Banner Web for Faculty and Advisors

Banner Web is the self-service interface to Wofford’s administrative software system. Using Banner Web, faculty and advisors can do the following:

• View the College catalog
• View the schedule of courses
• See how many seats are available in courses
• Display and print class lists
• Submit midterm and final grades
• Override registration restrictions
• View an advisee’s schedule
• View an advisee’s academic transcript

Gaining Access to Banner Web

You can gain access to Banner Web in two ways:

1. Go to the URL  http://bannerweb.wofford.edu
2. Go to the Wofford web page and click on the link to Banner Web.
This will bring you to the Banner Web main menu. Some of the menu items that probably will be of the greatest interest to you are the following:

**Secure Area** – your own personal menu with information you need for advising, submitting grades, etc.

**Class Schedule** – the schedule of classes for next semester.

**Course Catalog** – the description of the courses offered by the various departments at Wofford.

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**Banner Web Navigation**

The primary means of navigation in Banner Web is by clicking on items in menus, such as the main menu.

Also, there often will be navigation links in the upper right corner of the screen.

- Menu or Return to Menu will bring you back to the most recent menu.
- Help is seldom helpful.
- Exit will close down Banner Web.
- IMPORTANT: If you exit, you also must close the browser.

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**When You Are Finished**

Click on Exit to close down Banner Web.

Close the browser! (Quit the browser if using a Mac).
Wofford Class Schedule

To see the schedule of classes for the next term, click on Class Schedule on the Banner Web menu.

The menu is unsecured so you do not need your User ID or PIN to see the schedule.

Specify the term for which you want to see the schedule and click on Submit.

Next specify the department by clicking on its name and then click on Class Search.

You can see the offerings of more than one department by clicking on their names while holding the Ctrl key down on the keyboard.

You also may limit the search by entering the course number, days, or start and end time.
You them will see information about the sections you specified. Much of this information is not very useful, but some is. You will see the scheduled meeting times, location of the class, name(s) of the instructor(s), and number of credits.

If you click on the section name you will see more detailed information about the class.

The detailed information can be particularly useful because it includes the number of seats remaining in the class.

If you want to take a course, be sure an write down its CRN (Course Reference Number). You will need this when you register.
If you want to see the catalog description of the course, click on View Catalog Entry.

**Laboratory sections** are listed in the schedule along with their linked lecture. Some labs are linked with a particular lecture section – BIO 104 A and BIO 104 AL, for example. If you are registering for lecture section A you also must register for lab AL.

Other labs are linked with the lectures, but not with an individual lecture section -- Biology 113 is an example. A student must take a BIO 113 lab along with a BIO 113 lecture, but it does not matter which one.

**NOTE:** When a student is registering for a course that has a lecture and lab, he or she must enter both in the Add Classes Worksheet table before you Submit Changes.
To see the Wofford course catalog for the next term, click on Course Catalog on the Banner Web menu.

Specify the term for which you want to see the schedule and click on Submit.

Next specify the department by clicking on its name and then click on Get Courses.

You can limit the search by entering a range of course numbers (e.g., 200 – 299) or title.
You then will see a list of the selected courses and their description.

Click on the name of the course to see more detailed information.

This will include information on prerequisites and other restrictions on registering for the class.
Personal Identification Numbers (PINs)

To enter its Secure Area, Banner Web requires a User ID, a PIN. In addition an Advising PIN is required to register.

1. User ID and PIN:

Your User ID will be a “W” followed by an 8-digit number, such as W00012345.

You should have received several scrambled letters and numbers as your initial PIN. The first time you use Banner Web, you will be required to change your PIN to any 6-character combination of letters and numbers.

If you forget or lose your ID, you must go to the Help Desk in Olin 207.

If you forget or lose your PIN, you can use your verification security question to reset your PIN. **Do not try to guess your PIN.** If you enter the wrong PIN five times in succession, your Banner account will be locked. If this does occur, go to the Help Desk.

2. Advising PIN

Students will receive Advising PINs, four-digit numbers, from their advisor. Advising PINs will be different for each preregistration.

*Advisors should keep the list of Advising PINs after registration in case students need to add or drop a course before the next semester begins.*

Entering the Secure Area for the First Time

Click on **Enter Secure Area.**
Enter your **User ID** and **PIN**.

