

ACCESSING BANWEB through Inside PC

STEP 1: Go to the Porterville College website www.portervillecollege.edu

STEP 2:

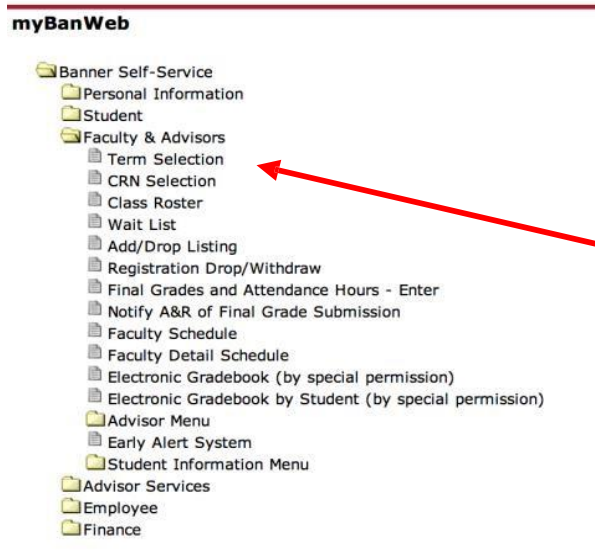
- From the Porterville College website www.portervillecollege.edu
- Log in to **InsidePC** (you will need your PC email address and password in order to login)
- Click on the **Faculty tab OR the Employee tab**
- In the Banner Self-Service Channel (located top left box), click on Banner Self Service
- Next, click on faculty & advisors tab

Banner self-service

- [Personal Information](#)
- [Faculty & Advisors](#)
- [Advisor Services](#)
- [Employee](#)
- [Finance](#)

Click on the
Faculty/Advisor Tab

STEP 3: Click "term selection" then select the current term from the drop down button. Submit.



Select Term

STEP 4: Next, choose/select the CRN from the drop down menu and submit.

Select CRN

Select the Course Reference Number you want to process and press the Submit button.

CRN: NURS B100 01: Strategies/Success/Nrsng Prg, 31609 (60) ▾

Submit

[Select Another Term | Enter CRN Directly]

STEP 5: Next in this screen, instructors have many options.

Faculty Services

- Term Selection
- CRN Selection
- Class Roster
- Wait List
- Add/Drop Listing
- Registration Drop/Withdraw
- Final Grades and Attendance Hours - Enter
- Faculty Schedule
- Faculty Detail Schedule
- Electronic Gradebook (by special permission)
- Electronic Gradebook by Student (by special permission)
- Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
- Student Information Menu

RELEASE: 8.7

- In this section, instructors can complete several activities, for example:
- Add/drop/withdraw options
 - Post grades
 - View/print class rosters
 - To access and print the class roster - Click on "Class Roster". The following screen will appear.

Personal Information Student **Faculty Services** Advisor Services Employee Finance

Detail Faculty Class List

Welcome to the Faculty Class List by CRN Display.

If the word "Confidential" appears next to a student's name, directory information cannot be released.

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

Enrollment Exception Form (.pdf)

DOWNLOAD CLASS LIST TO EXCEL WORKSHEET or view PRINT-FRIENDLY ROLL SHEET

Course Information
Fundamentals of Nursing - NURS B20 45
CRN: 71569
Duration: Aug 23, 2014 - Dec 12, 2014
Status: Active
Census Date: Positive Attendance

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	63	62	1
Cross List:	0	0	0

Moodle-fy this section!

Current Record Set: 1 - 50 | 51 - 62

At this point you can either print the "print-friendly roll sheet" OR you can download the roster to an excel spreadsheet. Both options are at the top of the page