BANNER UPDATE

GENERAL PERSON AND STUDENT NAVIGATION
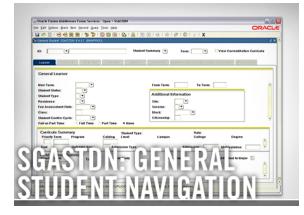
General Person and Student Navigation

Learn how portions of student records are recorded and viewed in Banner. This tutorial will not show you how to make changes on Banner forms, but it will give you an understanding of the data contained on these forms. Log in to UCR Learning. Keyword: Banner

SGASTDN: GENERAL STUDENT NAVIGATION

ATTRIBUTE ASSIGNMENTS

SGASTDN: General Student

Attribute Assignments

Navigation

Walk through the student data you may view in SGASTDN, the General Learner Record in Banner. This tutorial will not show you how to make changes, but rather provide an understanding of the data you can see in SGASTDN. Log in to UCR Learning. Keyword: Banner

Learn how attributes are placed onto and removed from a student's record. Log in to UCR Learning. Keyword: Banner

Transfer History Navigation

Find out how to view and understand transferable coursework that has been applied to an individual student's record from transferring institutions for each term. Log in to UCR Learning. Keyword: Banner

Cohort Assignments

Discover how students are placed into and removed from cohorts. Cohorts will be used to identify and maintain a group of students in Banner with one or more

Banner Feedback Form

Have questions or suggestions for improvement? Share your feedback on the Banner Support Feedback Form. (For technical support, first refer to User

common characteristics. [Log in](#) to UCR Learning. Keyword: Banner

[Support](#).) Your information will be kept confidential, and we will make every effort to respond in a timely manner.

Committees in Banner
UCR Learning

Find out how committee information is recorded and viewed in Banner. Upon completion, you will be able to enter data, query data and understand all aspects of committees in Banner. Users are required to review through this **PDF** before attending the lab.

Banner Navigation and FERPA Lab
UCR Learning

Practice with an expert what you've learned in Banner Navigation Training and FERPA Training for Banner Users. Highly recommended for first-time Banner users. Ask your manager/supervisor/training contact if this one-hour lab is mandatory for your position. Bring a laptop.

HELPFUL TIPS

Shift+F3: Select

This shortcut permits you to enter the highlighted value into the current field of the form in which you are working.

Previous Block Shortcut

Banner forms are made up of "blocks." The key block is the top section of any Banner form. To go to the previous block, use Ctrl-PgUp as a shortcut.

F6: Insert Record

This shortcut allows you to insert a new blank record into a group of existing records.

F10: Save/Commit

Save all changes made in a form since the last time you saved. Banner also refers to save as Commit in some messages.

Shift+F7: Rollback

This shortcut allows you to clear all information and return to the form's key block.

Blocks

If you don't see any student data in the key block, "Next Block," which means "go to the next block of the form." This can be done using the menu dropdown, the icon in the tool bar, or Ctrl+Page Down. If you still don't see any data, check the Auto Hint Line. You may need to execute a query to populate the form.

REMINDERS

Academic Scheduling in Banner - Discover how to manage a course schedule, including how to create, cancel and manage course sections. Log in to <u>UCR Learning</u>. Keyword: Banner

FERPA: Viewing Directory Information - This training covers the following FERPA information: Students can restrict any Directory Information items through self-service. This restriction requires that UCR staff NOT provide this information to a third-party (including parents) without the student's written consent (or until they release the restriction through self-service). This tutorial is for all Banner users, including individuals requesting student data. To access the PDF, visit <u>ucrbanner.ucr.edu</u>.

Comments - Learn how to add, delete and modify comments, using the comment form, SPACMNT. This training is for all Banner users with query or maintenance access to SPACMNT. To access the PDF, visit <u>ucrbanner.ucr.edu</u>.

General: Accounts Receivable - Find out how to review charges on Banner Students and/or Non-Students Accounts. Those users who have access to Banner, and also have an Accounts Receivable roles, will have access to these basic inquiry-only account screens. To access the PDF, visit <u>ucrbanner.ucr.edu</u>.

How to Search - This tutorial will show you how to perform a search in Banner and Banner 9 (XE). Any Banner user can take this training. To access the PDF, visit <u>ucrbanner.ucr.edu</u>.

Recommended Browsers for Banner - Banner Student works with Internet Explorer on Windows, Firefox on Windows and Mac, and Safari on Mac. Banner does not, however, work on Chrome. For more information, visit <u>ucrbanner.ucr.edu</u>.

QUESTIONS? <u>Visit the Banner FAQ page</u>.

BANNER UPDATE IS MOBILE-FRIENDLY
Keep up with current Banner updates anytime, anywhere.

Visit the new Banner website at UCRBANNER.UCR.EDU
to be in-the-know, on-the-go.

UC **RIVERSIDE**
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⭐ **This is a Test Email only.**
This message was sent for the sole purpose of testing a draft message.