AMERICAN UNIVERSITY OF BEIRUT

FACULTY NEXUS USER GUIDE

American University of Beirut

TABLE OF CONTENTS

Contents

Table of Contents 2
1. Overview 3
2. Accessing the System 3
3. Portal tabs 4
3.1 Home page 5
3.2 Academic Services 6
3.2.1 Browse Classes 7
3.3 Campus Services 10
3.4 My Account 10
3.5 Personal Information 11
4. Faculty Self-Service 12
4. 1 Grade Entry 12
4.1.1 Grade Entry via Form 14
4.1.2 Upload via Excel 16
4.2 Faculty Week at a Glance 22
4.3 Detail Schedule 22
4.4 Office Hours 23
4.5 Class List 24
4.5.1 Email Students 25
4.6. Registration Overrides (Only for courses that require Special Approval) 26
4.7 Registration History and Student Week at a Glance 26

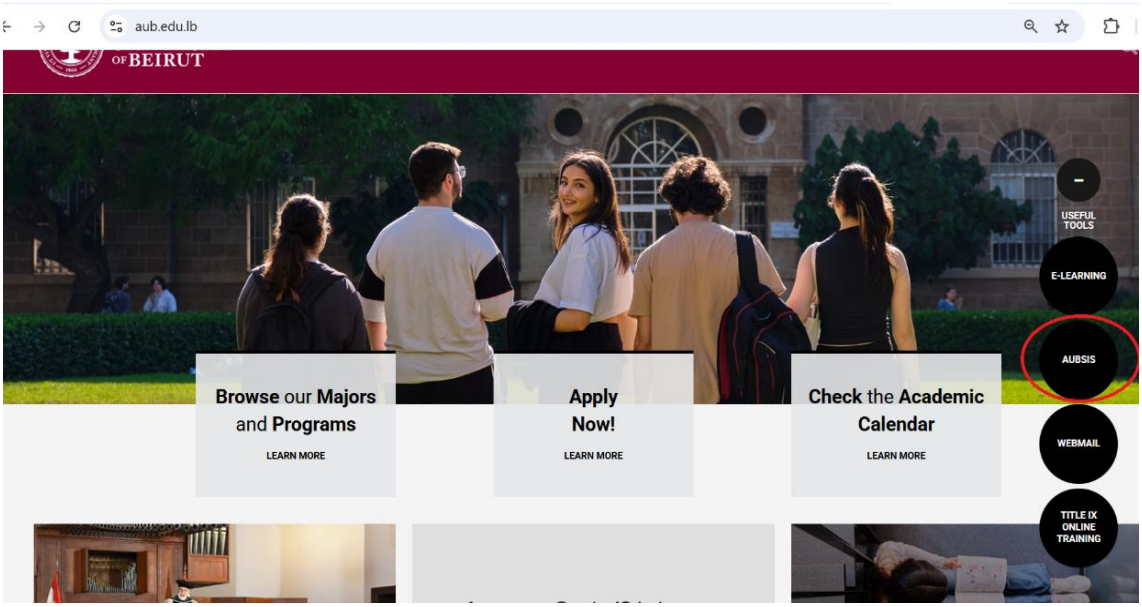
1. OVERVIEW

This guide provides faculty members with step-by-step instructions for AUB Nexus Portal. The portal is the main entry point to all faculty academic services.

2. ACCESSING THE SYSTEM

Follow these steps to access the Ellucian Experience:

1. Go to AUB website -> Useful tools -> AUBSIS
2. Log in to the AUB Nexus (Ellucian Experience portal) using your university credentials.



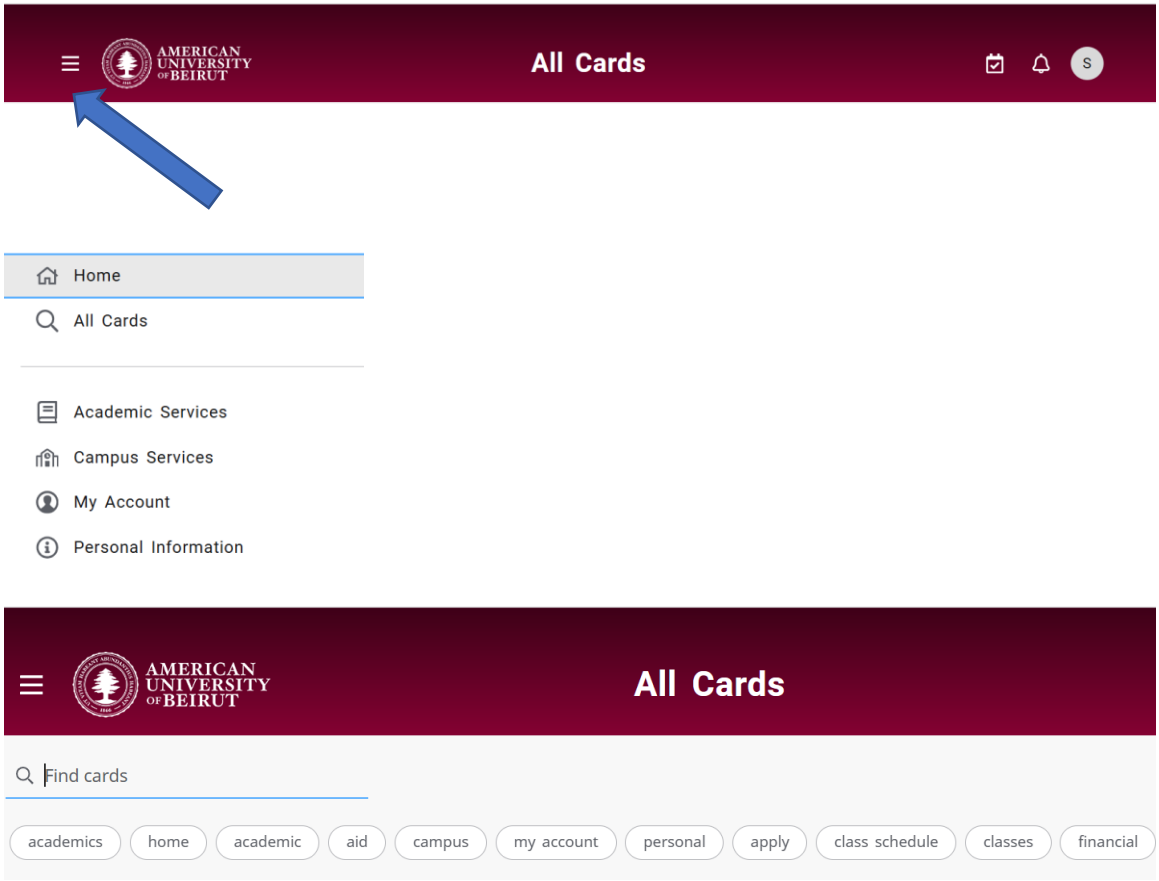
3. PORTAL TABS

The portal is divided into 5 tabs:

- **Home Page**
  Main entry page. Contains the pinned favorites cards.
- **Academic Services**
  Cards related to academic services
- **Campus Services**
  Cards related to campus services
- **My Account**
  Launchpad to account services
- **Personal Information**
  Edit and view personal Info

Review and Select Cards Categories

To switch between Home View, All Cards, and Search for a specific card.

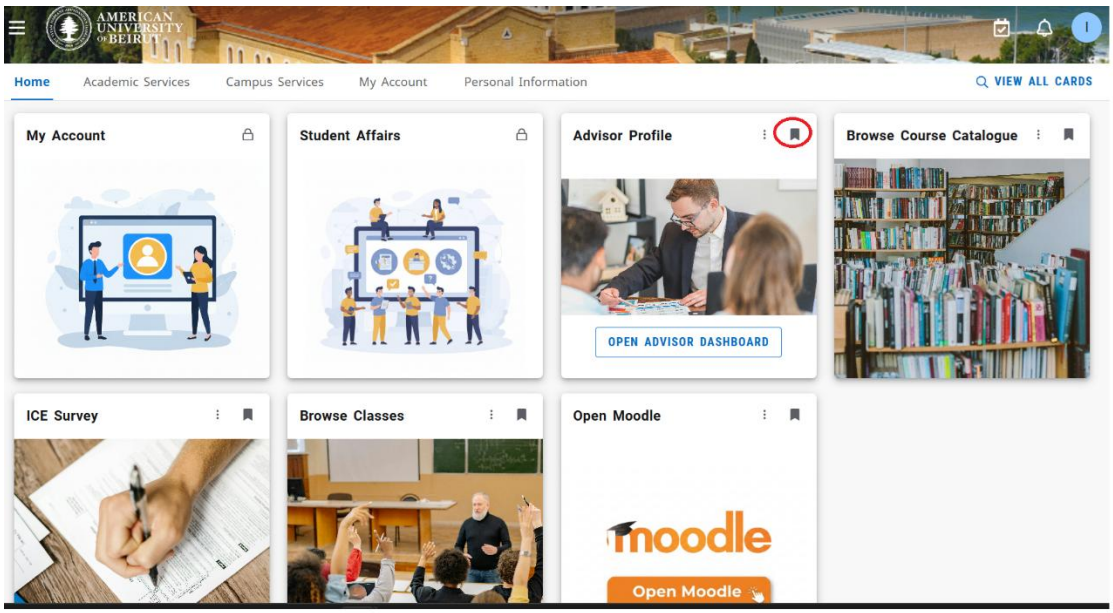


3.1 Home page

Contains all the pinned cards. Allows the user to add all frequently used cards to the home section.

To add a card to this page, go to the actual page (e.g. Academic Service) and click on pin button at the top-right corner.

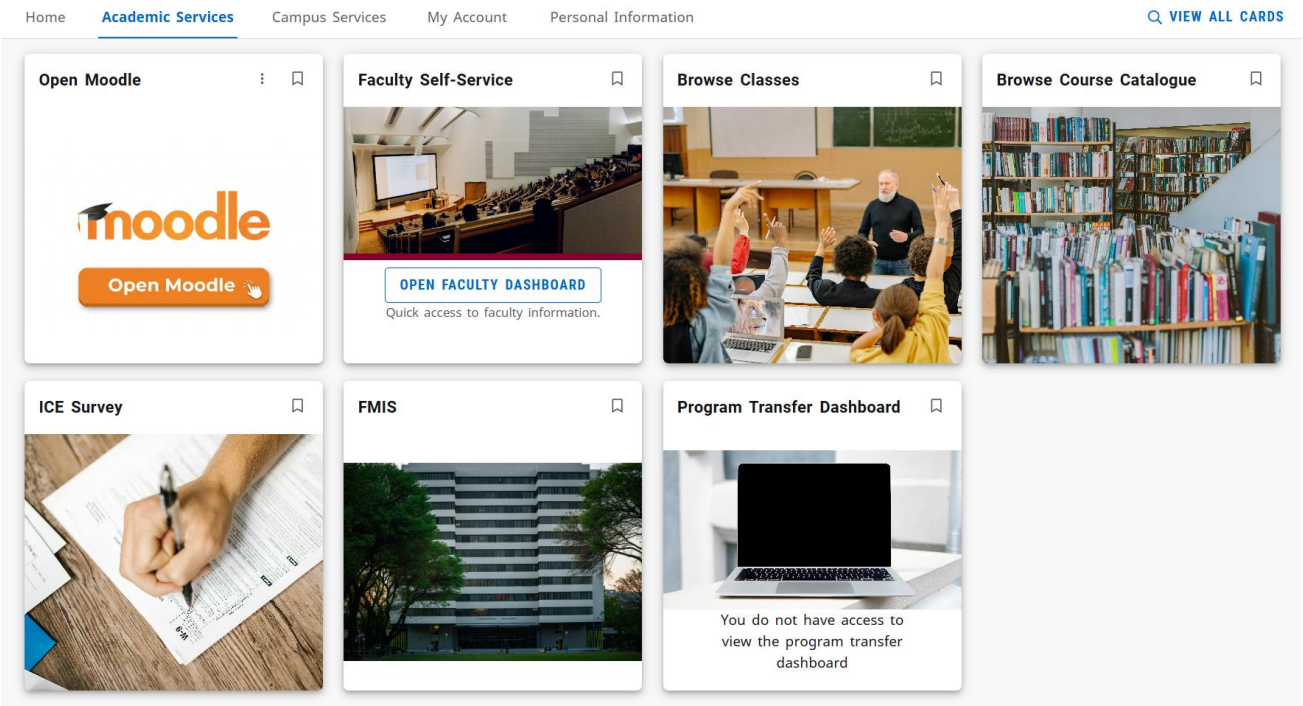
To remove a card from this page, unpin the card (from Home page).



