

BANNER UPDATE

5th Edition | May 23, 2016



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



Banner Feedback Form

Have questions or suggestions for

procedure documents, lab handouts and supplemental resources.

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 AND LABS

[Banner Lab Registration](#) - Practice what you've been taught in Banner Labs! Visit [UCR Learning](#) to find the appropriate labs for your role at UCR. Then reserve your spot. Be sure to register for a Lab even if you're still working through Banner tutorial prerequisites. **Don't miss the opportunity to participate in a lab – they will not be offered again!**

HELPFUL TIPS



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.



F7: Enter Query

This shortcut puts the form in query mode. It also allows you to enter search criteria.



F8: Execute Query

Create a quick search for information based on entered search criteria.



Ctrl+Q: Cancel or Exit a Query

Ctrl+Q closes any form. When using it from the General Menu Form, it exits Banner altogether.

REMINDERS

Departmental Exemptions - Discover how to add and/or remove a student to a previously-established Exemption with this [PDF](#) tutorial.

Placement Scores - This [PDF](#) training covers UCR's placement scores for the University Writing Program, Academic Resource Center for Math, Foreign Languages and Chemistry.

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.

