

Instructor's Guide to Emailing 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

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

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

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

Google [Go](#) [6 blocked](#) [Check](#) [AutoLink](#) [AutoFill](#) [Send to](#) [Settings](#)

Portland State UNIVERSITY

PSU Information System

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

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

Welcome to the PSU Information System | Last web access on 01-APR-2008 at 13:19

Your PSU ID number is

[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](#) ← **Click on "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 contains the URL: https://banweb.pdx.edu/pls/oprj/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu. The page features 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, displaying a list of links: "Term Selection", "CRN Selection", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Detail Wait List", and "Summary Wait List". A callout box with the text "Click 'Term Selection'" has an arrow pointing to the "Term Selection" link. Below the links, there is a section for "Final Grades" and "Grading Deadlines" with a list of due dates for Spring and Summer 2008.

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PSU Information System

Personal Information **Faculty Services** Employee Services

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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 Mozilla Firefox browser window displaying the 'Select Term' page of the PSU Information System. The browser's address bar shows the URL https://banweb.pdx.edu/pls/opr/bwlfacwl.P_FacClatListSum. 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 an instruction: 'Select the Term for processing then press the Submit Term button.' A dropdown menu is set to 'Spring 2008 Quarter', and a 'Submit' button is visible. Two callout boxes provide instructions: one pointing to the dropdown menu with the text 'Select the Term of your Class "Fall 2008 Quarter"' and another pointing to the 'Submit' button with the text 'Click "Submit"'. The page footer includes 'RELEASE: 6.1' and 'powered by SUNGARD HIGHER EDUCATION'. The browser status bar at the bottom shows 'Done' and the address 'banweb.pdx.edu'.

Select Term - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://banweb.pdx.edu/pls/opr/bwlfacwl.P_FacClatListSum ICQ Search

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

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PSU Information System

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

RETURN TO MENU SITE MAP HELP EXIT

11-JUN-2008 12:10

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term:

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Done banweb.pdx.edu

Select the Term of your Class
"Fall 2008 Quarter"

Click "Submit"

Step 5

Select CRN - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://barweb.pdx.edu/pls/opr/bwlfacwl_P_FacClatListSum

Luminis Banner INB Banner Self Serve IdM WebCT TWiki PS 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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barweb.pdx.edu

Done

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

Click the "Submit" button

Step 7 You are now on the summary of the class list. Scroll down to the bottom of the page for the email function.

Summary Faculty Class List - Microsoft Internet Explorer

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

2	**Registered**	4.000	Enter	Graded Mode (A-F)	@
3	**Registered**	4.000	Enter	Graded Mode (A-F)	@
4	**Registered**	4.000	Enter	Graded Mode (A-F)	@
5	**Registered**	4.000	Enter	Graded Mode (A-F)	@
6	**Registered**	4.000	Enter	Graded Mode (A-F)	@
7	**Registered**	4.000	Enter	Graded Mode (A-F)	@
8	**Registered**	4.000	Enter	Graded Mode (A-F)	@
9	**Registered**	4.000	Enter	Graded Mode (A-F)	@
10	**Registered**	4.000	Enter	Graded Mode (A-F)	@
11	**Registered**	4.000	Enter	Graded Mode (A-F)	@
12	**Registered**	4.000	Enter	Graded Mode (A-F)	@
13	**Registered**	4.000	Enter	Graded Mode (A-F)	@
14	**Registered**	4.000	Enter	Graded Mode (A-F)	@
15	**Registered**	4.000	Enter	Graded Mode (A-F)	@
16	**Registered**	4.000	Enter	Graded Mode (A-F)	@
17	**Registered**	4.000	Enter	Graded Mode (A-F)	@

Individual Student's names that are registered for your class will be listed here.

Email class @

[Return to Previous](#)

[[Detail Class List](#)]

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Step 8 Clicking on the “**Email Class**” link should bring up a new mail message in your mail tool. The students’ email addresses will already be entered in the BCC: field.

