

BANNER UPDATE

6th Edition | August 1, 2016



Register for Banner Labs Now

The Banner go-live date is fast approaching, and you'll need to be a Banner expert for your role at UCR. [Register today for Banner Labs](#). These sessions won't last long, and they won't be offered again. (Registration is still encouraged if you're working through Banner tutorial prerequisites.)

Note: Labs will be cancelled if there are less than five people enrolled. Participants will be directed to other Labs for training. [UCR Learning](#)



Important Policy and Procedural Changes

Stay up on the latest policy and procedural changes that have occurred during UCR's transition to Banner. This quick [reference](#) is a work in progress, and will be updated periodically. Please note that it is not exhaustive.



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

TUTORIALS

Advising Notes in Student Profile - Learn how to create notes, making it quick and easy to access student information all in one place. [PDF Tutorial](#)

HELPFUL TIPS



Ctrl+Tab: Next Field

Advance to the next field quickly with this handy shortcut.



Ctrl+U: Clear Field

Clear an item from a field using this keystroke.



F3: Duplicate Field/Item

Need to copy contents in a field? Use this shortcut to speed up your Banner experience.



F4: Duplicate Record

This function allows you to duplicate the contents of all fields in the record and copy them into a new record.

Shift+F4: Clear Record

Use this shortcut to clear all information from the current record. Information is not removed from any records or tables.

Shift+F6: Remove Record

This shortcut allows you to delete a previously saved record from the database. A record cannot be restored after it has been removed from a form.

REMINDERS

Degree Audit - Degree Audit is used as a means for students and staff to track completion of curriculum requirements toward graduation. To take this training, [log in](#) to UCR Learning. Keyword: Degree

Banner Training Documents - Enhance your Banner training with procedure documents, lab handouts and supplemental resources.

QUESTIONS? [Visit the Banner FAQ page.](#)

Note: Banner Student does not work on Chrome.

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.



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