3.2 Academic Services

Contains the cards related to academic info.

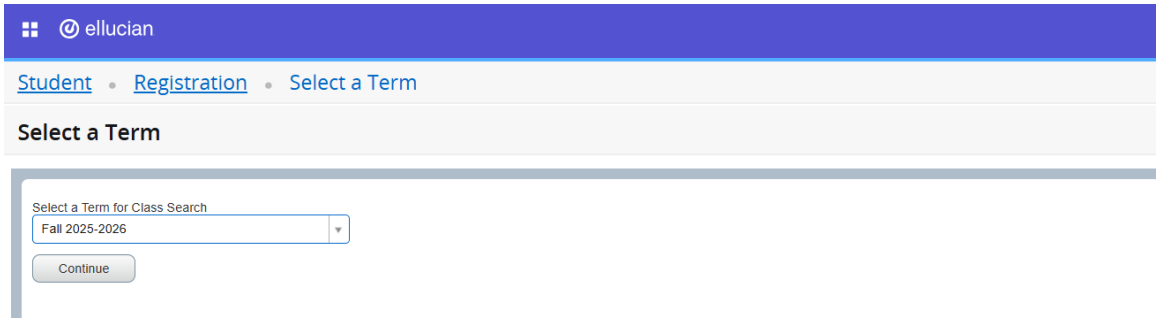
- Moodle link
- Faculty Self-service Dashboard
    - Link to Banner Faculty Self-Service
- Browse Classes
    - Offered classes by term
- Browse Course Catalogue
    - Course catalogue details
- ICE Survey link
- FMIS link



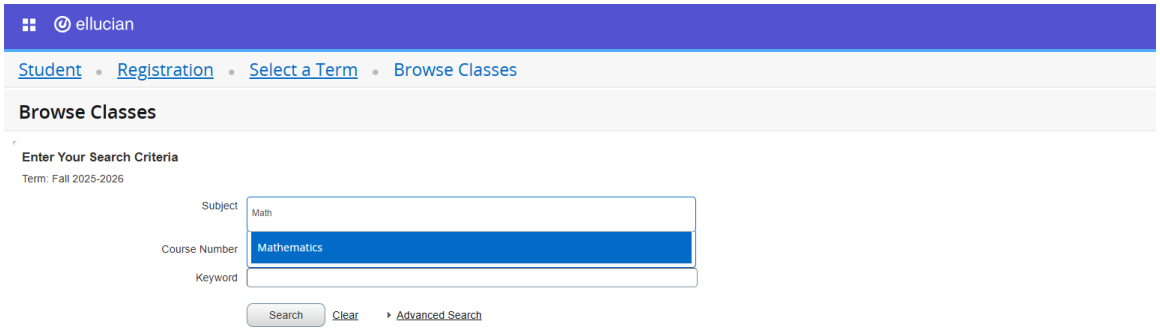
3.2.1 Browse Classes

To browse offered sections for a particular term

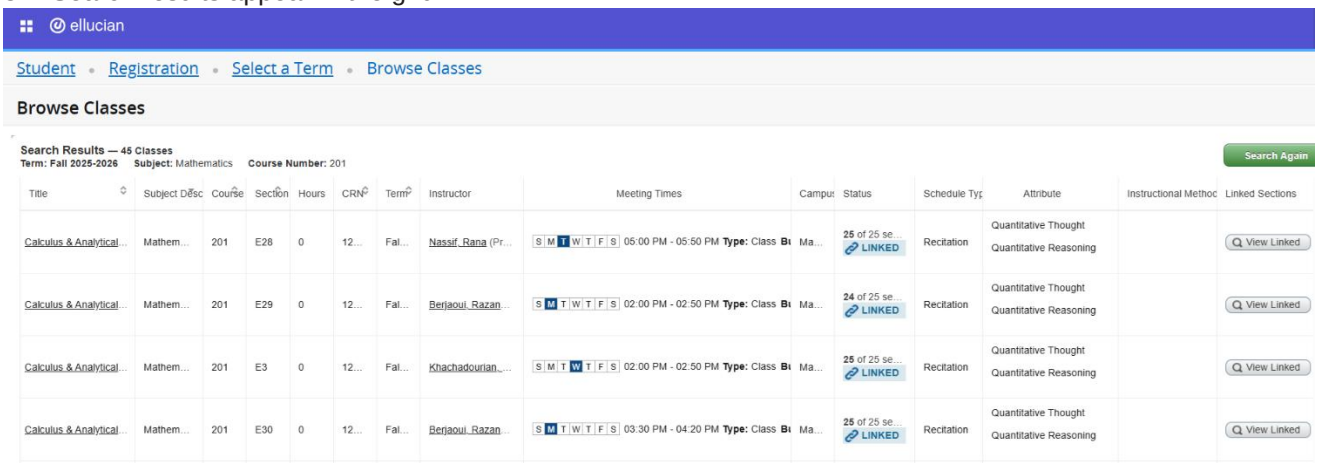
1. Select term code



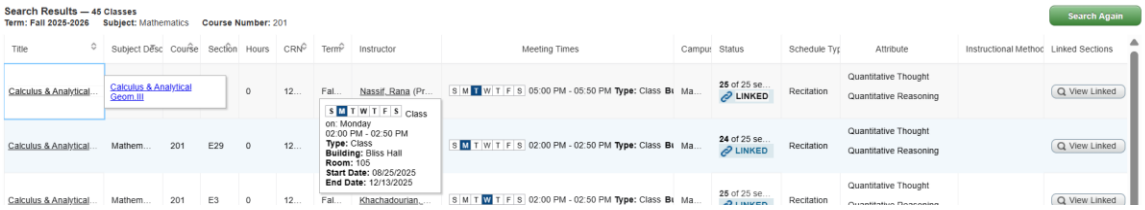
2. Enter Search Criteria



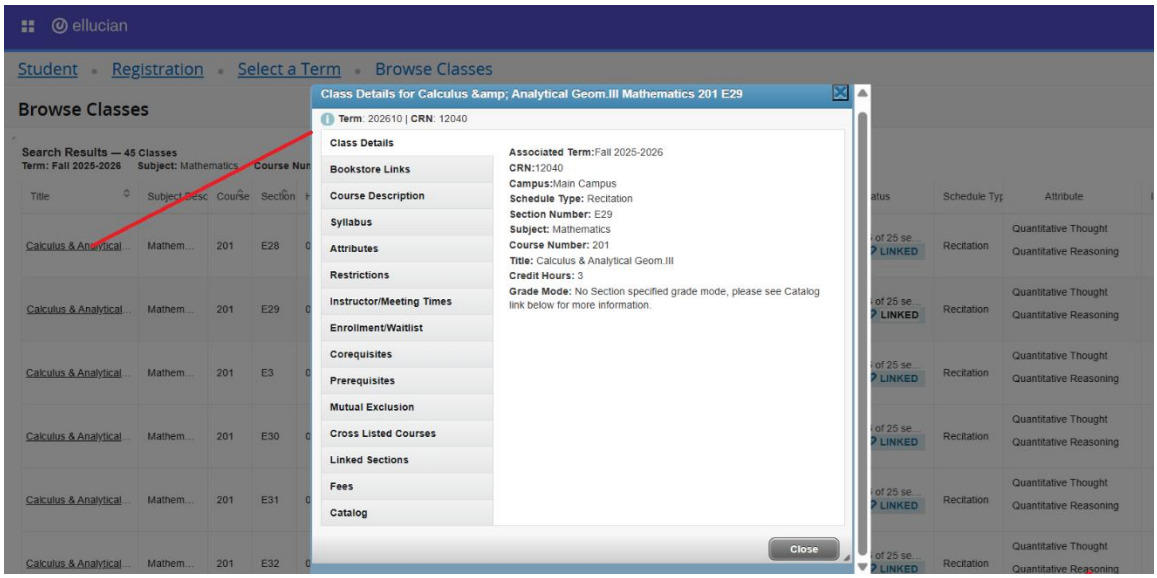
3. Search results appear in the grid



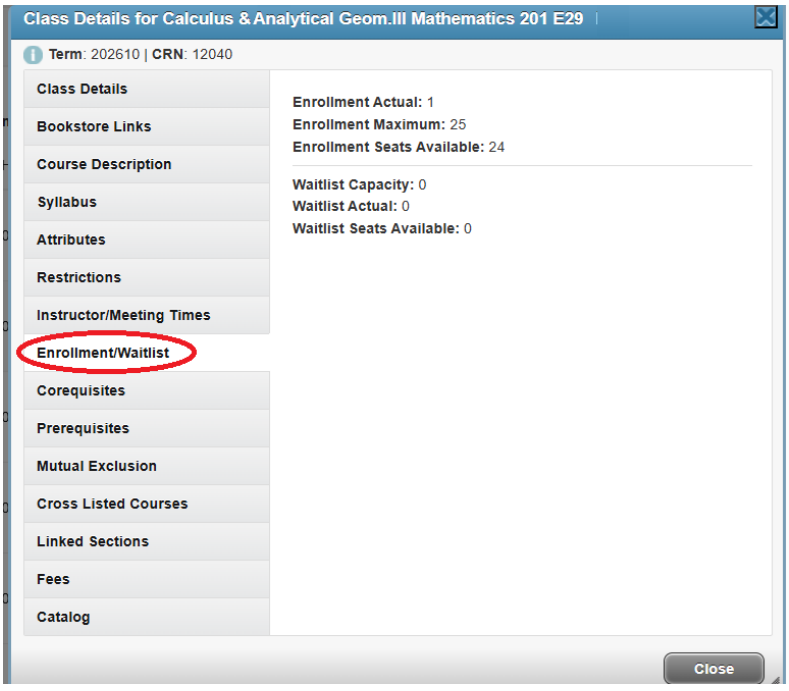
4. Location/meeting time details can be expanded by hovering over the field



