

Instructor's Guide to Accessing Your Class List

Step 1 Log into your PSU Banweb Account at www.banweb.pdx.edu

PSU Information System

Please enter your PSU ID, without hyphens, and your PIN. Then click Login.

To protect your privacy, please Exit and then close your browser when you are finished using the PSU Information System.

Forgot your PIN? Enter your PSU ID, then click Forgot PIN?.

By logging into the PSU Information System, you indicate that you have agreed to the PSU Acceptable Use Policy.

PSU Alert Registration

As you log into the PSU Information System, a pop up window will prompt you to register for the PSU Alert emergency notification system. Portland State has partnered with 3n (National Notification Network) to provide emergency notification service to your pager, cell, email and phone.

Please take a moment to opt in. This service is completely voluntary. Your information will be kept confidential and will only be used in the event of an actual emergency or a test of the PSU Alert system.

Find information about the PSU Alert system at: www.pdx.edu/psualer

PSU ID Number:

PIN:

Enter your 9 digit PSU ID with no dashes

Enter your PIN: Defaults to your 6-digit date of birth mmddyy no hyphens or slashes (i.e. October 9, 1980 = 100980). Select **“Login”** It will prompt you to change your PIN

Select “Login”

Step 2

Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://banweb.pdx.edu/pls/oprd/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&xxxxx=1113125&msg=WELCOME

Portland State UNIVERSITY

PSU Information System

[Personal Information](#) [Faculty Services](#) [Employee Services](#)

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome to the PSU Information System Joanne :b access on 01-APR-2008 at 13:19

Your PSU ID number is: 90261

[Personal Information](#)
Update your entry in the online student directory. This directory is now available on-line to students, staff and faculty of PSU. Please follow this link to make sure your information is correct. View your address(es), phone number(s), e-mail address(es); Change your PIN; Change your Security Question and/or Answer.

[Faculty Services](#)
New: This link may redirect you to a PSU HR web page where you must choose between printed and online paystubs. Once you enter your selection, you will be directed back to Faculty Services.
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.
Employee parking permit and Peter Stott Center Locker renewal.

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Faculty Services Internet

Step 3

The screenshot shows a Microsoft Internet Explorer browser window titled "Faculty & Advisors Menu - Microsoft Internet Explorer". The address bar displays the URL: https://banweb.pdx.edu/pls/oprd/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu. The page content includes the Portland State University logo and a navigation menu with tabs for "Personal Information", "Faculty Services", and "Employee Services". The "Faculty Services" tab is active, and a callout box with the text "Click 'Term Selection'" points to the "Term Selection" link in the list of services. Below the list, there are sections for "Final Grades" and "Grading Deadlines (always the Tuesday after Finals Week):".

Faculty Services

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Detail Wait List](#)
- [Summary Wait List](#)
- [Final Grades](#)

Grading Deadlines (always the Tuesday after Finals Week):

- **Spring 2008** grades are due **Tuesday 6/17/2008 at 5pm**
- **Summer 2008** grades...
- for courses ending before **7/18/08** are due **Tuesday 7/22/08 at 5pm**
- for courses ending before **8/15/08** are due **Tuesday 8/19/08 at 5pm**
- for courses ending before **8/29/08** are due **Tuesday 9/02/08 at 5pm**
- for courses ending before **9/12/08** are due **Tuesday 9/16/08 at 5pm**

Step 4

The screenshot shows a web browser window titled "Select Term - Mozilla Firefox" with the URL https://banweb.pdx.edu/pls/oprd/bwillfcwl_P_FacClasListSum. The page header includes the Portland State University logo and navigation tabs for "Personal Information", "Student Services and Financial Aid", "Faculty Services", "Employee Services", "WebTailor", and "Co-enrollment". The main heading is "Select Term" with a timestamp of "11--JUN--2008 12:10".

Below the heading, there is a help icon and the instruction: "Select the Term for processing then press the Submit Term button." A dropdown menu labeled "Select a Term:" currently shows "Spring 2008 Quarter". A "Submit" button is located below the dropdown.

Two callout boxes provide instructions:

- A box on the right says "Select the Term of your Class 'Fall 2008 Quarter'" with an arrow pointing to the dropdown menu.
- A box at the bottom says "Click 'Submit'" with an arrow pointing to the Submit button.

At the bottom of the page, it says "RELEASE: 6.1" and "powered by SUNGARD HIGHER EDUCATION". The browser status bar at the very bottom shows "Done" and the URL "banweb.pdx.edu".

Step 5

Select CRN - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://banweb.pdx.edu/pls/oprd/bwllfcwl_P_FacClasListSum

Luminis Banner INB Banner Self Serve IdM WebCT TWiki PB Wiki RT RT Wiki Wikipedia Oracle 10g My Yahoo! Google Webmail TriMet

Portland State UNIVERSITY

PSU Information System

Personal Information Student Services and Financial Aid **Faculty Services** Employee Services WebTailor Co-enrollment

RETURN TO MENU SITE MAP HELP EXIT

Select CRN

Spring 2008 Quarter
11-JUN-2008 12:11

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: ADV DATABASE ADMINISTRATION - 64589

Submit

[Enter Section Identifier (CRN) Directly]

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Done banweb.pdx.edu

On the Select CRN page, select the CRN for your class from the pull-down list.

Click the "Submit" button

Step 6

The screenshot shows a Microsoft Internet Explorer browser window titled "Faculty & Advisors Menu - Microsoft Internet Explorer". The address bar contains the URL: https://banweb.pdx.edu/pls/oprd/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMenu. The page content includes the Portland State University logo and a navigation menu with "Personal Information", "Faculty Services", and "Employee Services". The "Faculty Services" section is active, displaying a list of links: "Term Selection", "CRN Selection", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Detail Wait List", "Summary Wait List", and "Final Grades". A callout box with the text "Click 'Summary Class List'" has an arrow pointing to the "Summary Class List" link. Below the links, there is a "Grading Deadlines" section with a list of due dates for Spring 2008 and Summer 2008.

PSU Information System

Personal Information **Faculty Services** Employee Services

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services

- [Term Selection](#)
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Step 7 You are now on the summary of the class list. Simply print this page.

Summary Faculty Class List - Microsoft Internet Explorer

Address: https://banweb.pdx.edu/pls/oprd/bwlkfcwl.P_FacClasListSum

2	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
3	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
4	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
5	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
6	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
7	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
8	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
9	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
10	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
11	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
12	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
13	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
14	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
15	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
16	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@
17	**Registered**	Undergradu:	Enter	Graded Mode (A-F)	@

Email class @

[Return to Previous](#)

[[Detail Class List](#)]

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