

Instructor's Guide to Entering Grades

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

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

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

Google Go Bookmarks 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 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.

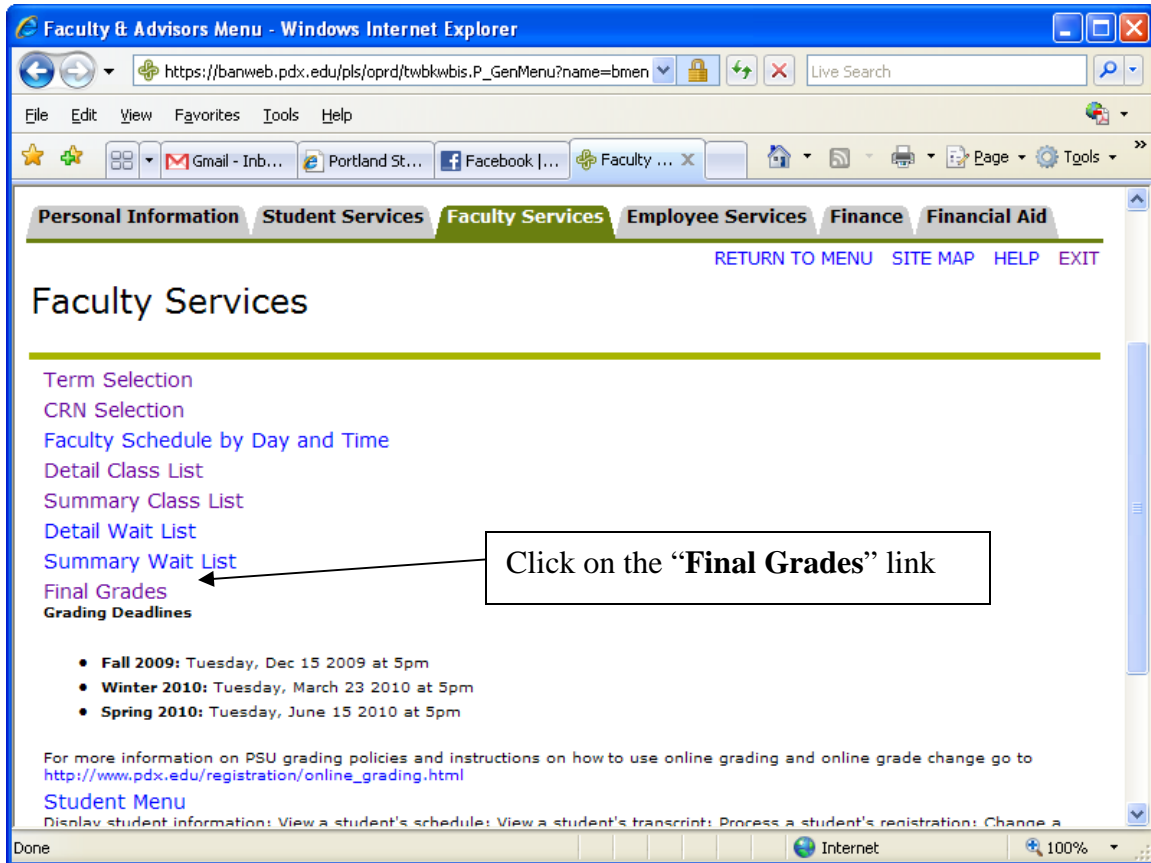
[Faculty Services](#) ← **Click on "Faculty Services"**
New: This link may redirect you to a PSU HR web page where you must choose between printed and online paystubs. Once you enter your selection, you will be directed back to Faculty Services.
Enter Grades and Registration Overrides, View Class Lists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

RELEASE: 7.4.PA powered by **SUNGARD** HIGHER EDUCATION

Faculty Services Internet

Step 3



The screenshot shows a Windows Internet Explorer browser window titled "Faculty & Advisors Menu - Windows Internet Explorer". The address bar displays the URL: https://banweb.pdx.edu/pls/oprd/twbkwbis.P_GenMenu?name=bmen. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows icons for Home, Back, Forward, Stop, Refresh, Print, and Page Setup. The browser has several tabs open: Gmail - Inb..., Portland St..., Facebook |..., and Faculty ... X.

