BannerWeb for Faculty & Advisers

What is BannerWeb for Faculty? BannerWeb allows faculty and advisers to access information from the student and course database via the web to:

- Access their teaching schedule & course details, e.g., capacity, enrollment, waitlists, etc.
- Obtain a list of students in each course they are teaching
- Review advisees’ schedules and transcripts during the advising period
- Assign registration overrides and approvals during web registration
- View the web catalog for course information

How do I access BannerWeb?
From Middlebury College’s Home Page: www.middlebury.edu, select BannerWeb from the “Quick Links” in the bottom menu bar or enter the URL: go.middlebury.edu/bw.

Then enter the Secure Area. You will be prompted for your User ID and PIN to enter the secure area.
What is my User ID?
Your User ID is your Middlebury College ID number found on your College ID/access card. If your College ID number is only 5 or 6 digits, you will enter two or three leading zeroes when keying your ID so that your number is a total of 8 digits.

What is my PIN?
You will be prompted to select a unique PIN once you have logged in:

You will also be asked to create a reminder question and answer to be used in the future should you forget your PIN. This way, you can reset your PIN yourself if you forget.

If you incorrectly enter your User ID/PIN 5 times, you will be locked out, but the Helpdesk can reset your account for you. If you need PIN-related assistance, please contact the Helpdesk at (802) 443-2200.

Once you click “Submit”, you will enter the secured area where you will have access to your Faculty and Advising information as well as your Personal and Employee information. For this reason, you will want to keep your User ID and PIN confidential!

When you log in you will be greeted as follows.

BannerWeb: Self-Service Access to Banner
Welcome, Professor X, to BannerWeb! Last web access on Jan 25, 2011 at 11:47 am
Then select the **Faculty and Advising link** or use the **Faculty Services Tab**:

To Access your Class Rosters you will need to pick the term and the course section before being able to view your course enrollments via “Detail Class List”, “Summary Class List”, or “Downloadable Class Roster”:

**Term Selection**:
You can select the term you plan to work in at the beginning of your session, or the system will ask you which term when you choose other options within your BannerWeb-Faculty Services menu.

Middlebury Faculty will choose Terms that do NOT end in “- MIIS”. Faculty from the Monterey Institute WILL use the terms ending in “-MIIS”. Depending on the time of year, the position of each institution’s terms will change.
Course Reference Number (CRN) Selection:

When you click on the Class List or Wait List links, you will be asked to select the course section/course reference number (CRN) of the course roster you wish to access. **Only the courses for which you are assigned will be available in the drop down menu box for you to pick from.**

### Select CRN

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

<table>
<thead>
<tr>
<th>CRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMST 0710 A: Honors Thesis, 2004-6 (1)</td>
</tr>
</tbody>
</table>

From these links, you will only see the information pertaining to your own class schedule, students enrolled in your classes, and your advisees.

### Summary Class List:

The Summary Class List provides 3 key pieces of information in a summary/efficient format:

1. **Your course attributes** – Course number and section, CRN, Title, Timeframe, and Status
2. **Enrollment Counts** – Maximum enrollment, Actual enrollment, and Seats Remaining
3. **Summary Class List** – Student’s names and ID#’s, among other things.
**Summary Faculty Class List**

Welcome to the Faculty Class List by CRN Display.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

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

**Course Information**
Honors Thesis - AMST 0710 A
CRN: 20046
Duration: Feb 07, 2011 - May 09, 2011
Status: Active

**Enrollment Counts**

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 99</td>
<td>1</td>
<td>98</td>
</tr>
<tr>
<td>Cross List: 0</td>
<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>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Middlebury, Michael</td>
<td>00BBB88</td>
<td>&quot;Registered&quot;</td>
<td>Undergraduate</td>
<td>1.000</td>
</tr>
</tbody>
</table>

Email class

Return to Previous

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**Detail Class List:**
The Detailed Class List provides similar course information along with the student’s program of study, Commons, and registration class standing. The Registration Number depicts the order in which the students in the class registered:

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**Faculty Class List**

Welcome to the Faculty Class List by CRN Display.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

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

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Current Program
Bachelor of Arts
Level: Undergraduate
Program: Bachelor of Arts
Admit Term: Fall 2003
Catalog Term: Fall 2003
College: Undergraduate
Campus: Wonnacott Commons (Longman)
Major and Department: Int'l Studies/Latin America, Prog in IS-Latin Amer Studies
Minor: Hebrew Studies

Credits: 1.000
**Downloadable Class Roster:**
Creates a convenient spreadsheet of students enrolled in your course for you to modify as needed. Click on the Download link at the top of your roster.

![Downloadable Class Roster](image)

**Faculty Schedule by Day and Time:**
From your Faculty Services Menu, you can also look at your teaching schedule by Day and Time for a given term:

![Faculty Schedule by Day and Time](image)

**How will I know if students wanted to get into my class during web registration but it was full?**
If you chose to use the electronic waitlist during web registration your course will have an electronic waitlist started if/when the course fills to capacity. You will have access to that waitlist from your BannerWeb – Faculty Services Menu: Detail Wait List or Summary Wait List. You can “print screen” your waitlist.
During web registration, students can choose to put themselves on a waitlist for a course but can still register for other courses. There is no limit to the number of courses a student may waitlist. Faculty may admit students off the waitlist prior to the start of the course by signing a student’s Add Card. These students who are already registered for 4 courses will need to drop another course online if they want to register for the course for which they are wait-listed. Students should be encouraged to have an add card signed for the waitlisted course before dropping one of their courses online. The add card must be signed and submitted to the Registrar’s Office before the end of the second week of classes. (The add/drop process for Visiting Winter Term instructor’s courses prior to their arrival on campus is facilitated by Janis Audet, Assistant in Academic Administration.)

Advisee Information:
If you need to look up advisee information such as Alternate PINs for your advisees during the Advising period of Web Registration, you can find them two ways:

Current Advisee link (from bottom of Faculty Services Menu): This link also provides ability to download your advisee information into a spreadsheet.

Student Advisee Information Menu (from the middle of the Faculty Services Menu): This links you to all advisees ever assigned to you.