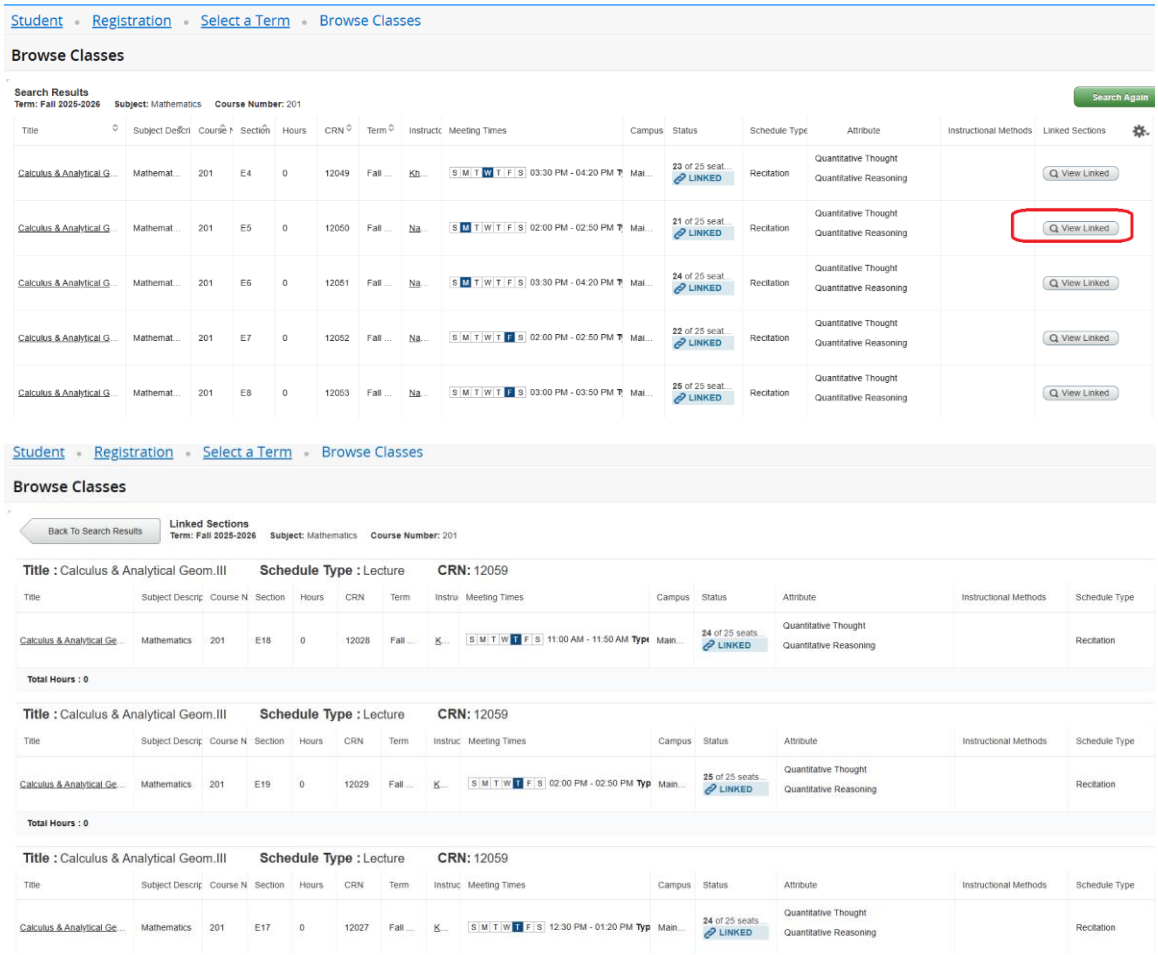
5. Additional class details appear by clicking on the title



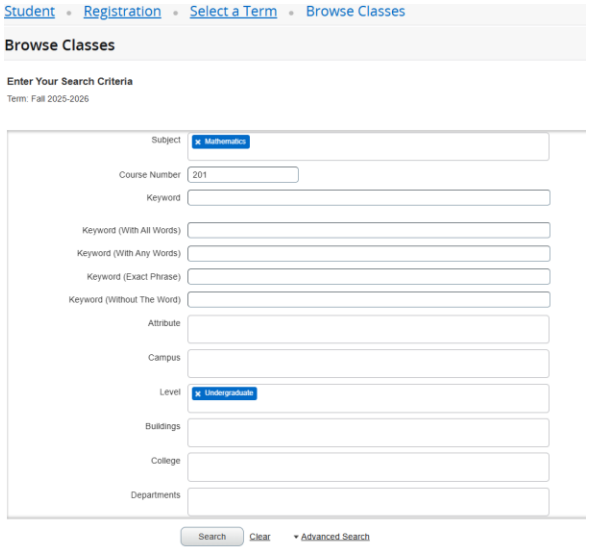
6. Detailed capacity/enrollment numbers can be retrieved from the details popup



7. Linked sections can be retrieved by clicking on View Linked button

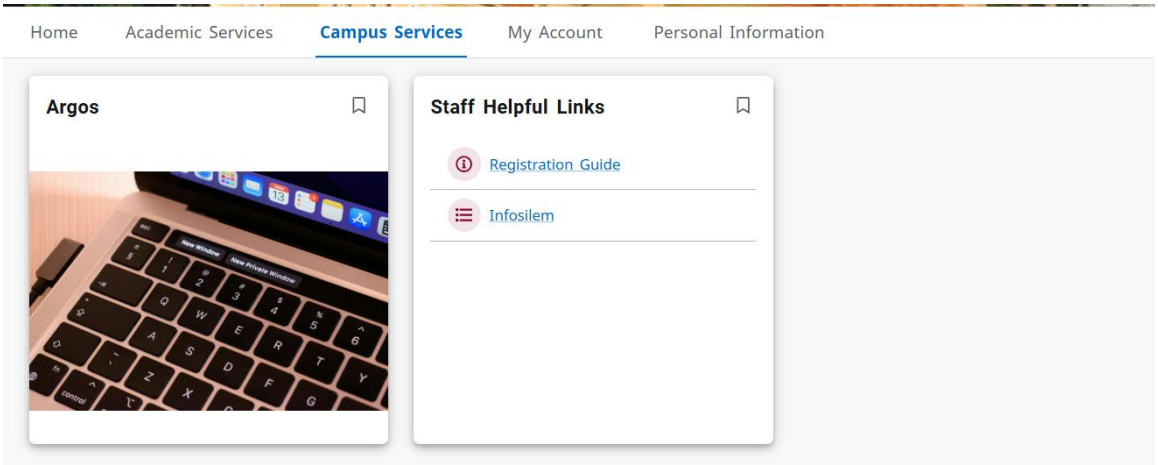


8. Advanced search offers additional search criteria



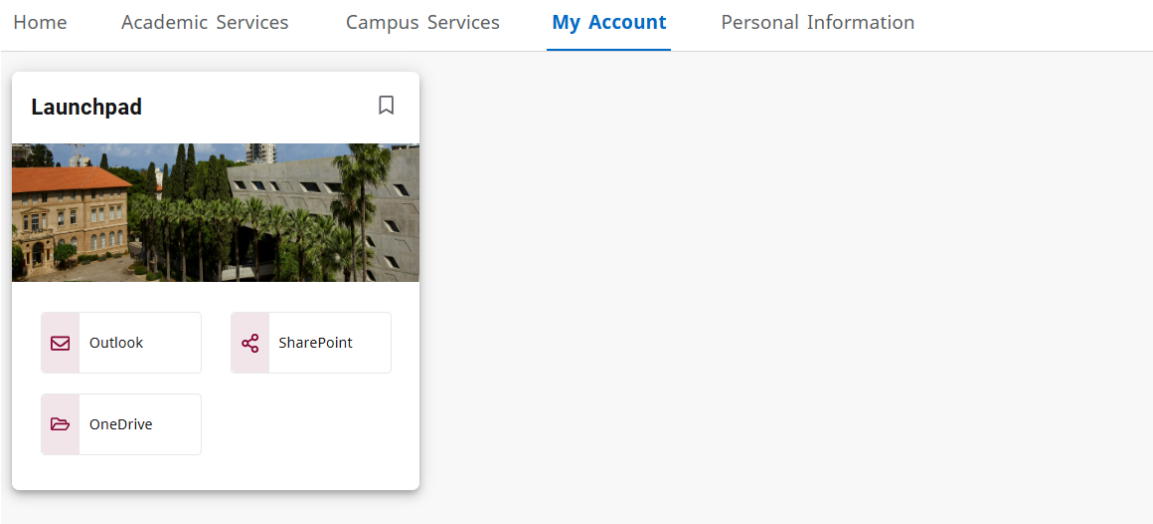
3.3 Campus Services

Links to Argos and other helpful links



3.4 My Account

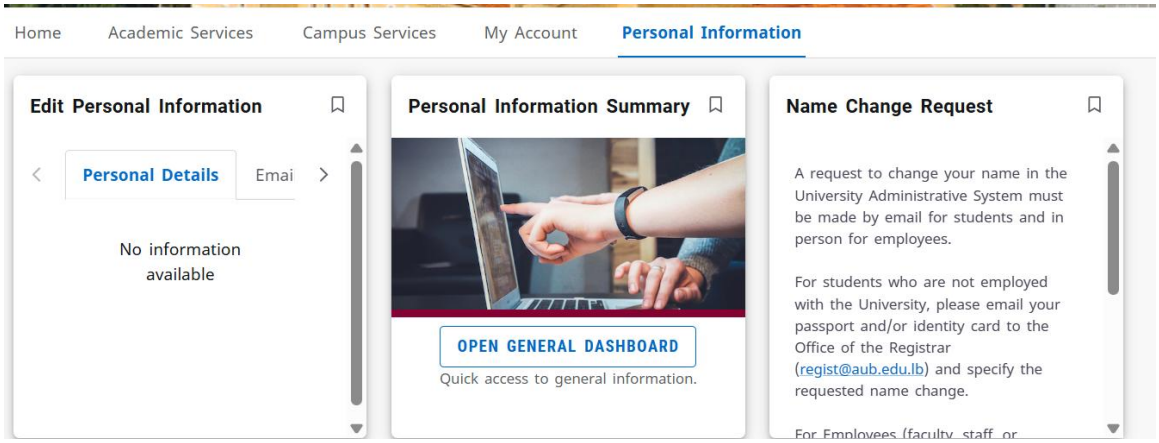
Launchpad to Outlook, SharePoint, OneDrive



