Login to **UCR Learning** prior to clicking on any "Register" links below. All online tutorials require the completion of FERPA Training for Banner Users and Banner Navigation Training. Some online tutorials have additional online modules as prerequisites (noted with ●). Go to **UCR Learning** to view prerequisite details.

Banner Lab: Banner Navigation and FERPA	CLOSED

This lab was offered in February 2016. To review the materials provided in the lab and complete exercises on your own, click on the following links:
Banner Navigation and FERPA Lab Exercise Worksheet
Banner Navigation and FERPA Lab Exercise Worksheet Answer Key

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) **Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):**

FERPA Training for Banner Users	Register	15 minutes
Banner Navigation Training	Register	1 hour

B) **View the following PDF training guides:**

Comments*	View PDF	30 minutes
FERPA – Viewing Directory Information	View PDF	15 minutes
How to Search	View PDF	30 minutes

*May not be required for all roles, check the UCR Banner Support Site Training page for details on individual role requirements

Banner Lab: General Person and Student Records Navigation	CLOSED

This lab was offered in April 2016. To review the materials provided in the lab and complete exercises on your own, click on the following links:
General Person and Student Record Navigation Lab Exercise Sheet
General Person and Student Record Navigation Lab Exercise Sheet Answer Key
Viewing Admission Decisions Exercise Worksheet
Viewing Admission Decisions Exercise Worksheet Answer Key

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) **Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):**

General Person and Student Navigation	Register	1 hour
Holds (Viewing and Maintenance)	Register	30 minutes
SGASTDN: General Student Navigation	Register	45 minutes
Viewing Admission Decisions*	Register	30 minutes

B) **View the following PDF training guides:**
None.

*May not be required for all roles, check the UCR Banner Support Site Training page for details on individual role requirements

Banner Lab: Academic Scheduling and Learning Communities	CLOSED	3 hours

This lab was offered in May 2016. To review the materials provided in the lab and complete exercises on your own, click on the following links:

25 Live Lab Exercise Sheet
Academic Scheduling Lab Exercise Sheet
Academic Scheduling and Learning Communities Lab Exercise Sheet
Academic Scheduling and Learning Communities Lab Exercise ANSWER KEY

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) **Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):**

Academic Scheduling in Banner	Register	1 hour
● 25Live Classroom Scheduling Training	Register	1 hour

B) **View the following PDF training guides:**

Block Scheduling Manual	View PDF	30 minutes
Block Scheduling Self-Service	View PDF	30 minutes
Learning Communities*	View PDF	15 minutes

*May not be required for all roles, check the UCR Banner Support Site Training page for details on individual role requirements

Banner Lab: Attributes and Cohorts	CLOSED	2 hours

This lab was offered in May 2016. To review the materials provided in the lab and complete exercises on your own, click on the following links:

Attributes and Cohorts Lab Exercise Sheet
Attributes and Cohorts Lab Exercise Sheet Answer Key

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) **Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):**

Attribute Assignments*	Register	30 minutes
Cohort Assignments*	Register	1 hour

B) **View the following PDF training guides:**
None.

*Only 1 is required, both may not be required for all roles, check the UCR Banner Support Site Training page for details on individual role requirements

Banner Lab: Committees	July 12, 20, 28 (various times) go to UCR Learning to register for this lab.	1 hour

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) **Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):**
   None.

B) **View the following PDF training guides:**

Committees	View PDF	1 hour

Banner Lab: Academic History	August 8, 9, 10, 11, 12, 22, 23, 24, 25, 26, 29, 30, 31 / September 1, 2 (various times) go to UCR Learning to register for this lab.	3 hours

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) **Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):**

● Academic History Navigation	Register	45 minutes
Assigning Advisors*	Register	1 hour
● Removing Lower Division Transfer Units*	Register	30 minutes
Transfer History Navigation	Register	30 minutes

B) **View the following PDF training guides:**

Placement Scores*	View PDF	45 minutes

*May not be required for all roles, check the UCR Banner Support Site Training page for details on individual role requirements

Banner Lab: Registration	August 8, 9, 10, 11, 12, 15, 16, 17, 18, 19 (various times) go to UCR Learning to register for this lab.	3 hours

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) **Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):**

● Enrollment	Register	1 hour
● Waitlisting	Register	45 minutes

B) **View the following PDF training guides:**

Dismissed Students Attending Summer*	View PDF	30 minutes

*May not be required for all roles, check the UCR Banner Support Site Training page for details on individual role requirements

Banner Lab: Curriculum	August 15, 16, 17, 18, 19, 29, 30, 31 September 1, 2 , 6, 7, 8, 9 (various times) go to **UCR Learning to register for this lab**.	3 hours

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) **Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):**
- Curriculum Changes (after SIR)   Register   1 hour

B) **View the following PDF training guides:**
None.

Banner Lab: Degree Audit	September 6, 7, 8, 9, 12, 13, 14, 15, 16 (various times). Will be available for registration on UCR Learning in May.	2 hours

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) **Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):**
- Degree Audit   Register   1 hour

B) **View the following PDF training guides:**
Advising Notes in Student Profile*   July 2016   30 minutes

*May not be required for all roles, check the UCR Banner Support Site Training page for details on individual role requirements

Banner Lab: Graduation	September 12, 13, 14, 15, 16 (various times) go to UCR Learning to register for this lab.	1 hour

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):

- Graduation Process   Register   1 hour

B) View the following PDF training guides:

Expected Graduation Date*	View PDF	15 minutes
How to File a Graduation Application on Behalf of a Student*	View PDF	30 minutes

*May not be required for all roles, check the UCR Banner Support Site Training page for details on individual role requirements

Banner Lab: Reporting	October 18, 19, 20 (various times) This lab is required for Academic Advisors and Learning Community Coordinators. The lab is recommended for all other users. Lab will be available for registration in July.	1 hour

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):
None.

B) View the following PDF training guides:

Reporting (How to run a pre-configured Cognos report, overview of SDQS and iReport)	September 1	30 minutes
Sending Email to Students (Overview of SDQS email functionality)	September 1	30 minutes

Training Modules/PDF Training Guides with no associated Banner Lab		

A) Online tutorial modules in UCR Learning:

Faculty/Advisor Banner Self-Service and FERPA (for Faculty Advisors	September 1	30 minutes

B) PDF training guides:

Student Self-Service Guide for Staff and Faculty	July 1	30 minutes

Banner Lab: Accounts Receivable	May	1 hour

Prerequisites courses and materials: please make sure to complete all prerequisites below prior to attending the lab

A) Complete the online tutorial module in UCR Learning (including earning required passing score on quizzes):

Departmental Billing*	UCR Learning, search for "Banner Billing"	1 hour

B) View the following PDF training guides:

Departmental Exemptions*	View PDF	30 minutes
General Accounts Receivable*	View PDF	30 minutes
Housing*	TBA	1 hour