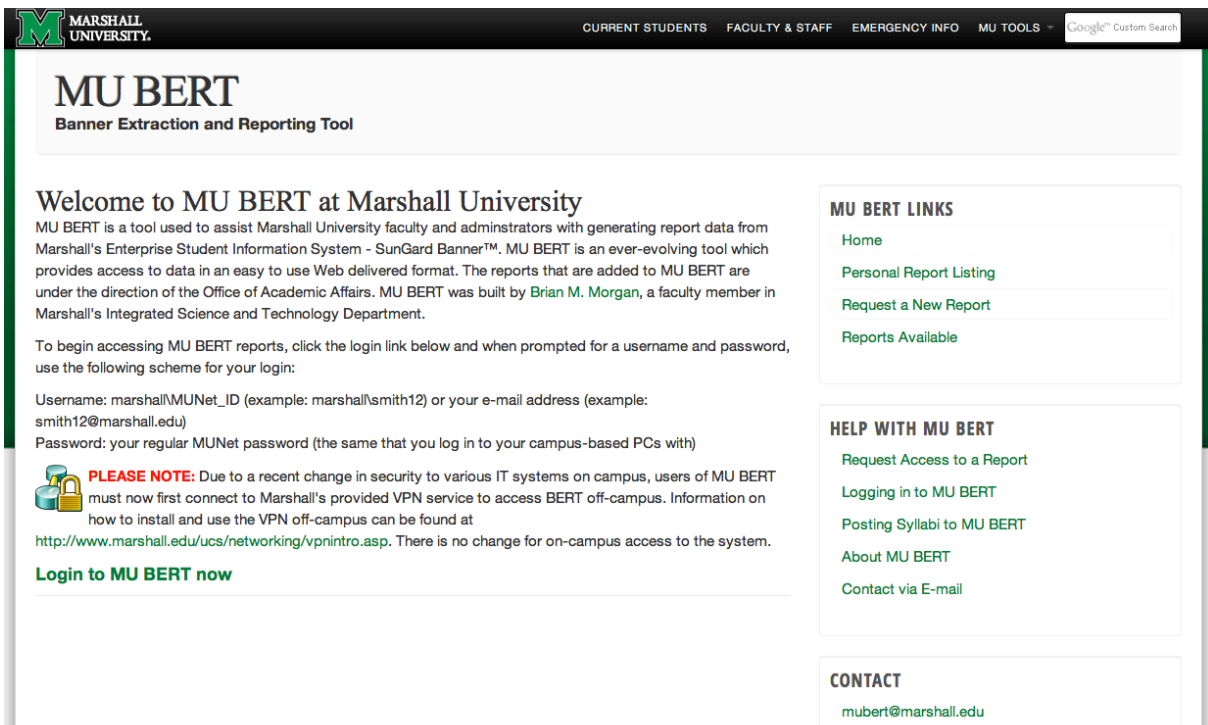
The site provides quick access to dozens of reports, including class lists of the current courses you are teaching which include the capability to verify that students have the necessary prerequisites for courses they are taking. You also have access to students' course history lists (unofficial transcripts) and a student information page for each student, which includes major information, test scores, advising information, and contact information.

Also available is a departmental enrollment report for advising purposes and advisee lists. The departmental enrollment report will list all courses available in a particular semester by department, including their times offered, current enrollment figures, max enrollments, and various course attributes. This report and the student course history list are the two most popular reports used during registration.

Most MU BERT reports offer faculty one-click e-mail capability from the report, as well as, the ability to drill deeper through data to easily find information in a timely and efficient manner. From any student listing, you can simply click to view the student's unofficial transcript (course history), current schedule, or student information.

Nearly every report allows you to sort data by the column of your choosing and many provide the capability to select subsets of data for easy e-mailing, data tabulation, etc. Many BERT reports also have an Excel export capability so that you can easily set up a gradebook in Excel, or maintain databases on your computer of current majors or students within your courses.

The second page of this document contains examples of what you will see on the login page and what you will have available once you log in to MU BERT.



Below is a sample listing of what a faculty member's screen would look like upon logging in to MU BERT from the screen above:

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

Bookmarked Reports (0)

System

[User Control Panel \(set defaults, hide/show current classes\)](#) (4 views)

Class Information

[Class List w/Grade Information](#) (2 views)

[Class List with E-mail Addresses](#) (27 views)

Current Classes - links to class lists for current semester courses [View Grid](#)

[Summer I 2013 - IST 163](#) - Programming Practicum, SEC 401, CRN 4216 (8 enrolled, 30 max) 30-MAY-13

[Summer I 2013 - IST 365](#) - Database Management, SEC 401, CRN 4217 (6 enrolled, 30 max) 20-MAY-13

[Click here](#) to send an e-mail to all students enrolled in the courses listed above.

Future Scheduled Classes - links to class lists for future scheduled courses [Click to View](#)

[Class List with Past Attempts of Course](#) (3 views)

[Pre-requisite Verification by Class List](#) (3 views)

College/Department Information

[Advisee Report by Faculty](#) (4 views)

[Advisee Report by Faculty w/Midterm D&F Grades](#) (1 views)

[Advisee Report by Faculty w/Pictures](#) (3 views)

[Course Rotation by Department](#) (3 views) (Beta Report)

[Faculty Course History](#) (4 views)

Current Majors

[Current Majors by Major Code w/GPA](#) (0 views)

Enrollment Statistics

[Departmental Enrollment Report by Course Section and Instructor](#) (5 views)

[Marshall Plan Offerings by Semester](#) (1 views)

[Open Class List](#) (0 views) (Beta Report)

Faculty Information

[Electronic Syllabus Submission](#) (9 views)

Student Information

[Student Course History List w/GPA, Hours Earned, and Current Course Schedule](#) (5 views)

[Student Course Schedule View](#) (6 views)

[Student Dashboard](#) (0 views) (Beta Report)

[Student Information w/Test Scores, Contact Information, Deficit Points, and Ethnicity](#) (10 views)