3.5 Personal Information

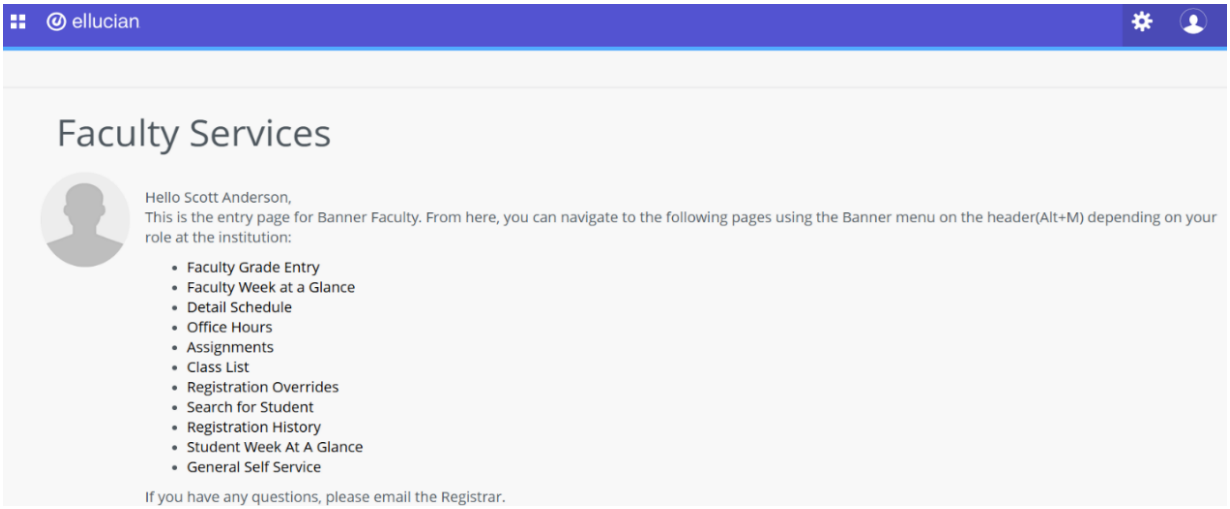
Allows the user to view/edit

- Personal Details
- Email
- Addresses
- Phones
- Emergency Contacts



4. FACULTY SELF-SERVICE

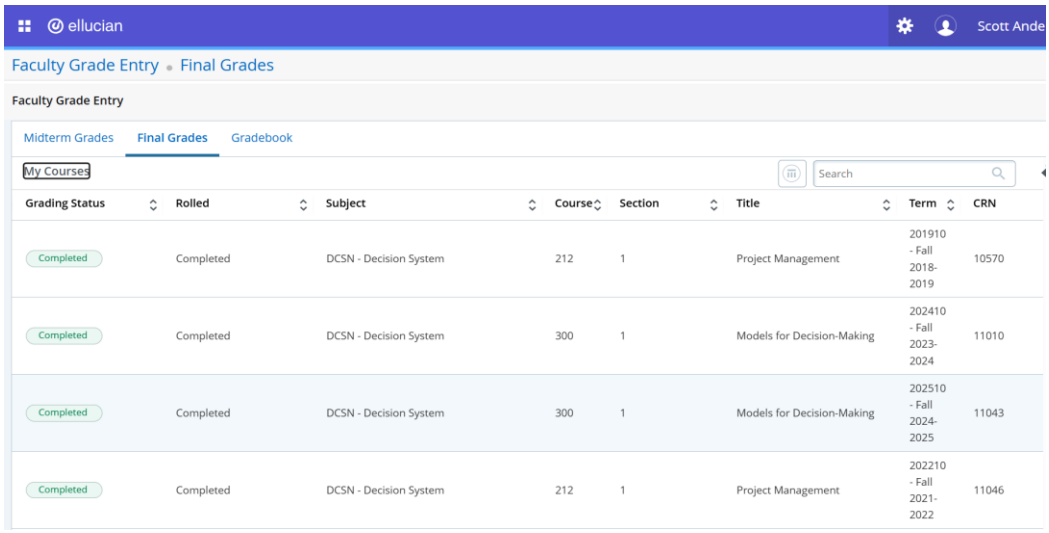
Main banner services dashboard.



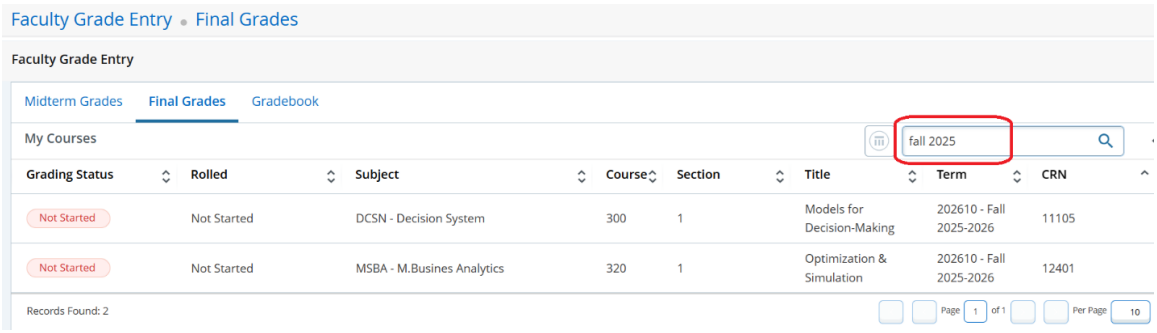
4. 1 Grade Entry

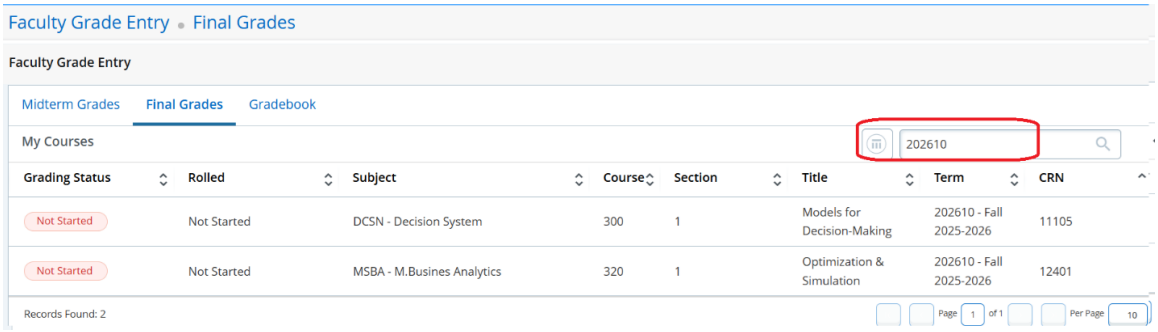
Grades can be entered directly via the form or via excel upload.

After navigating to **Faculty Grade Entry**, a list of your assigned courses will appear.



You can use the **search box** to locate a specific term.





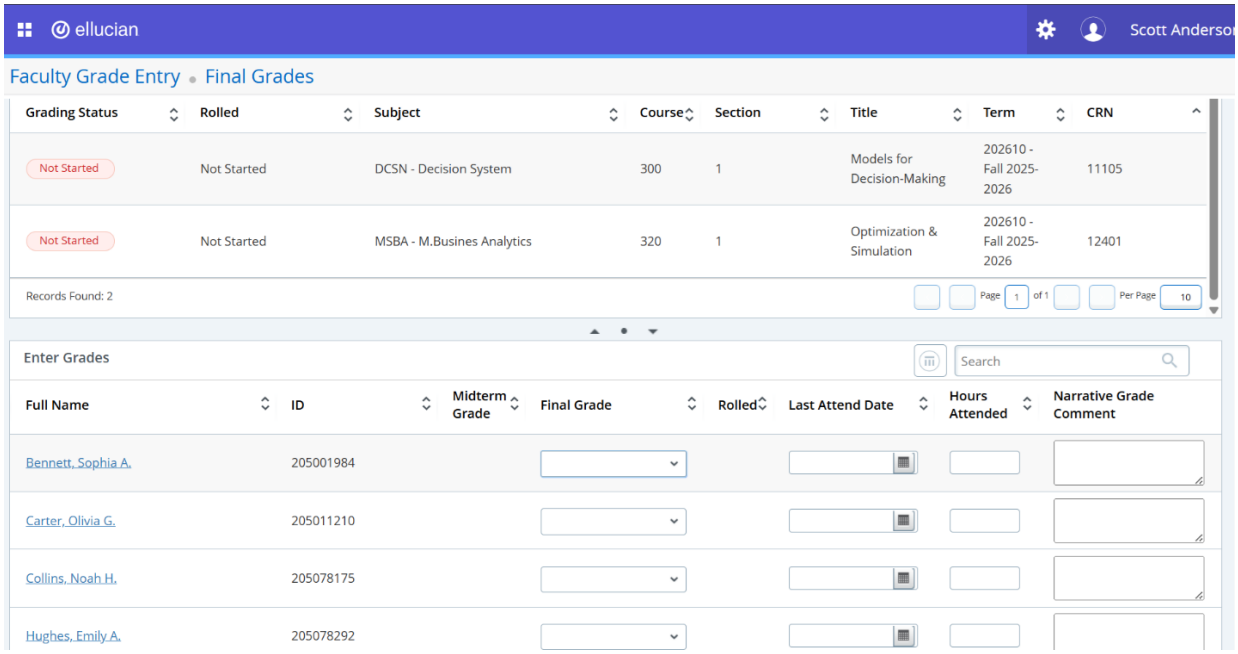
Each course displays a **Grading Status** with one of the following options:

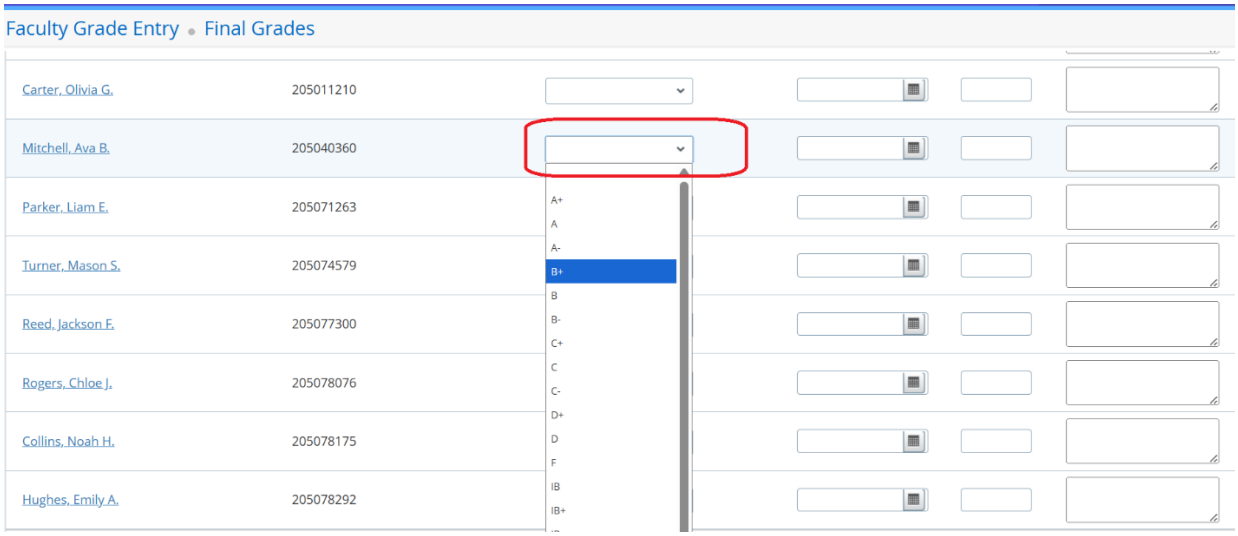
- Not Started
- In Progress
- Completed

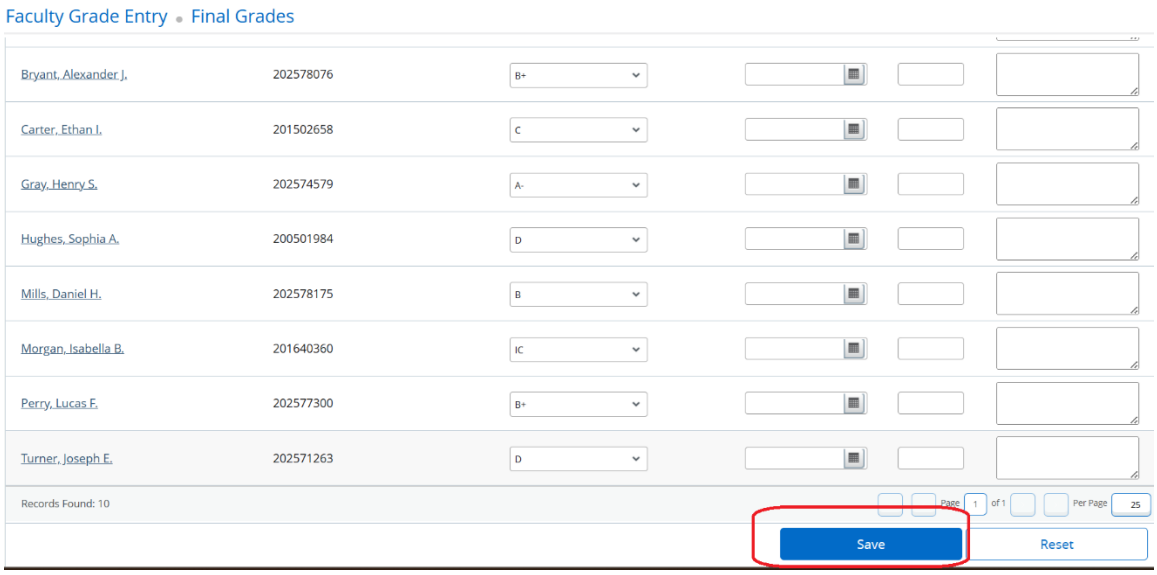
4.1.1 Grade Entry via Form

To enter grades manually through the online form:

9. Click the course you wish to enter grades for.
10. List of students appears in the lower pane
11. Enter grades for each student using the **Final Grade** dropdown.
12. Click **Save** to submit your changes or **Reset** to clear the form.



