

BANNER Web for Faculty The University of Montana - Western

BANNER Web for Faculty (BW-4-F) is functional. This software module provides UM-W faculty with important and up-to-the-minute enrollment related information via the Internet. Examples of the information available includes:

- Teaching schedules (summary and detail) for current & future terms
- Current and future term class lists/rosters (this information is updated as students register for or add/drop classes)
- Directory information of students enrolled in your classes
- Electronic final grade submission
- Academic records of your advisees and students enrolled in your classes

Information about your advisees and students enrolled in your classes (including directory info) is available to you via DAWGS (dawgs.umwestern.edu). You can access class roster information by:

- Search for DAWGS (Internet Explorer works best) at: **dawgs.umwestern.edu**
- click on "Login to Secure Area",
- enter your Password (SSN, no dashes),
- enter your PIN (DOB, mmddyy, use leading zeroes; if birthdate is June 1, 1980, PIN is 060180),
- re-enter your PIN, (the system may require you to change your PIN and enter a PIN reminder question & answer in case you forget your new number),
- click on "Continue" on the "Terms of Usage" screen
- click on "Faculty & Advisors" on the next screen menu OR click on "Faculty Services" (on the services list at the top of the screen/page),
- click on "Detail Class List"
- select the term – example: Autumn 2001 - from pull down menu
- select one of the classes you are scheduled to teach - from pull down menu
- scroll to the first student name
- click on the student name (should be highlighted in blue print), a screen pops up asking if you want to look at the mailing address for the student
- click on View Address - student mailing address info should pop up
- click "Back" twice (to get back to the class list)
- scroll down to the next student name

Clicking on "menu" or "exit" in the upper right part of the screen will help you move around in BW-4-F more efficiently.

Be sure to logoff when you are finished working in DAWGS (BW-4-F), use "exit" (top right of screens).

Remember, information available to you via DAWGS is strictly confidential and is intended for educational purposes and to benefit enrolled students. Unauthorized use or distribution of this information is prohibited.

Contact the Registrar's Office if you have questions (406 683-7371).