

COMMENT FORM (SPACMNT)

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	2
Before You Begin.....	2
Forms	2
Procedures	3
Viewing Comments	3
Steps.....	3
Adding or Modifying Comments.....	4
Steps.....	4
Final Quiz	4

REVISION HISTORY

Version	Date	Name	Description
1.0	11/30/2015	Teri Eckman	Final

INTRODUCTION AND PURPOSE

The comment form, SPACMNT, allows any user with update access to add, delete, and modify comments. You may enter short or long narrative comments.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. UCR Data Standards
2. Comments should be kept **factual** and **refrain from personal judgements and opinions**. All comments entered on this form can be seen by **all Banner users and can be requested to be seen by students under FERPA. Comments cannot be marked as private**.
3. Advising Comments will not display in SPACMNT. Advisors will use the Student Profile to store the majority of notes related to student advising. Notes related to exceptions/waivers in the degree audit or notes specifically related to the conferral of the student's degree will be located in Degree Works.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. All Banner users with query or maintenance access to SPACMNT

BEFORE YOU BEGIN

Please take Banner Navigation, and General Person and Student Navigation Training prior to entering Comments. If this is the first time you are reviewing this procedure, open Banner Training (bannersbx.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SPACMNT	Person Comment	This form allows entry of comments related to the person record.

ADDING OR MODIFYING COMMENTS

Comments should be kept **factual** and **refrain from personal judgements and opinions**. All comments entered on this form can be seen by **all Banner users and can be requested to be seen by students under FERPA**. **Comments cannot be marked as private**.

STEPS

1. Access the Comment Form (**SPACMNT**).
2. Search for a student by name or type the SID in the **ID** field.
3. Select the topic by using the drop down in the **Comment Type** field.
4. Select an **Originator** code representing the office you are representing in the **Originator** field.
5. Enter any comments you would like to have attached to this record in the **Comments** field.
6. Click **Save** icon

FINAL QUIZ

1. What is the best way to find a comment on a specific **Comment Type** or **Originator**?
 - a. Use the Query function
 - b. Scroll and scroll and scroll
 - c. Next block

Answer: (a) – Use the Query function. Many Banner forms have the option to Query based on data on the form. For more information on how to use the Query function refer to the Banner Navigation Tutorial.

2. The scroll bar is the only way I can move through all the comments on this form.
 - a. True
 - b. False

Answer: (b) – False. You can also use the arrow keys on your keyboard. You may also use the Next Record and Previous Record buttons in the Menu bar.