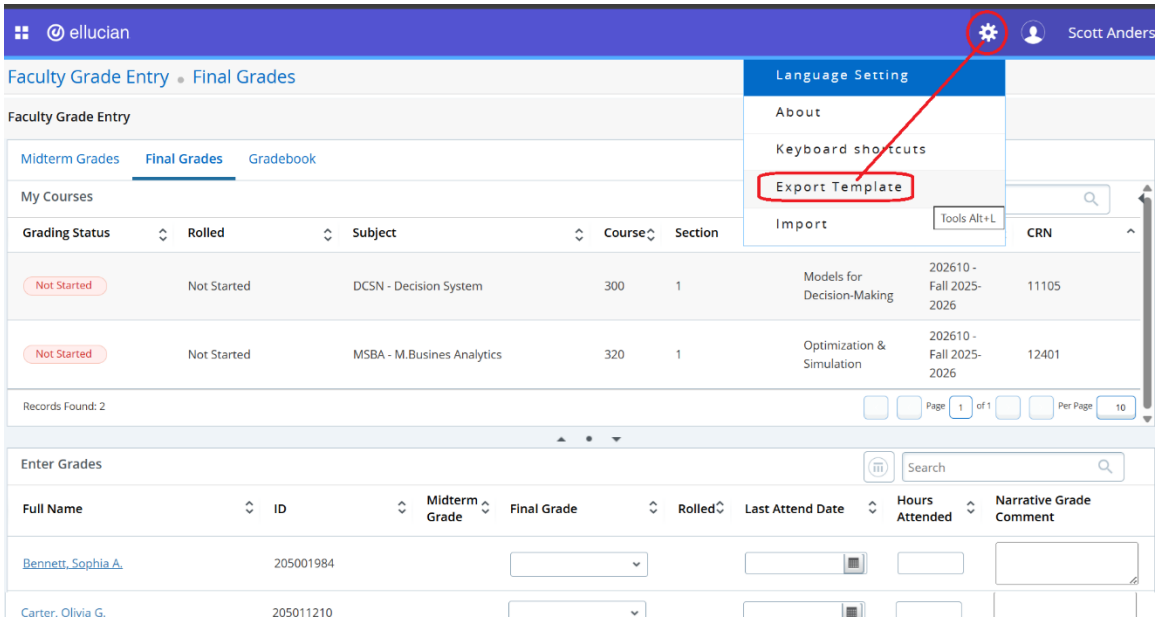



Faculty Grade Entry • Final Grades
Bryant, Alexander J. 202578076 B+
Carter, Ethan I. 201502658 C
Gray, Henry S. 202574579 A-
Hughes, Sophia A. 200501984 D
Mills, Daniel H. 202578175 B
Morgan, Isabella B. 201640360 IC
Perry, Lucas F. 202577300 B+
Turner, Joseph E. 202571263 D
Records Found: 10
Page 1 of 1
Per Page 25
Save
Reset

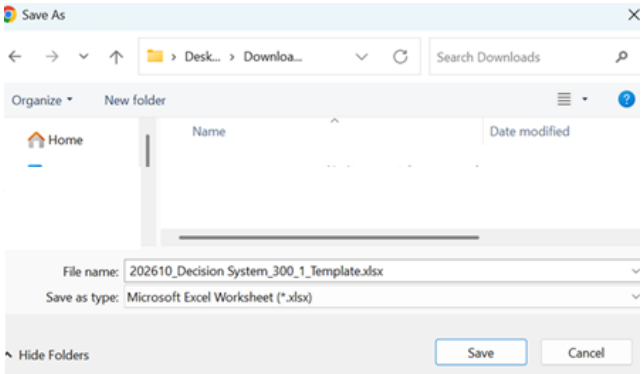
4.1.2 Upload via Excel

Faculty members can also upload grades using an Excel spreadsheet. Follow these steps:

1. Click the **gear icon** at the top right corner of the page.
2. Select **Export Template** then select preferred export format (both xls and xslx work).



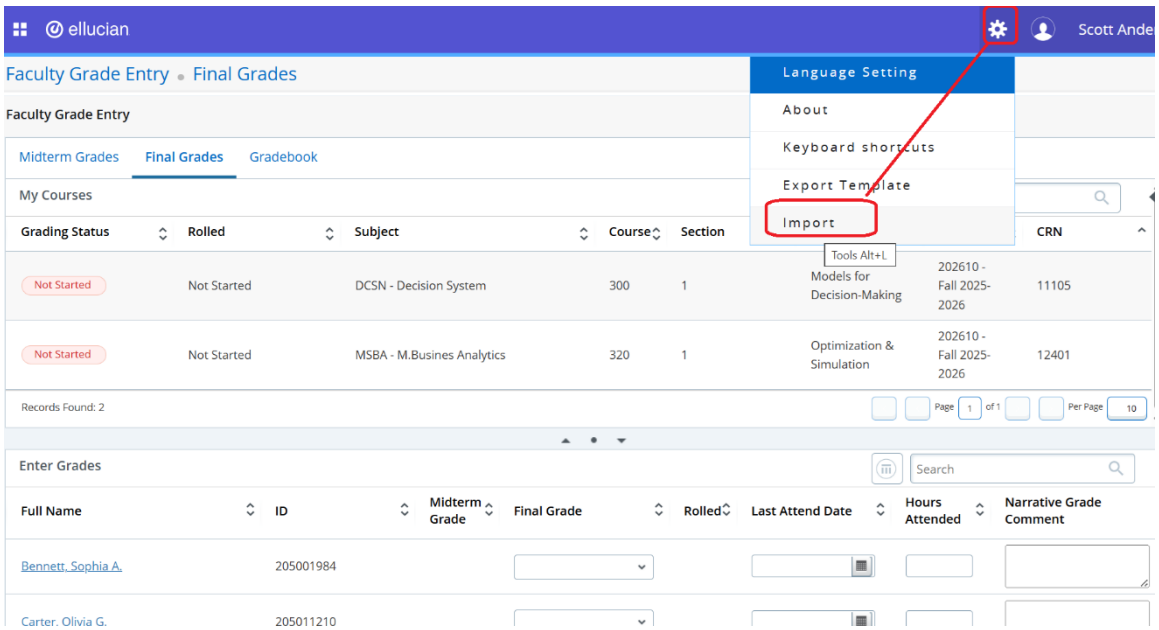
3. Save the file to your computer



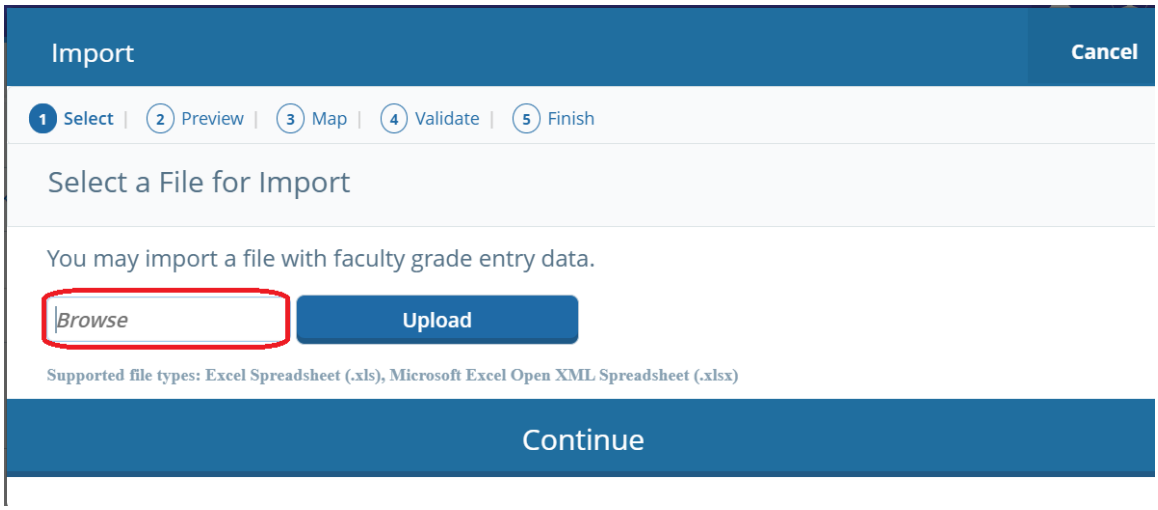
4. Enter grades in the **Final Grade** column and save the Excel sheet when complete.
   Note: Only valid letter grades will be accepted; invalid values will be rejected.

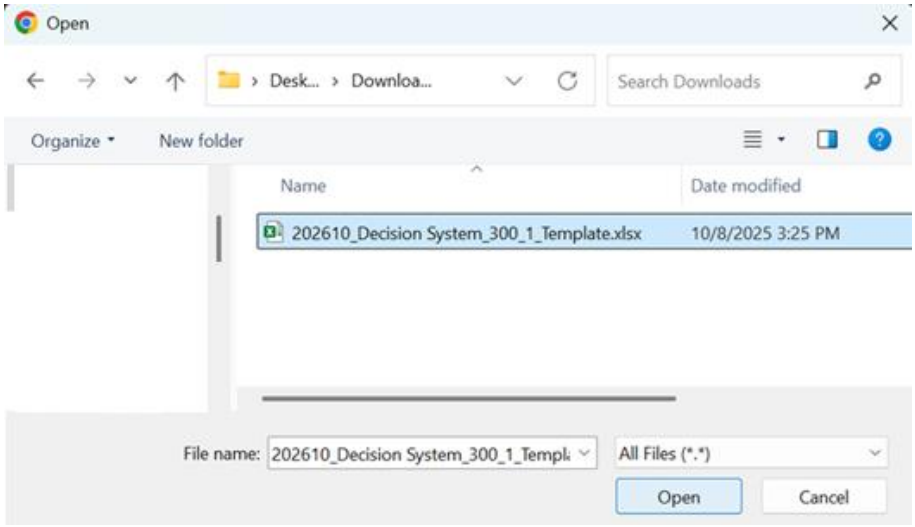
	A	B	C	D	E	F	G	H	I
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
2	202610	11105	Bennett, Sophia A.	205001984	No	No	Decision System	A	
3	202610	11105	Carter, Olivia G.	205011210	No	No	Decision System	B+	
4	202610	11105	Collins, Noah H.	205078175	No	No	Decision System	C	
5	202610	11105	Hughes, Emily A.	205078292	No	No	Decision System	A	
6	202610	11105	Miller, Ethan I.	205002658	No	No	Decision System	B+	
7	202610	11105	Mitchell, Ava B.	205040360	No	No	Decision System	B	
8	202610	11105	Parker, Liam E.	205071263	No	No	Decision System	D	
9	202610	11105	Reed, Jackson F.	205077300	No	No	Decision System		
10	202610	11105	Rogers, Chloe J.	205078076	No	No	Decision System		
11	202610	11105	Turner, Mason S.	205074579	No	No	Decision System		
12									
13									