The main content area features a navigation menu with the following items: Personal Information, Student Services, Faculty Services (highlighted), Employee Services, Finance, and Financial Aid. Below the navigation menu are links for RETURN TO MENU, SITE MAP, HELP, and EXIT.

Faculty Services

The Faculty Services section contains the following links:

- 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

A callout box with a black border and white background contains the text "Click on the 'Final Grades' link". An arrow points from this box to the "Final Grades" link in the list above.

Below the links, there is a list of grading deadlines:

- **Fall 2009:** Tuesday, Dec 15 2009 at 5pm
- **Winter 2010:** Tuesday, March 23 2010 at 5pm
- **Spring 2010:** Tuesday, June 15 2010 at 5pm

At the bottom of the page, there is a note: "For more information on PSU grading policies and instructions on how to use online grading and online grade change go to http://www.pdx.edu/registration/online_grading.html". Below this is a "Student Menu" section with the text: "Display student information: View a student's schedule: View a student's transcript: Process a student's registration: Change a".

The browser's status bar at the bottom shows "Done" on the left, "Internet" in the center, and "100%" on the right.

Step 4

Select CRN - Windows Internet Explorer

https://banweb.pdx.edu/pls/oprd/bwlkocrn.P_FacCrnSel

File Edit View Favorites Tools Help

PSU Information System

Personal Information Student Services **Faculty Services** Employee Services Finance Financial Aid

RETURN TO MENU SITE MAP HELP EXIT

Select CRN Module Navigation Links Fall 2009 Quarter 02-DEC-2009 15:37

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

CRN:

Submit

[Enter Section Identifier (CRN) Directly]

RELEASE: 8.1

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Internet 100%

Choose the correct class from the drop down menu that appears.

Step 5

The screenshot shows a web browser window titled "Final Grade Worksheet - Windows Internet Explorer". The address bar displays the URL https://banweb.pdx.edu/pls/opr/bwlfkgd.P_FacFinGrd. The page content includes:

- Students Registered:** 43
- Warning:** Please submit the grades often. There is a 60 minute time limit starting at 15:38 on 02-DEC-2009 for this page.
- Record Sets:** 1 - 30 31 - 43
- Table:** A table with columns: Record Number, Student Name, Student ID, Credits, Registration Status, Grade, and Grade Mode. The table contains 7 rows of student data.
- Grade Selection:** A dropdown menu is open for the first row, showing options: None, A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, X.
- Annotations:** Two callout boxes provide instructions. The first points to the Student Name and Student ID columns, stating "Your students' names and ID numbers will appear here". The second points to the Grade dropdown menu, stating "Enter each student's grade by choosing the appropriate option from the drop down menu next to their name and ID number."

Record Number	Student Name	Student ID	Credits	Registration Status	Grade	Grade Mode
1			4.000	**Registered** 01-OCT-2009	None	G 53 @
2			4.000	** Registered WEB** 13-MAY-2009	A	G 12 @
3			4.000	** Registered WEB** 18-MAY-2009	B	G 24 @
4			4.000	**Registered** 06-OCT-2009	B+	G
5			4.000	** Registered WEB** 19-MAY-2009	B-	G
6			4.000	Withdraw - "W" Recorded WEB 02-NOV-2009	C	table G
7			4.000	**Registered**	C+	G

Step 6

Final Grade Worksheet - Windows Internet Explorer

https://banweb.pdx.edu/pls/oprd/bwlkfgd.P_FacFinGrd

ID	Name	ID Number	GPA	Status	Date	Grade	Link
28	Penka, Lauren A.	904730212	4.000	** Registered WEB**	20-AUG-2009	G	27 @
29	Perry, Paula G.	973696955	4.000	** Registered WEB**	18-MAY-2009	G	30 @
30	Porter, Christopher J.	963002520	4.000	**Registered**	18-MAY-2009	G	79 @
					02-OCT-2009		

Records: 1 - 30 31 - 43

Record Sets: 1 - 30 31 - 43

Please submit the grades often. There is a 60 minute time limit starting at 15:38 on 02-DEC-2009 for this page.

[Click here for Printer Friendly version](#)

After printing, click your browser BACK button to return to this page.

When all grades have been entered, click the Submit button. **Note that there is a 60 minute time limit. If you do not submit grades before that is up, you will be timed out and need to reenter all grades.**

