

BANNER UPDATE



Get the latest Banner Student Information System news with Banner Update!

This electronic newsletter will be sent every few weeks, keeping you up-to-date on tutorial releases, helpful tips and reminders. We'll also feature those departments who have reached a 100% tutorial completion rate.

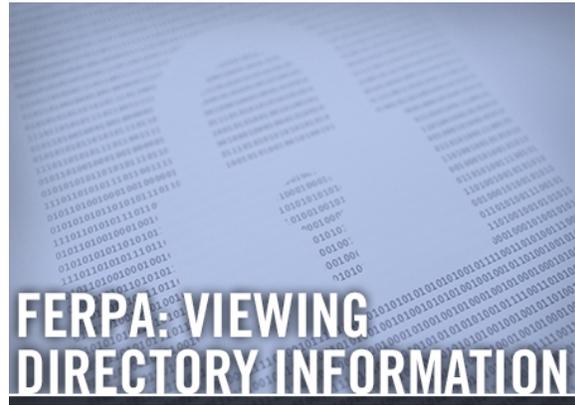
To begin, log in to ucrllearning.ucr.edu. Complete the required FERPA Training for Banner Users and Banner Navigation Training. Then enter the tutorial's keyword from the descriptions below to continue training. For more information, visit ucrbanner.ucr.edu. Do you have questions or suggestions for improvement? Please share your feedback using the [Banner Support Feedback Form](#).

Note: Banner Student does not work on Chrome.



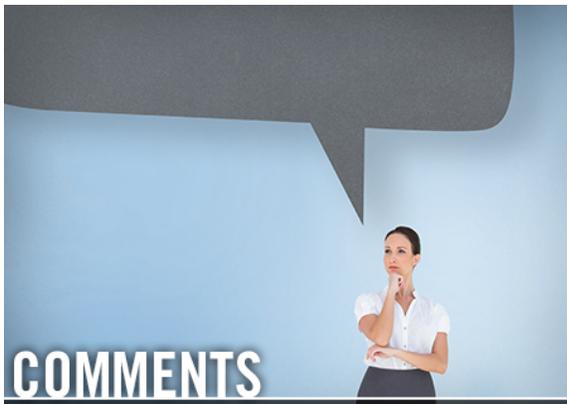
Academic Scheduling in Banner

Discover how to manage a course schedule, including how to create, cancel and manage course sections. Log in to ucrllearning.ucr.edu. Keyword: **Banner**



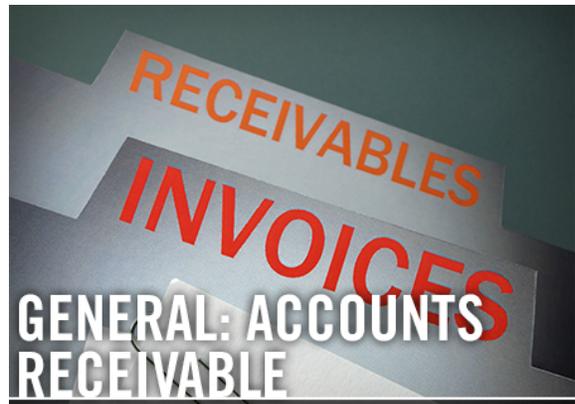
FERPA: Viewing Directory Information

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 ucrbanner.ucr.edu.



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



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

to SPACMNT. To access the PDF, visit ucrbanner.ucr.edu

Receivable roles, will have access to these basic inquiry-only account screens. To access the PDF, visit ucrbanner.ucr.edu



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 ucrbanner.ucr.edu



25Live Classroom Scheduling Training

Learn how to perform classrooms scheduling tasks, such as submitting a Room Request, creating a Location Search, changing a department classroom, and more! Log in to ucrlarning.ucr.edu. Keyword: **Banner**

TUTORIALS & LABS

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 1-hour lab is mandatory for your position. Bring a laptop.



HELPFUL TIPS



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.



Next Block Shortcut

Banner forms are made up of "blocks." The key block is the top section of any Banner form. If you don't see any student data, "Next Block" (which means "go to the next block of the form"). This can be done using the menu drop down, 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

FERPA Training for Banner Users - Family Educational and Privacy Act (FERPA) is a Federal law that protects the privacy rights of students and families. UCR faculty, staff, and students with access to student data are responsible for adhering to FERPA. Required for all Banner users. Log in to ucrllearning.ucr.edu. Keyword: **Banner**

Banner Navigation Training - Learn how to navigate and perform basic tasks in Banner. Get an overview of Banner products and how UC Riverside will use them. Required for all Banner users. Log in to ucrllearning.ucr.edu. Keyword: **Banner**

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

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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★ This is a Test Email only.

This message was sent for the sole purpose of testing a draft message.