

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.

BannerWeb: Self-Service Access to Banner

User Login

[HELP](#) [EXIT](#)

Please use Internet Explorer when accessing BannerWeb. We cannot guarantee reliability with any other browser.
Please note: Regular system maintenance is scheduled for 8:00 to 10:00 AM, EST each Sunday and periodically includes BannerWeb. BannerWeb may be unstable on your PC if you are using Internet Explorer version 6 and have not applied the required Microsoft patches. If you are experiencing problems, [read more here](#).

If you forget your PIN, or incorrectly enter your User ID/PIN 5 times or more (which locks your account), please contact the appropriate Helpdesk below:
Middlebury Helpdesk (Vermont): 802-443-2200
Monterey Institute Helpdesk (California): 831-647-6656

When you log in for the first time, use your birth date as your PIN (MMDDYY); you will be prompted to select a unique 6-digit PIN.

Enter your 8-digit Identification Number (ID) and your 6-digit BannerWeb Personal Identification Number (PIN). When finished, click **Login**. Your ID number appears on your ID card. If less than 8-digits, add leading zeros i.e. 00123456. To protect your privacy, always exit and close your browser after each use.

User ID:
PIN:

← **Enter User ID (8-digit #) and PIN (6-digit #) here.**

RELEASE: 7.4

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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:

[HELP](#)

Login Verification Change PIN

* If you are a new BannerWeb user, or your Personal Identification Number (PIN) has expired, you must change your PIN for security purposes.

Your new Personal Identification Number (PIN) must be numeric and 6 digits long. For verification, please re-enter your new PIN, then click Login.

NOTE: If you believe the last web access date shown below does not accurately reflect the last time you accessed your account, please contact the Helpdesk at x2200.

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

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.

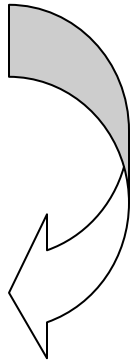
Login Verification Security Question and Answer

 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:



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**:



BannerWeb: Self-Service Access to Banner

Personal Information | Student Records & Registration | **Faculty Services** | Employee

Search

Faculty Services

Term Selection
Use this link to change the **term** with which you are working.

GRADES:

Grade Roster for ALL Students
This roster contains all students enrolled in courses this term.

Faculty Grade Summary
Your record of grades submitted will remain here after the entry deadline.

Course Selection: Course Reference Number (CRN)
Use this link to change the **course** with which you are working.

Registration Overrides
Faculty Detail Schedule
Faculty Schedule: Week at a Glance - by Day and Time

Detail Class List
Summary Class List
Downloadable Class Roster
Class roster ready for import into excel or other programs.

Detail Wait List
Summary Wait List

Student Advisee Information Menu
View Advisee and their student information, transcripts, and course schedules.

Middlebury Fall Schedule
Middlebury Winter Schedule
Middlebury Spring Schedule
Middlebury Scheduling Office Web Page - Class & Exam Schedule
Middlebury Web Catalog
See the online version of the Middlebury Course Catalog with course descriptions, prerequisites, etc.

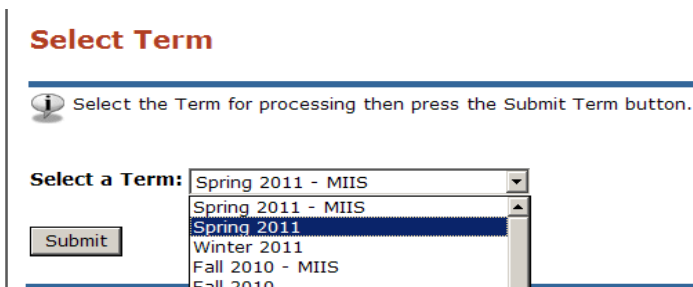
Middlebury Registrar's Office
List of Departmental Overrides and Approvals
List of all overrides issued for courses within a subject area during Middlebury Web Registration.

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.



Select Term

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


Select a Term:

- Spring 2011 - MIIS
- Spring 2011**
- Winter 2011
- Fall 2010 - MIIS
- Fall 2010

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.

CRN:

BannerWeb: Self-Service Access to Banner

[Personal Information](#) [Student Records & Registration](#) [Faculty Services](#) [Employee](#)

Search

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Detail Class List
Summary Class List
Downloadable Class Roster
Class roster ready for import into excel or other programs.

Detail Wait List
Summary Wait List

Student Advisee Information Menu
View Advisee and their student information, transcripts, and course schedules.

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

	Maximum	Actual	Remaining
Enrollment:	99	1	98
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits
1	Middlebury, Michael	00888888	**Registered**	Undergraduate	1.000

Email class 

[Return to Previous](#)

[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Faculty Detail Schedule](#) | [Detail Wait List](#) | [Summary](#)

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:

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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CRN: 20046


Duration: Feb 07, 2011 - May 09, 2011

Status: Active

Enrollment Counts

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Enrollment:	99	1	98
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	Middlebury, Michael	00888888	**Registered**	1 

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

Class: 0-2.99 Credits

Credits: 1.000

Email class 

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.

For: **AMST 0710 A Honors Thesis (20046)**

DOWNLOAD CLASS ROSTER

ID	CONFIDENTIAL	NAME	LEVEL	CLASS	MAJOR	CREDITS	STATUS	STATUS DATE	REG SEQ	CELL #
00888888		Middlebury, Michael	Undergraduate	11	Int'l Studies/Latin America	1	**Registered**	25-JAN-11	1	

Enter CRN:

or

Select Subject:

Enter Course Number:

Enter Section Number:

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 Spring 2004

Welcome to the Faculty Schedule display. Listed below is your schedule for the selected term.

Schedule for Midd A. Professor
Feb 09, 2004 - May 18, 2004

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	BIOL 0190-A BIH 220 8:00 am-8:50 am		BIOL 0190-A BIH 220 8:00 am-8:50 am		BIOL 0190-A BIH 220 8:00 am-8:50 am		
9am		SISP 0201-A BIH 411 9:30 am-10:45 am		SISP 0201-A BIH 411 9:30 am-10:45 am			
10am							

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.

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

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	99	0	99
Wait List:	1	1	0
Cross List:	0	0	0

Detail Wait List

Student Name	ID	Registration Status	Registration Num
Middlebury, Michael	00888888	Wait Listed	1

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

Class: 0-2.99 Credits
 Credits: 0.000

[Email wait listed students](#)

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[[Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Sc](#)]

RELEASE: 8.4.0.1

The Detailed (includes the student's academic program) and Summary Faculty Waitlist are options from the BannerWeb for Faculty menu.

When a student elects to be on a waitlist, his or her name will be listed here much the same as your class list will appear. Enrollment Counts and Waitlist counts will appear here.

Note: Electronic waitlists must be specified at the time the courses are set up for web registration.

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 wait list 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.

[DOWNLOAD ADVISEE LIST](#)

ID	Name	Alternate PIN	Status	Class	Major 1	Major 2	Minor 1	Minor 2	Lang	Disc	Commons
00888888	Middlebury, Michael	5555	AS	11	ISLA		CLHS		LCSP		WON

[Email All Students](#)

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