5. Click the **gear icon** again and select **Import**.

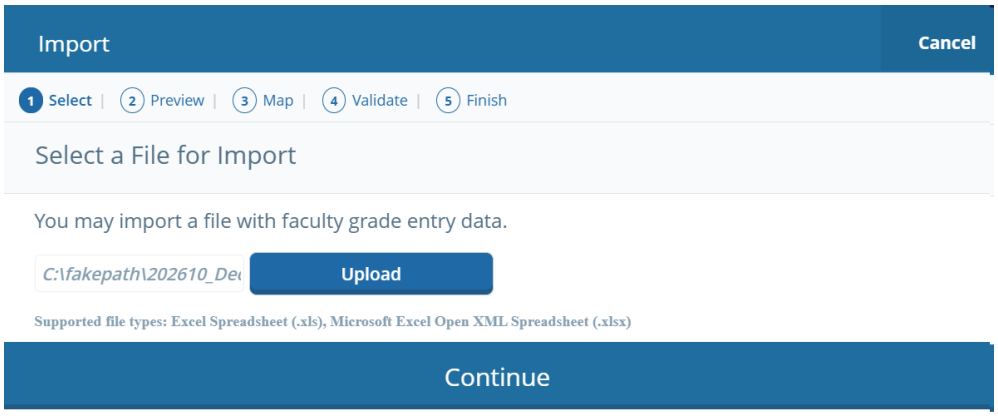


6. In the upload dialog box, click **Browse**, select the Excel file, and click **Open**.

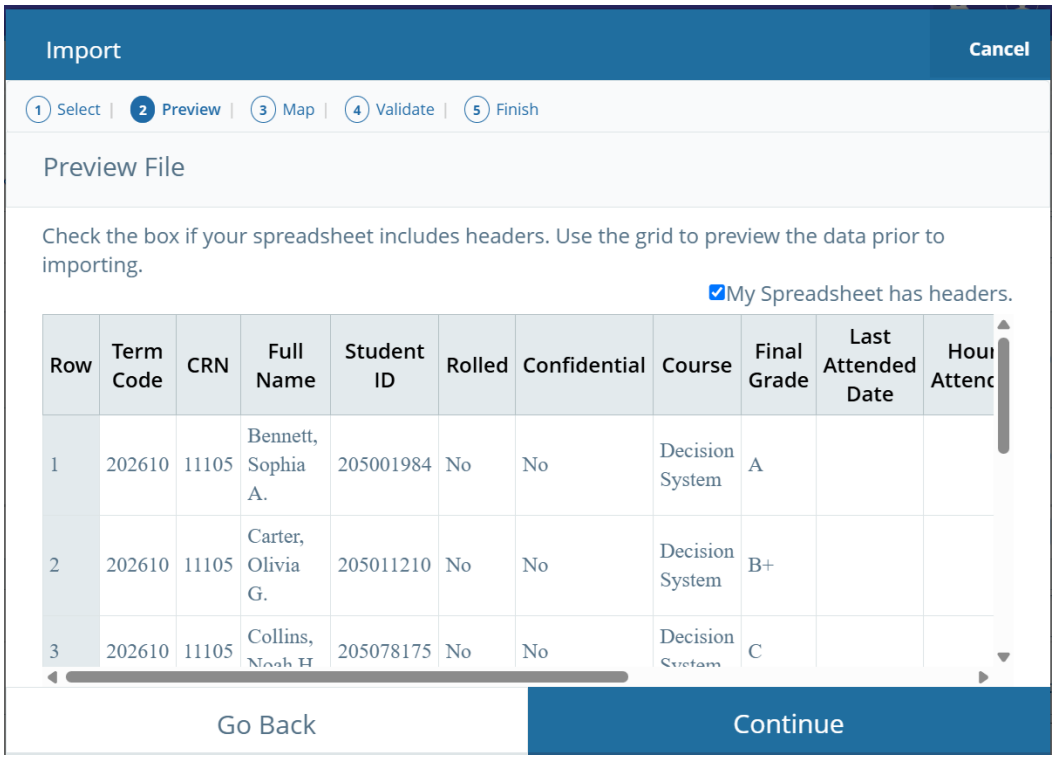




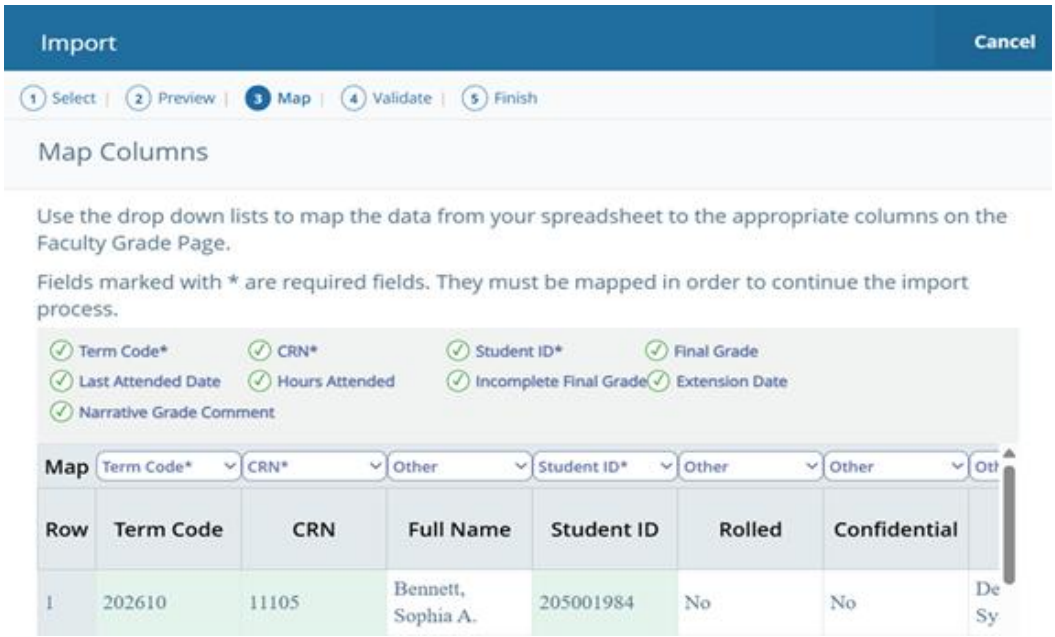
7. Click **Upload then Continue**.



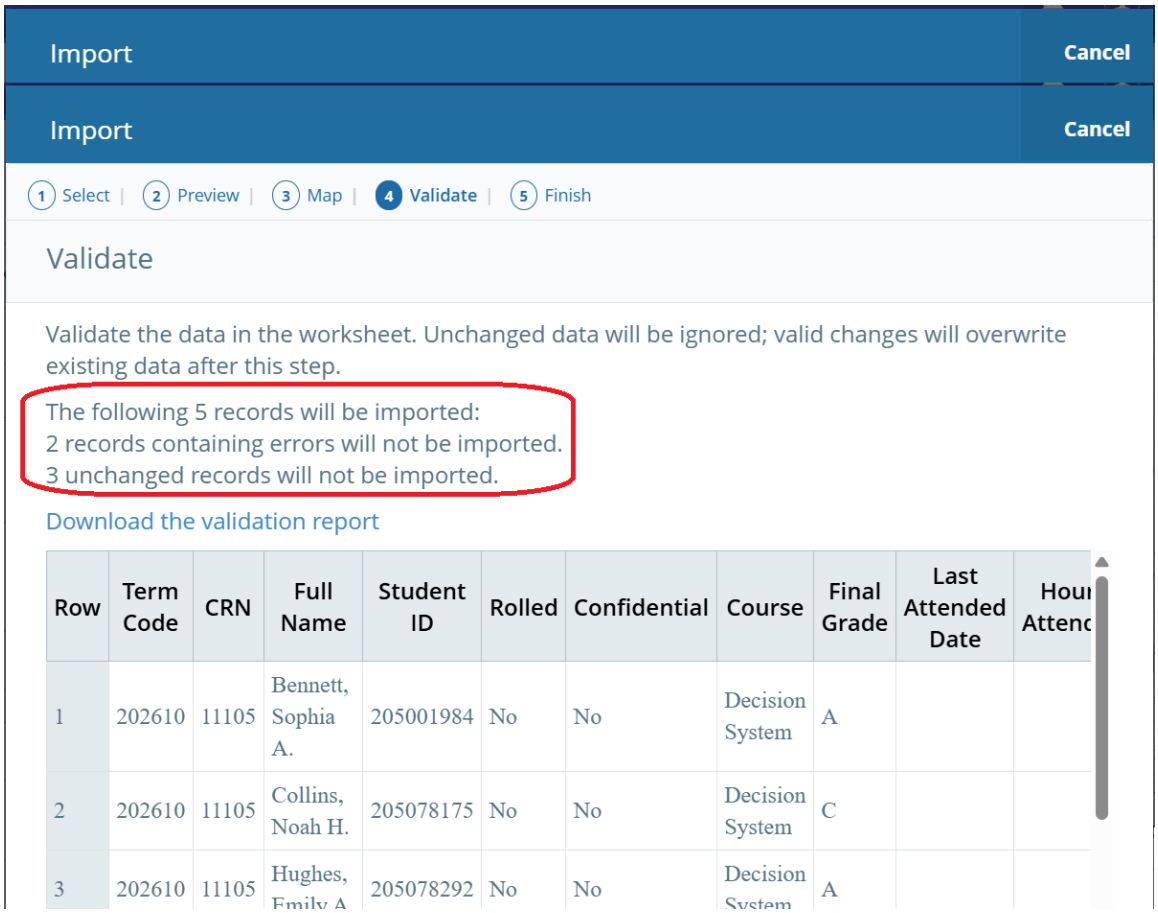
8. Review the preview screen to verify the imported information.



