Access all these functions through BengalWeb:  http://bengalweb.isu.edu

- Course Reference Numbers (CRNs) replace Index Numbers
- All course numbers are now 4 digits (Engl 101 → Engl 1101)
- Thursday is R (as in MTWRF)
- Prerequisite, corequisite, majors-only & instructor permission restrictions enforced

Faculty Section Assignments Channel
- Click on section title to see details for your class. Use icons next to title to view class roster, waitlist, enter syllabus, enter office hours, and email class (using Outlook or Thunderbird only). (The User’s Guide to BengalWeb in the How Do I… tab has a QuickGuide for emailing the entire class using other tools.)
- Syllabus info entered here is visible to anyone (via Class Schedule), not just those enrolled in the class.

View/Print Class List (Roster) (Note: Finished list is nicer if you use Internet Explorer)
1. Click on Academics tab, then in the Faculty Section Assignments channel, click on the Class List icon next to the course name.
2. Summary Class List appears. Although you can print this screen (File>Print), the format will be better if you follow additional steps listed
3. Highlight all information you want in your roster and copy to clipboard. Open new document in Word and paste in copied data.
4. Remove extra columns; Drag the right table border to fill page; Adjust columns across page.
5. Print document. (More detailed instructions found in User’s Guide to BengalWeb in How Do I… tab.)

Overrides
If permitted by departmental and college policies, individual faculty members may grant overrides for prerequisites, corequisites, major restrictions, and instructor permission restrictions — but only for the classes they teach. Students blocked by such restrictions get a message identifying the block and telling them to contact the course instructor.

To grant an override
1. Click on Registration Overrides in the Faculty Tools channel on the Academics tab.
2. Select Term, and then click Submit.
3. Enter the Bengal Card Number with leading zeroes to make the number 9 digits long, i.e., 000123456 (you can enter name only if the student is already in one of your classes or if you are assigned as their advisor). Click Submit. Verify name. Click Submit.
4. Click the down arrow under Override to see the types of overrides to grant. Select the correct one, then select the Course on the right. If more than one type of override may be required, select “Override Everything but Level” to grant all types at once. Click Submit.
5. Inform the student that you have granted the override and they can try to register. Note: Overrides do NOT guarantee a student a position in the class — overrides only remove the registration restriction.

Waitlists
Many closed classes offer a waitlist option for students who request it. Waitlists are ordered to give priority to Seniors, then Juniors, etc. Students can enroll in one section and be on a waitlist for another. When a spot opens, the system emails the #1 student via their ISU email address, giving them 24 hours to register. After 24 hours, the next person on the list is emailed and the first person is dropped from the list. Students should drop themselves from waitlists for classes they no longer want. Faculty may view names of students on waitlists for their classes by clicking the Waitlist icon in the Faculty Section Assignments channel.

Faculty Grade Assignment Channel
The Faculty Grade Assignment channel is the ONLY way grades can be entered. Only faculty may enter grades and only for the classes they teach. A green icon signifies that grades may be entered for that course; a red icon means grading is not available at this time. Detailed instructions on using this channel are available in the User’s Guide to BengalWeb under the How Do I… Tab.

Need Help? Call the IT Service Desk: 282-4357 (HELP) help@isu.edu
Or go to the User’s Guide to BengalWeb (How Do I tab) for detailed online instructions