

Banner Navigation and FERPA Lab

Introduction

This lab is to review and practice the material covered in the online tutorial "Banner Navigation Training" and "FERPA Training for Banner Users" with a Banner expert. At the end of this lab, you will know how to:

1. Log into Banner
2. Navigate the Main Menu and Toolbar
3. Perform a search
4. Perform a query
5. Find Directory Information in Banner
6. Save a Banner form for quick access later

Expectations

1. This lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.
2. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.

P A R K I N G L O T

Lab Exercises

Exercise #1

Log into Banner Training environment using your UCR NetID and password. Click on the Banner Training link on your desktop. <http://bannersbxu.ucr.edu>

Exercise #2

Go To SPAIDEN and find Bear, Scotty A.

What city does Scotty live in? _____

What are the last 4 digits of Scotty's cell phone number? _____

What are the last 4 digits of Scotty's local phone number? _____

Exercise #3

Go to GOADPRF

Can we release Scotty's phone number? (Yes) or (No)

Exercise #4

Search for the form with the description "Person Comment".

Using the query buttons in the Toolbar, find the comment with the "GEN" comment type. What does it say? _____

Exercise #5

Go To SOAHOLD

Does Scotty have an active hold from the Registrar? (Yes) or (No)

Exercise #6

Go to SPACMNT, look up a Potter, Harry J.

Enter a comment. Save.

Go to GOADPRF, review Directory restrictions. Can you release his major? (Yes) or (No)

Exercise #7

Return to SOAHOLD by selecting it from the list of the last 10 recent forms you have viewed.

Does Harry have an active hold? (Yes) or (No)

Exercise #8

Locate the name of a form you will frequently use in the Student folder on the Main Menu.

Either save it to your My Banner folder or your My Links section.

To see your changes in...

My Banner → go to Main Menu and click on Menu

My Links → log out of Banner and log back in to see your changes

Resources

Keystrokes

Action	Keystroke
Edit	Ctrl + E
Show Keys	Ctrl + F1
Previous Block	Ctrl + Page Up
Next Block	Ctrl + Page Down
Exit or Cancel Query	Ctrl + Q
Next Field	Ctrl + Tab
Clear Field	Ctrl + U
Help	F1
Duplicate Field/Item	F3
Duplicate Record	F4
Direct Access	F5
Insert Record	F6
Enter Query	F7
Execute Query	F8
List of Values	F9
Save	F10
Display Error	Shift + F1
Count Query Hits	Shift + F2
Select	Shift + F3
Clear Record	Shift + F4
Clear Block	Shift + F5
Remove Record	Shift + F6
Rollback	Shift + F7
Print	Shift + F8
Previous Field	Shift + Tab
Next Field	Tab

Banner Forms Quick Reference Guide

GENERAL PERSON INFORMATION	
SPAIDEN	Name, Address, Phone Number, Email
SOAIDEN	Person Search
SPACMNT	Comments
SOAHOLD	Holds
GOADPRF	Directory Information
GUASYST	Modules student is active in

REGISTRATION	
SFAREGS	Registration
SFAREGQ	Student Schedule with Day and Time
SFAREGF	Registration with Drops and Refund %
SFARHST	Registration History
SFARGRP	Registration Appointments (Time Ticketing)
SFASRPO	Permits and Overrides
SFASTCA	Registration Audit
SFASLST	Class Roster
SFAESTS	Enrollment Status Codes and Refund Schedule
SFARSTS	Course Registration Status Codes and Refund Schedule

ACADEMIC HISTORY	
SHACRSE	Completed Courses/Grades
SHATCKN	Grade Changes, Incompletes, EAP Course Title Changes
SHAGAPP	Graduation Application
SHADEGR	Graduation Degree Conferral
SHADGMQ	Degree Summary
SHASUBJ	Completed Courses and Grades by Subject
SHATERM	Completed Terms/GPA
SHAINST	Academic Standing, Dean's/Chancellor's List, Withdrawal Reason, Term GPA
SHAPCMP	Initial Stats for Students Pre-SIS and Banner

TRANSFER ARTICULATION	
SHATRNS	Transfer Work in Academic History
SHATATR	Articulation Catalog
SHATATC	Articulation Catalog entry
SHATAEQ	Transfer Articulation Evaluation

GENERAL STUDENT INFORMATION	
SGASTDN	General Information: Major/Program Info
SGASTDQ	Major/Program Summary
SGAADVR	Assign Advisor(s)
SGASADD	Cohorts and Attributes

COURSE / SECTION INFORMATION	
SCACRSE	Master Course Inventory
SSASECT	Section Information
SCA/SSADETL	Coequisite, CMF, Attributes, Description
SSASECQ	Section Query
SCA/SSAPREQ	Flag for CAPP Prerequisite Checking
SCA/SSARRES	Restrictions
SCASYLB	Syllabus Approved During course Approval
SSAMATX	Building/Room Use

FACULTY / ADVISOR INFORMATION	
SIAASGQ	Faculty Schedule
SIAINST	Faculty/Advisor Information

TRANSCRIPTS / VERIFICATION	
SHATCMT	Comments
SHARQTC	Transcript Request
SFARQST	Verification Request
SHRTRTC	Transcript Job

FEE INFORMATION	
TSAEXPP	Exemptions
TSIAUTH	Exemption query by student

SPECIAL STUDENT POPULATION INFORMATION	
SZANTUD	Student User Defined Fields (Non-term based)
SZANTUD (41-49)	Residency Values from Admissions Application
SZANTUD (201-205)	Veterans
SZAUUSD	Student User Defined Fields (Term based)
SGASTDN	Veterans (Only some departments have access to the Biographical tab)
SGADISA	Students with Disabilities (security only given to Student Special Services and Registrar Management)
SGASPRT / SGISPRT	Athletes
GOAINTL	International