How to use Faculty Services in MySolano

Go to http://my.solano.edu

Login with your employee username and password. Use exactly what you use to login on your computer in your office or what you use to access Outlook Web Access (OWA).

If you do not know your username and password, contact the help desk at helpdesk@solano.edu

**Never use the Student Username and Password Look Up!**

**This only works for students. Not employees.**

(See the area circled below in red.)

Once you are logged in, click on the Faculty Tab (highlighted in blue below). To enter the Faculty Services area, click on the **name** of one of your classes in the Faculty Dashboard (see red circle). Do not use the icons for now.
The next screen you will see is the Faculty Detail Schedule for that class. Notice that the tab highlighted in blue now reads Faculty Services. This is the best way to keep returning to the menu of services for faculty.

You now see the list of available options.

Term selection and CRN selection are "sticky". Once you set them, Banner will assume that is what you wish to look at when making other menu selections.

The detail class list gives you all of your students and their individual contact information. The envelope icon means "send this person an email". Use that to send an individual student an email.

When you send an email from MySolano, either Outlook or OWA should start up with a new message and the student's address in the "To:" field.
The "Email class" link allows you send a message to everyone in the class. It also starts a new message with everyone's email in the "Bcc:" field.

There is no way through Banner to selectively send emails other than individually or to all students in the class. What you can do is create a new message with all students and remove any that wish in order to create mailing lists for sub-groups of your class.
The Faculty Roster Menu lets you select a term and then presents you with all the classes you teach within that term. Use the checkboxes to select one or more classes and the Create Rosters button will bring up a web page with your rosters.

Your add codes are here, below the enrolled students roster.

Dropped students are listed on a roster below the add code.

**Simply print these web pages as you would print any web page. Whatever printer you are currently hooked up is the printer that will print these pages.**

The drop roster link from Faculty Services brings you to the web page for dropping students. It is all date driven. You will have whatever the appropriate choices are given the date you are using this option.

You can drop students as No Shows, Withdrawn without a W, and Withdrawn with a W. The system will only allow you use the correct choice.

All important dates are also listed on the top of your rosters.

Once you drop a student, it happens in real time. If you re-print a roster right after dropping a student, that student’s name will move from the enrolled students to the dropped students.
Keep using the Faculty Services tab at the top of MOST faculty services web pages to return to your possible selections. If it is not there, try using your browser's Back button.