9. If you modified the exported template, map the Excel headers to the Banner fields. If not, simply click **Continue**.



10. The **Validate** step summarizes the import results, including:
    - Imported records
    - Rejected records
    - Unchanged records

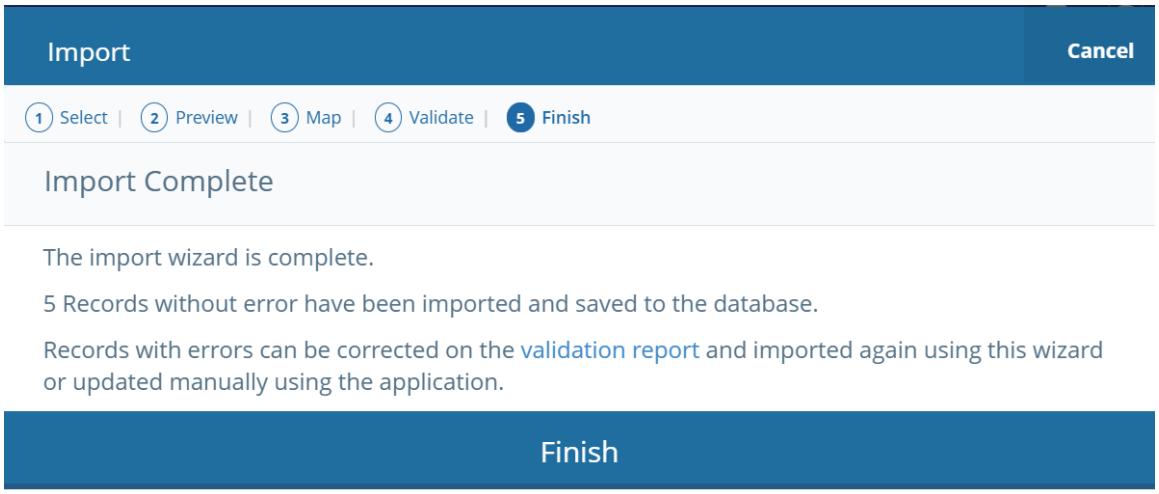


Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hour Attenc
1	202610	11105	Bennett, Sophia A.	205001984	No	No	Decision System	A		
2	202610	11105	Collins, Noah H.	205078175	No	No	Decision System	C		
3	202610	11105	Hughes, Emily A	205078292	No	No	Decision System	A		

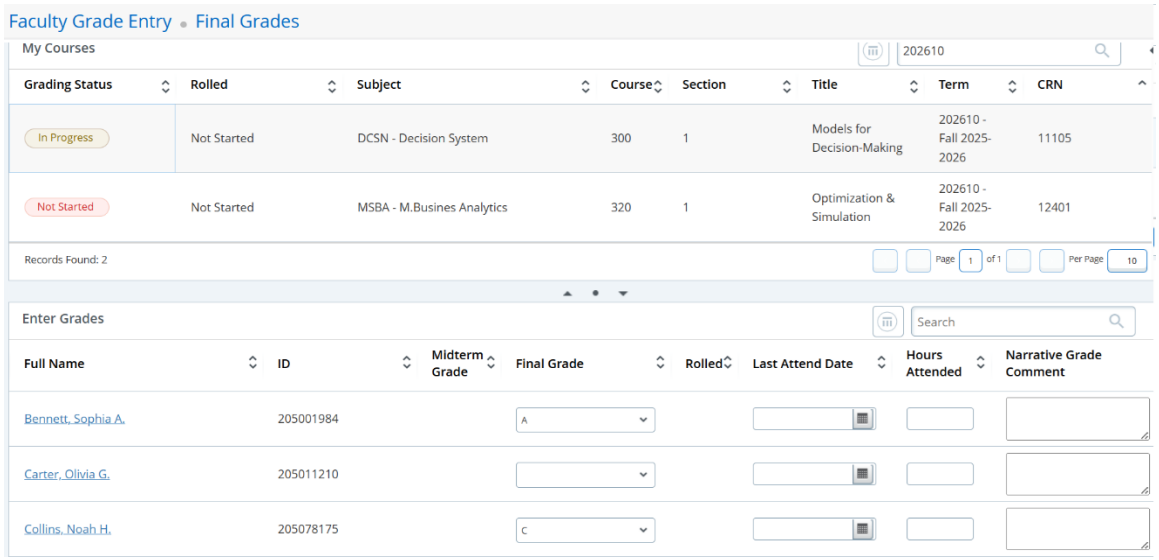
11. Download the validation report to review any errors.

	A	B	C	D	E	F	G	H	I	J
1	Error	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
2	No Errors.	202610	11105	Bennett, Sophia A.	205001984	No	No	Decision System	A	
3	The Final Grade "B+" is not vali	202610	11105	Carter, Olivia G.	205011210	No	No	Decision System	B+	
4	No Errors.	202610	11105	Collins, Noah H.	205078175	No	No	Decision System	C	
5	No Errors.	202610	11105	Hughes, Emily A.	205078292	No	No	Decision System	A	
6	No Errors.	202610	11105	Miller, Ethan I.	205002658	No	No	Decision System	B+	
7	No Errors.	202610	11105	Mitchell, Ava B.	205040360	No	No	Decision System	B	
8	The Final Grade "G" is not valid	202610	11105	Parker, Liam E.	205071263	No	No	Decision System	G	
9	No new data. Ignored.	202610	11105	Reed, Jackson F.	205077300	No	No	Decision System		
10	No new data. Ignored.	202610	11105	Rogers, Chloe J.	205078076	No	No	Decision System		
11	No new data. Ignored.	202610	11105	Turner, Mason S.	205074579	No	No	Decision System		
12										

12. If the summary is correct, click **Continue** and then **Finish**.



13. Reopen the course to confirm that imported grades appear correctly.

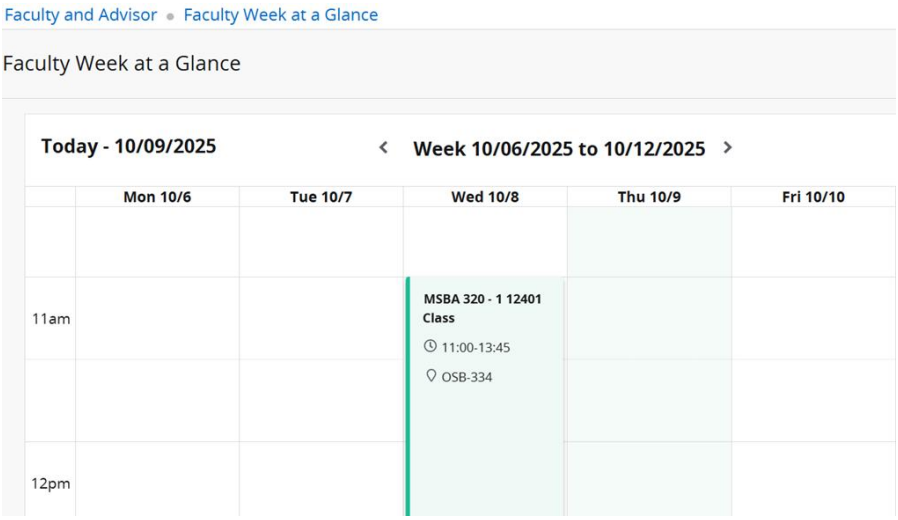


14. You may also enter or adjust additional grades manually on the form.

N.B. You can go back to the form and either add or edit as long as the grade is not is not rolled.

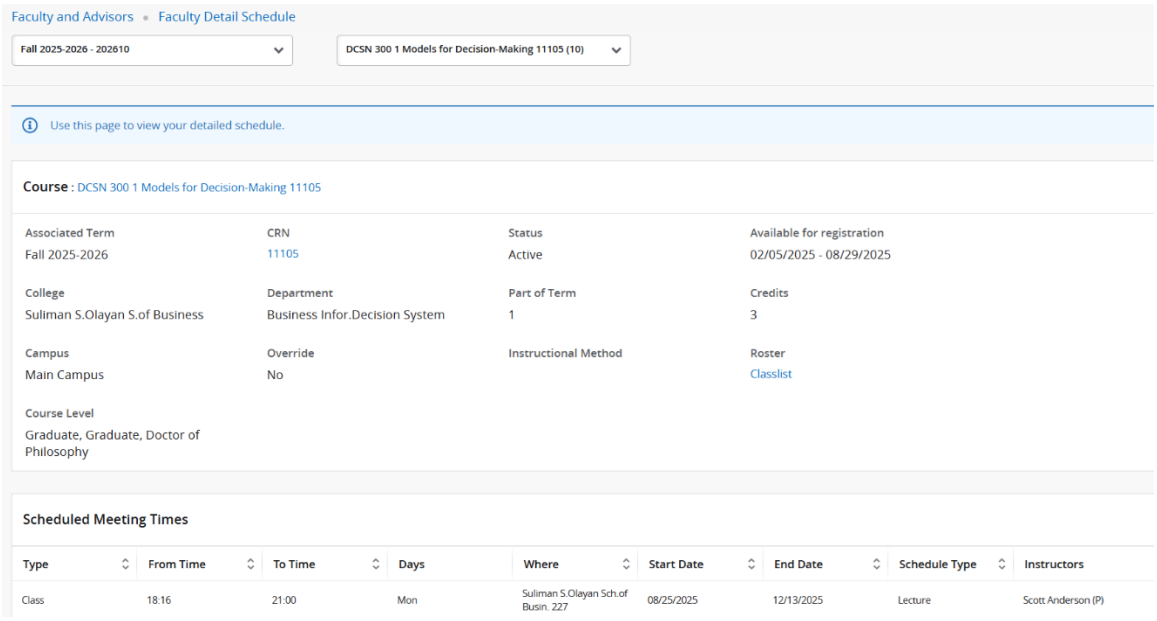
4.2 Faculty Week at a Glance

Faculty Week at a Glance displays the instructors schedule in calendar format



4.3 Detail Schedule

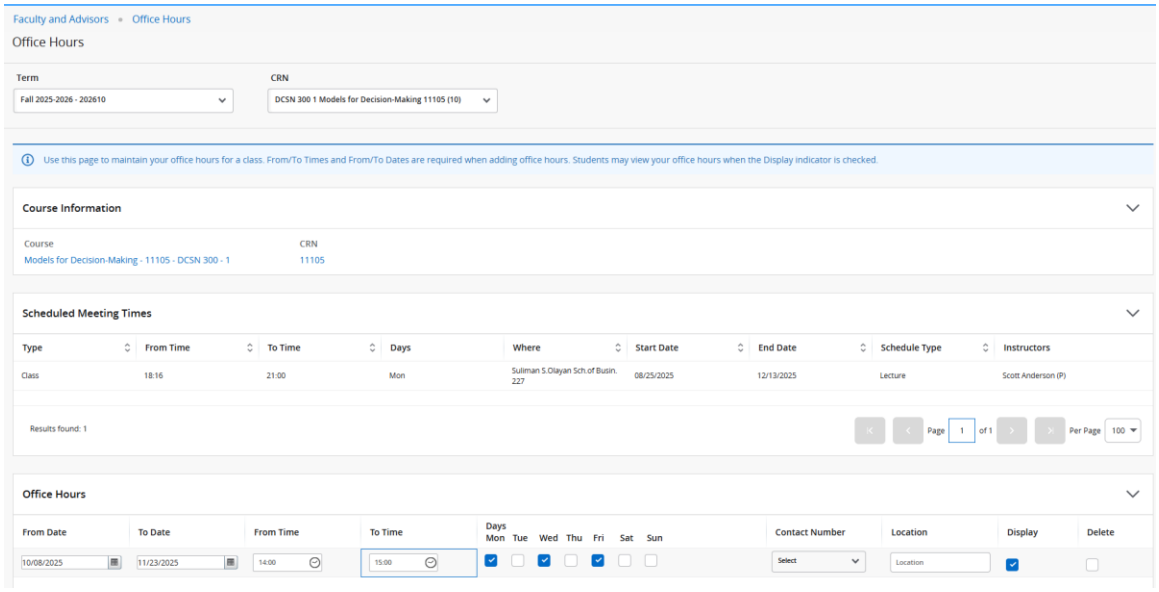
Detail schedule displays the detailed schedule of every assigned course during a particular term

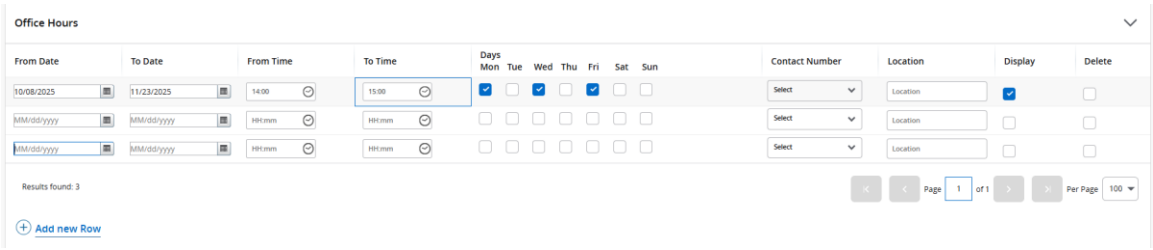


4.4 Office Hours

To manage your office hours:

1. Select the term and course.
2. Edit or delete existing entries as needed.
3. To add a new entry, click (+) Add New Row.
4. To copy office hours to another CRN, choose Select Copy to from dropdown, and add the other course.