- *The “W” in the User ID is uppercase.*
- When you log in for the first time, your PIN is the scrambled letters and numbers you have received.
- Click on Login

At your first login, your old PIN automatically expires.

- Type in your old PIN and enter a new PIN twice.
- **REMEMBER YOUR NEW PIN.** You will need it to access Banner Web again.
- Click on Login

Next, enter a question and answer so that you can get your PIN if you forget it. The question can be anything. Keep the answer short.

**Login Verification Security Question and Answer**

If you ever forget your PIN, you can reset it yourself, without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information.

To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters.

**Enter Question:**

**Answer:**

Click on the **Submit** button.

At this point you will be in your Secure Area.
The Secure Area

The Secure Area has two menus of primary interest.

The Faculty Services menu is the most important one because it allows you to do the following:
- See your course schedule.
- See the class lists for different courses.
- Submit midterm and final grades.
- Override restrictions on your own courses.
- Display information about your advisees

Faculty Services Menu

The Faculty Services menu will allow you to use Banner web for the following:

- See a schedule of your classes
  - Faculty Detail Schedule
  - Faculty Schedule by Day and Time
  - Detail Class List
  - Summary Class List
  - Detail Wait List
  - Summary Wait List

- See a list of students in your classes
  - Mid Term Grades
  - Final Grades

- Submit your grades
  - Registration Overrides
  - Registration Add/Drop
  - Electronic Gradebook by Component
  - Faculty and Advisor Security Information

- Override registration restrictions

- Display information about your advisees
  - Display student information; View a student’s schedule;
  - Process registration overrides; Process a student’s registration;
  - Change a student’s class options;

- Advisor Menu
  - View a student’s transcript; View a student’s grades;
  - Display your security setup;
NOTE: We have chosen not to use the Wait List or Electronic Gradebook options at this time.

Your Course Schedule

To see your course schedule, click on Faculty Detail Schedule or Faculty Schedule by Day and Time in the Faculty Services Menu.

In either case, you will be asked to select the term, after which the schedule will be displayed.

An example of one course from the Detail Schedule is shown below. The actual and maximum enrollments are shown in this version of the schedule.

A portion of the Schedule by Day and Time is illustrated here.
To return to the Faculty Services menu, click on menu in the upper right corner.

Your Class List

To see your class list, click on Detail Class List or Summary Class List in the Faculty Services Menu.

In either case, you will be asked to select the term.

Select the CRN of the course. You can display a drop-down list of all your courses by clicking on the triangle by the Select CRN box.

Click on Submit CRN.

Later, to see the class list for another course, click on the CRN Selection link at the bottom of the page.
An example of the information about one student in the **Detail Class List** is shown below. In both class lists the student name is a hyperlink. Clicking on the name will allow you to view phone numbers and address information for the student.

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avant-Garde &amp; Popular Music - JAN 331 A</td>
</tr>
<tr>
<td>CRN: 5048</td>
</tr>
<tr>
<td>Duration: Jan 05, 2004 - Jan 30, 2004</td>
</tr>
<tr>
<td>Status: Active</td>
</tr>
</tbody>
</table>

### Enrollment Counts

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 20</td>
<td>21</td>
<td>-1</td>
</tr>
<tr>
<td>Cross List: 0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Detail Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Start Date</th>
<th>Expected Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Neumann, Alfred E</td>
<td>W00001234</td>
<td><strong>Web Registered</strong></td>
<td>on Oct 21, 2003, Oct 20, 2003, Jan 06, 2004</td>
<td></td>
</tr>
</tbody>
</table>

Program: Program Undeclared  
Level: Undergraduate  
College: Wofford College  
Department: No Department Designated  
Degree: Bachelor of Arts  
Major: Chemistry  
Class: Sophomore  
Credits: 4.000

A portion of the **Summary Class List** is here.

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Neumann, Alfred E</td>
<td>W00001234</td>
<td><strong>Web Registered</strong></td>
</tr>
<tr>
<td>2</td>
<td>Zieminski, Joanna</td>
<td>W000011111</td>
<td><strong>Web Registered</strong></td>
</tr>
</tbody>
</table>
Printing a Class List

Before you print your class list, set the paper orientation to Landscape.

