

○ **Detail Class List** —

Use this option to obtain a detailed roster by CRN.

○ **Summary Class List** —

The Summary Class list is a condensed roster. Use this option for printing class rosters.

○ **Faculty Detail Schedule** —

This selection is a detailed schedule of instructors' courses including information regarding day, time, location, number of students enrolled, and maximum enrollment.

○ **Faculty Schedule By Day and Time** —

This selection gives a faculty course schedule in "day-of-the-week" order.

○ **Student Menu** —

Key the student's ID number to view student contact information, transcripts, or schedule

○ **Faculty and Advisor Menu** —

Term Selection — Submit a term
ID Selection — key the student's ID number to view the student's transcript

Grading Policies

Grading policies can be found at <http://www.blackhawk.edu> under the Resources for Faculty and Staff link.

Grading Issues?

If you have any grading issues or concerns, please contact Kerry Froehlich-Mueller at (608) 757-7654.

Blackboard Login

Forwards you to the Blackboard Login page

NOTE: Remember to close the browser window when you finish for security.



Problems With Your Account

What if I forgot or lost my PIN?

Send a request via email to bcisewski@blackhawk.edu to reactivate your account. It may take up to 24 hours to reactivate your account. Notification of reactivation will take place via email.

How do I reset my PIN?

1. <http://www.blackhawk.edu>
2. Click on **Banner Web**
3. Key your **Employee ID**
4. Click the **Forgot PIN?** Button.
5. The Security Question page will appear. Provide the correct answer to your personal security question and click the **Submit Answer** button.
6. Key your new PIN number and click the **Reset PIN** button.

NOTE: Do not repeat PIN numbers.

Banner Web is available seven days a week between the hours of 6 am to midnight.

More detailed information is available at the following URL:

<http://www.blackhawk.edu>

Click on the Help Quick Link and select Banner for Staff & Faculty

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Janesville, WI 53547-5009

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*BTC is an equal opportunity/equal access
educator/employer*

<http://www.blackhawk.edu>

Banner for Faculty



Reference Guide



Banner for Faculty

Banner for Faculty allows BTC faculty access to the following information and services through an Internet browser:

Personal Information:

- Change PIN Number and Security Question
- View Addresses and Phone
- Submit email to change Address and Phone
- View and Update Email Addresses
- View Staff Directory
- View and Update Emergency Contacts
- Submit e-mail to change marital status
- Name/Social Security Number Change Information

Employee Information:

- View Benefits and Deductions
 - Payroll Information
 - View W-4 and W-2 Information
 - View Current and Past Jobs
- Information regarding these services can be found in the Banner for Staff and Employees brochure*

Faculty & Advisor:

- Term & CRN Selection
- Mid-Term & Final Grades
- Class Lists & Faculty Schedules

Accessing Banner for Faculty

Banner for Faculty is a Web-based product that can be accessed through your Web browser on either a PC or a Mac. It can be accessed from anywhere you have Internet access.

Enter the following URL address —

1. <http://www.blackhawk.edu>
2. Click on **Banner Web**

Employees will need to know their Employee ID number and PIN number to gain access.

What is my Employee ID number?

Your employee ID number appears on your pay-check. Once you obtain an ID card, it will also appear on the back of the ID card. All employee ID numbers begin with leading zeroes and are nine-digit numerical numbers. All nine digits **must** be entered.

What is my PIN ?

A PIN is a Personal Identification Number that must be used in conjunction with your Employee ID number. You will need both these numbers to access your data. Your PIN must be six digit numeric. **Your initial PIN is your date of birth.** For example—if your birth date is January 1, 1964, your initial PIN number would be 010164.

Logging into Banner for Faculty

After accessing the Banner Web link,

1. Enter your **Employee ID** number
 2. Enter your **PIN**
 3. Click on the **Login** button
 4. Re-enter your **PIN** (if expired)
 5. If this is your first time logging into Banner Web, the *Security Question* option will appear.
- What is the Security Question?** The security question is used when you have forgotten your PIN. Key the question and answer and click **Submit**. Be sure to make the question unique to you.
6. The **Main Menu** appears
 7. Click on any option to continue (see below for options)

Faculty & Advisor

Term Selection—

A drop down menu will appear with all the listed terms to which an instructor has access. Submit the term for which you are seeking information.

● What is a term?—

A term consists of six digits. The first four digits represent the school year and the last two digits represent the semester (summer = 01, fall = 02 and spring =03)

Summer 2007	200801
Fall 2007	200802
Spring 2008	200803

● CRN Selection—

The CRN (Course Reference Number) will be located on your class roster. This selection is a drop down menu with all of the courses that an instructor is scheduled to teach. Highlight the course you are seeking and click the **Submit CRN** button.

● Mid Term Grades —

This feature is used for **all** credit students to demonstrate progress for the first 9 weeks of the semester. Use an **S** for satisfactory progress (indicating a grade of **C** or better) or a **U** (indicating a grade of **C-** or lower).

● Final Grades —

Hours of attendance, last date of attendance and grades are entered here. The following grading system is used for final grades:

Grade	Percent Value	Point Value
A	95-100	4.00
A-	93-94	3.67
B+	91-92	3.33
B	87-90	3.00
B-	85-86	2.67
C+	83-84	2.33
C	79-82	2.00
C-	77-78	1.67
D+	75-76	1.33
D	72-74	1.00
D-	70-71	0.67
F	69 or below	0.00
I	Incomplete	0.00
W	Withdraw	0.00
AU	Audit	0.00
TR	Credit Granted	0.00
PR	Test Out	0.00

NOTE: When keying grades, Click **Submit** frequently as Banner has an inactivity time-out, which will log you out automatically.