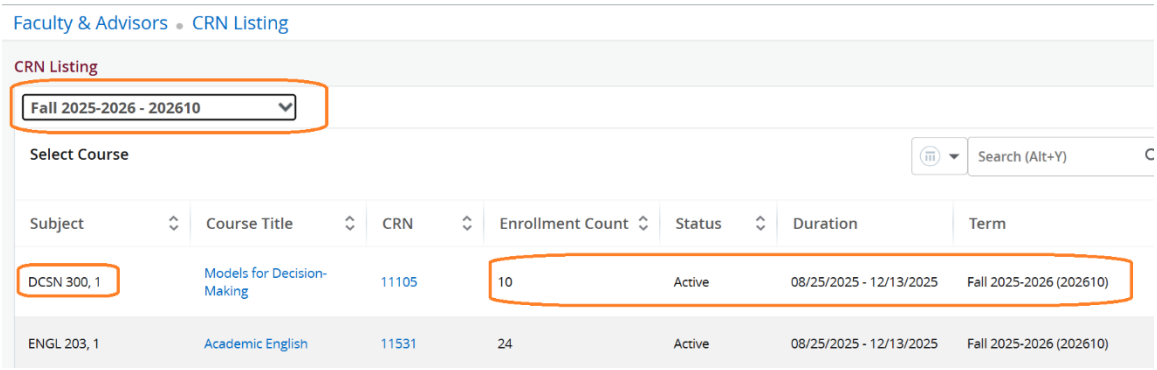


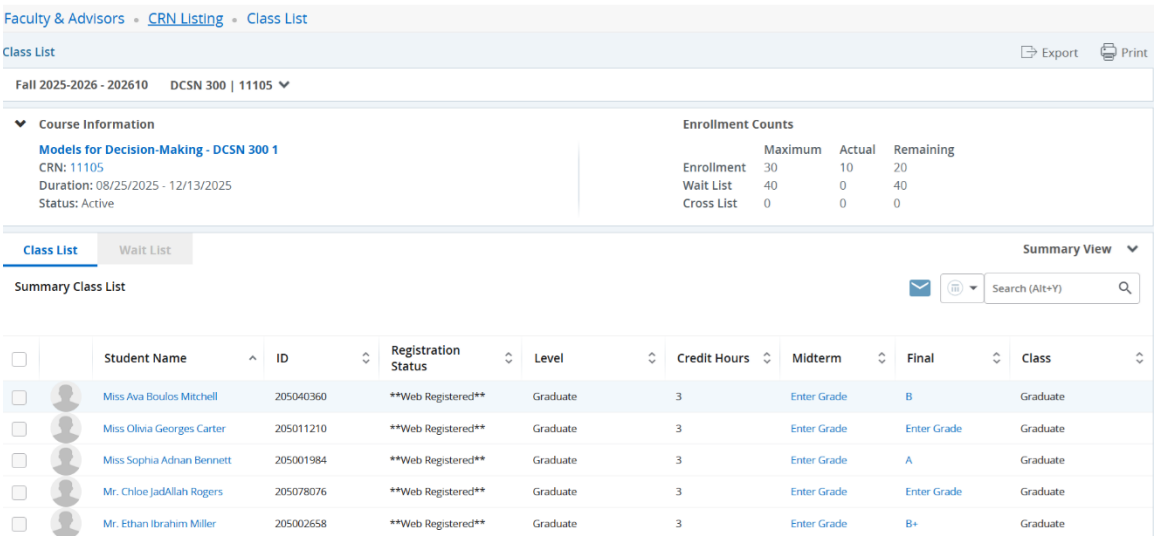


4.5 Class List

View the list of students enrolled in each course, along with key registration details. You can search for a particular term to filter the selection.

For a particular course, click anywhere on row itself **except** Course Title and CRN columns (clicking on those links takes you to class details instead of student list). Student list should appear in the bottom pain.

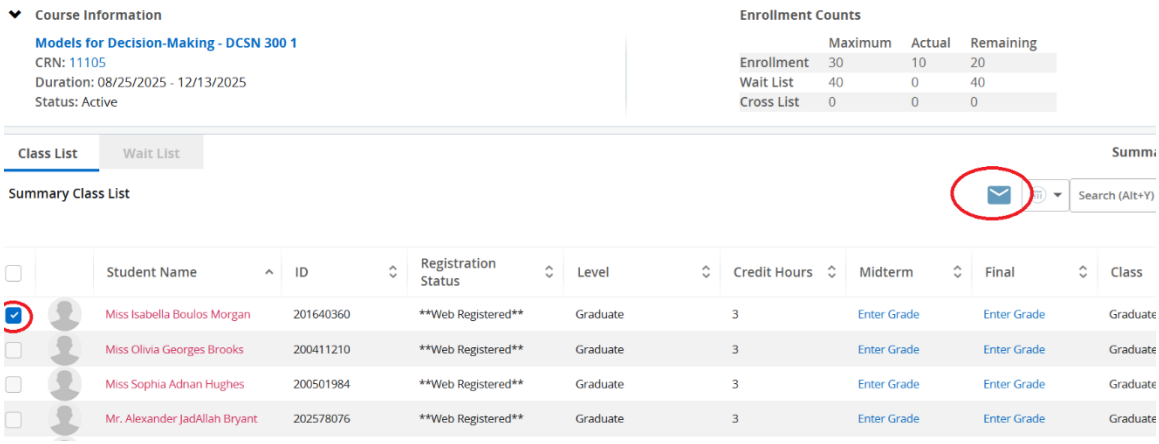




4.5.1 Email Students

To email students from class list:

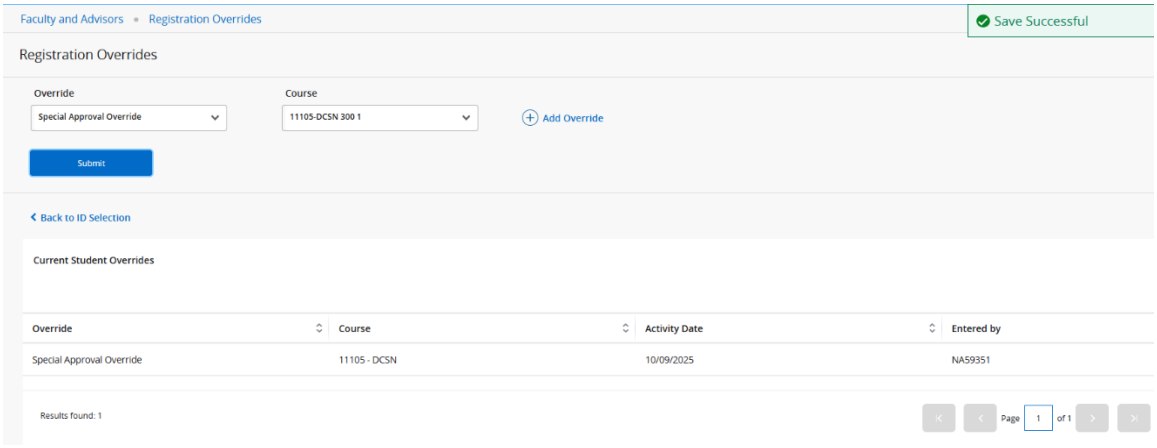
1. Select the check box next to the student(s) names you wish to email and click on email icon at the top
2. To email the entire class, select the check box at the header instead
3. A new email will open with the selected students' emails in the To field
4. Add additional recipients, specify the subject of the mail, and enter the email content before sending the mail.



4.6. Registration Overrides (Only for courses that require Special Approval)

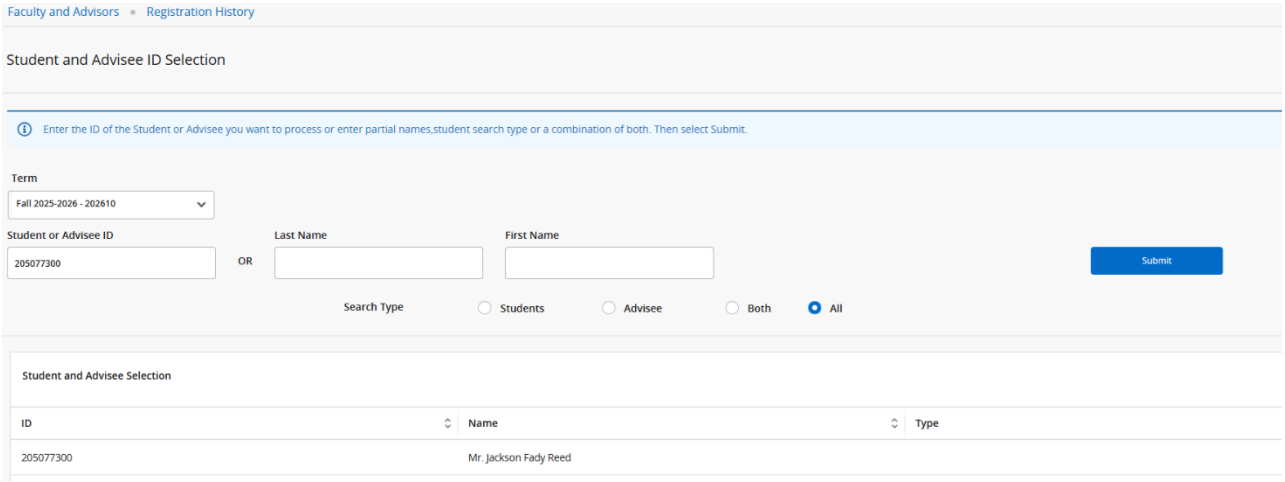
Instructors can grant permission for specific students to register in restricted courses.

1. Select the term.
2. Search for the student by name or ID.
3. Choose the appropriate override permit and course.
4. Click Submit.



4.7 Registration History and Student Week at a Glance

1. Registration History displays a student's enrollment record for a given term.
2. Student Week at a Glance shows the student's class schedule in a calendar format.
3. Select the term and enter the student ID or name to retrieve details.



Registration History

Back to ID Selection

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed.

Information for **Mr. Jackson Fady Reed**

Term	CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
Fall 2025-2026	11105	DCSN 300	Models for Decision-Making	3.000	Graduate	**Web Registered** 04/23/2025		
Fall 2025-2026	12395	MNGT 350AD	Strategic Brand Management	3.000	Graduate	**Web Registered** 06/13/2025		
Summer 2024-2025	30725	BUSS 350	Emotional Intelligence and Min	3.000	Graduate	**Web Registered** 06/03/2025		
Summer 2024-2025	30002	BUSS 350F	Building Bus. Beyond Borders	3.000	Graduate	**Web Registered** 04/14/2025		
Summer 2024-2025	30003	MNGT 350W	Negotiation Skills	3.000	Graduate	**Web Registered** 04/14/2025		

Faculty and Advisors • Student Week at a Glance

Student Week at a Glance

Back to ID Selection

This page lists classes in day and time format for a student. You may select one of the classes listed to see all of the detail information about the class.

Information for **Mr. Jackson Fady Reed**

Today - 10/09/2025

Week 10/06/2025 to 10/12/2025

	Mon 10/6	Tue 10/7	Wed 10/8	Thu 10/9	Fri 10/10
6pm	**11105** **DCSN 300 - 1 11105 Class** 18:16-21:00 Suliman S.Olayan Sch.of Busin.-227	**12395** **MNGT 350AD - 1 12395 Online** 18:00-20:30 TBA			
7pm					