Select File, Page Setup from the Browser main menu.

In the Page Setup menu, choose Landscape and OK.

Print the class list by clicking on the Printer icon or choosing File, Print from the browser main menu.
If you don't want to print out the entire page, select the portion you want to print by sweeping over it with the left mouse button depressed, which will highlight the selected portion.

Choose **File, Print** from the browser main menu.

Click on **Selection** as the page range.

Click on **Print**.
Importing a Class List Into Excel  (Internet Explorer only)

Highlight the table of names by sweeping over it with the left mouse button depressed.

Choose **Edit, Copy** from the browser main menu.

Open Excel and choose **Edit, Paste** on the Excel menu to paste the list into the Excel worksheet. You can format the Excel worksheet any way you like. When it is formatted, save the worksheet under a new name.

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Submitting Your Grades

You can submit your midterm and final grades over the web.

In either case, you will be asked to select the term, after which the schedule will be displayed.

Select the CRN of the course. You can display a drop-down list of all your courses by clicking on the triangle by the Select CRN box.

Click on **Submit**.
You will see a list of the students in this class. Use the drop-down lists in the Grade column to enter the grade for each student.

Click on Submit when you have entered all the grades.

If you have a large class for which it will take longer than 15 minutes to enter grades, click on Submit periodically. Banner Web automatically exits from this screen after 15 minutes if Submit Grades has not been used.

If you a large class, all the student names will not fit on one page. In this case you will see the names in the Current Record Set (25 names in the example below).

In this case you must click Submit after you have entered the grades on each page.
On each page, enter the grades and click on Submit.

When the grades have been submitted for a page, click on the next record set (26 - 28 in this example).

You can print a copy of your grades by following the instructions for printing a class list.

Changing Grades

If you already have submitted grades in a course, you will be able to change them later. Grades can be changed if they have not been rolled into the students' academic history, a process that will not be run until after all grades have been turned in at the end of the term. If "No" appears in the Rolled column, then you may submit the changed grade using Banner Web.

If "Yes" appears in the Rolled column, then you will need to go to the Registrar's Office to change the grade.
Overriding Registration Restrictions

WHEN YOU OVERRIDE A REGISTRATION RESTRICTION ON A COURSE THIS DOES NOT REGISTER THE STUDENT FOR THE COURSE. An override merely gives a student the permission to register for the course.

Faculty members can override registration restrictions on their own courses. Advisors cannot override restrictions except on their own courses.

Select Registration overrides from the Faculty Services menu.

Select and submit the term.

Identify the student by entering his or her Banner ID.

You cannot use students' names unless they either are among your advisees or are current students in one of your classes.

Click on Submit.
You will be asked to confirm that this is the student you want.

Click on Submit.

In the Permits/Overrides screen you will see two drop-down lists:

1. Override: A list of the possible overrides.
   - **Capacity**: If your course is full because it has reached the maximum enrollment, use this override code.
   - **General**: All others
     - Permission of the instructor.
     - Prerequisites
     - Time conflicts
     - Major
     - Class

2. Course list: A list of the courses you teach.

Use the drop-down lists to choose the course and the override. When this has been done, click on Submit.

You will be asked to confirm the changes that you have made.

Click on the Submit button.
Finally, you will see a screen confirming that the override has been entered successfully.

When you override a registration restriction on a course this does not register the student for the course. An override merely gives a student the permission to register for the course.

If you like, you can register the student for the course while he or she is with you.

Adding a Course Following an Override

When you override a registration restriction on a course this does not register the student for the course automatically. An override merely gives a student the permission to register for the course.

Suppose that you have entered an override for a student because your History 101 section has reached its enrollment capacity.

To allow a student to add the course while they are in your office, click on Registration Add/Drop at the bottom of the screen.
Ask the student to enter his or her PIN (the Banner PIN, not the Advising PIN).

Enter the CRN for the course in the "Add Classes" list and click on Submit Changes.

The student now should be registered for the course.

Later, if you check your Summary Class List you should see that the actual enrollment in the course is larger than the maximum.
Seats Available in Classes

If you are helping students who are registering late in the registration period, they probably will face the problem of closed courses. You may need to find classes that still have seats available.

Go to the Class Schedule and do a Class Search to find the course(s) for which you want to check the capacity.

Click on the section name link to see more detailed information about the class.

The detailed information includes the registration availability for the class.
View an Advisee’s Schedule

Choose **Student Menu** on the Faculty Services menu.

On the Student Information Menu choose **View Student Schedule**.

Select the term.

Identify the student, either by entering their **ID** or by entering their **first and/or last name**.

Click on the circle next to **Advisees**.

Click on **Submit**.

You will be asked to confirm that this is the student you want. If you entered common first and last names in the previous screen, there may be more than one student with these names. The drop-down list will display all of them. Use the ID to identify the one you want. Click on **Submit**.
You should see the advisee’s current schedule

Information for Alfred Neumann
If the word “Confidential” appears next to a student’s name, their personal information is not available.

You may click on the student’s name to view his/her address and phone information.

Current Schedule

Total Credit Hours: 12.00

**Modern Political Thought**

<table>
<thead>
<tr>
<th>Course</th>
<th>2365 GDV 320-A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Wofford College</td>
</tr>
<tr>
<td>Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Grade Mode</td>
<td>Standard Letter</td>
</tr>
<tr>
<td>Credits</td>
<td>3.00</td>
</tr>
<tr>
<td>Status</td>
<td><strong>Web Registered</strong> on Nov 14, 2002</td>
</tr>
</tbody>
</table>

**Modern Political Thought: Schedule details**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Location</th>
<th>Schedule Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR</td>
<td>1:00 pm - 2:20 pm</td>
<td>Feb 03, 2003 - May 16, 2003</td>
<td>Daniel Building 204 Lecture</td>
<td></td>
</tr>
</tbody>
</table>

**Americas Seminar II**

<table>
<thead>
<tr>
<th>Course</th>
<th>2885 LACS 321-A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Wofford College</td>
</tr>
<tr>
<td>Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Grade Mode</td>
<td>Standard Letter</td>
</tr>
</tbody>
</table>

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View an Advisee’s Transcript

Choose **Advisor Menu** on the Faculty Services menu

On the Faculty and Advisors menu, choose **Student Academic Transcript**.

Faculty and Advisor Instructions

December 4, 2007
Select the current term and click on \textit{Submit}.

Next, you will need to identify your advisee. If you know his or her \textbf{Banner ID}, enter it. If you do not know the Banner ID, which often will be the case, enter the student’s \textbf{Last Name}.

In the \textbf{Search Type} row, click on the circle next to \textbf{Advisees}.

Click on \textit{Submit}.

Check the drop-down list to make sure that you don’t have more than one advisee with this last name.

When you have selected the advisee you want, click on \textit{Submit}.
Select **All Levels** as the Transcript Level and **Unofficial** as the Transcript Type.

Click on **Display Transcript**.

You now should see a screen showing the student’s transcript.

You can scroll down the screen or click on one of the four choices at the top.

For example, if you are interested in the student’s GPA, you could click on “Transcript Totals.”
Student Information

Choose **Student Menu** on the Faculty Services menu.

On the Student Information menu, choose **View Student Information**.

Identify the student, either by entering their **ID** or by entering their **first and last name**.

Click on **Submit**.
You will be asked to confirm that this is the student you want.

If you entered common first and last names in the previous screen, there may be more than one student with these names. The drop down list will display all of them. Use the ID to identify the one you want. Click on Submit Name.

This will display information about your advisee.

### Faculty View of Student Information

<table>
<thead>
<tr>
<th>Information for Alfred Neumann</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student information effective from Fall 2001 to The End of Time</td>
</tr>
<tr>
<td>Registered for Term:</td>
</tr>
<tr>
<td>First Term Attended:</td>
</tr>
<tr>
<td>Last Term Attended:</td>
</tr>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Residence:</td>
</tr>
<tr>
<td>Student Type:</td>
</tr>
<tr>
<td>Class:</td>
</tr>
<tr>
<td>Primary Advisor:</td>
</tr>
<tr>
<td>Primary Advisor Type:</td>
</tr>
<tr>
<td>Expected Graduation Date:</td>
</tr>
<tr>
<td>Expected Graduation Term:</td>
</tr>
<tr>
<td>Expected Graduation Year:</td>
</tr>
</tbody>
</table>