

Internet Native Banner User's Guide

Updated: December 2009

Accessing Internet Native Banner

1. <http://www.spu.edu/apps>
2. Select Internet Native Banner PROD (the PREPROD selection is for testing purposes only and will not have up-to-date information)
3. Download J Initiator (you will only need to do this once)
****When you select the PROD link a yellow bar will appear that asks you to download activeX controls. Click on the bar and allow it to download and follow the on screen instructions to install. Once installation is complete it will load Internet Native Banner.*
4. Enter your Username (same as webmail)
5. Enter your Password (can be created in MARS account in BanWeb)
6. Connect

Banner Key Strokes

Shift + F7: To go to the top of the page

F8: to process the query

F9: to query

F10: to save or submit a job query

Shift + F3: to select your choice and bring you back to the original Banner Form

Control + q: to quit

Control + Page Down: to go down to another section of the page

Options Menu: will show you related Banner forms

How to enter terms in Banner

The "term" field in Banner will be a 6 digit sequence. The first 5 digits refer to the academic year that you are searching for:

20089X= 2008-2009 academic year

19934X= 1993-1994 academic year

20112X= 2011-2012 academic year

The last digit refers to the quarter that you are searching for:

1= Autumn

2= Winter

3= Spring

4= Summer

Examples:

200901= Autumn quarter of 2009-2010 academic year

199344= Summer quarter of 1993-1994 academic year

201122= Winter quarter of 2011-2012 academic year

Query Access Only

Your Banner access only allows you to view the information and not be able to maintain or change the data.

CLASS ROSTERS:

You have three options to choose:

- A. **ROSTER**: to run and print a roster;
- B. **ROSTDOWN**: to run a roster and download into excel;
- C. **ROSTEMAIL**: provides a class list of email addresses, and no other data;

1. In Banner, type in ROSTER and enter
2. Control Page Down twice (do not enter in a printer)
3. The only information that you need to enter in the Parameter Values is:

Line 3: Term (*required field*)

Line 5: Course reference number (*required field*)

Line 9: "print addresses?" if you change the N to Y, it will give you the students' addresses, telephone number and email address.

Line 10: "print waitlist?" if you change the N to Y, it will include an alphabetical list of your waitlisted students (if any exist on your roster)

4. Control Page Down once and press F10 to save/process.
5. The class roster should show up in your email, which you can then print if needed.

ALLCRSEDETL: A report which lists all courses in a given quarter with detail codes

SFAALST: To view a class roster

1. Enter Term
2. Enter Course Reference Number (CRN)
3. Control + Page Down

Oracle Developer Forms Runtime - Web: Open > WFASLSQ [Q]

File Edit Options Block Item Record Query Tools Help

Class Attendance Roster Form WFASLSQ 8.1.1 (PROD)

Term: 200901 Autumn 2009 CRN: 1 BIO 1100 0 Poll Degree Award Status: Select...

Sequence	ID	Name	Status	Status Date	Grading Mode	Incomplete	Final Grade	Extension Date	Credit Hours	Hours Attended	Last Attendance Date
2475			RW	14-MA~2009	A				5.000		
Rolloed Grade Comment: [dropdown]											
2480			RE	21-MA~2009	A				5.000		
Rolloed Grade Comment: [dropdown]											
2459			RW	14-MA~2009	A				5.000		
Rolloed Grade Comment: [dropdown]											
2446			RW	13-MA~2009	A				5.000		
Rolloed Grade Comment: [dropdown]											
2423			RW	11-MA~2009	A				5.000		
Rolloed Grade Comment: [dropdown]											
2457			RW	14-MA~2009	A				5.000		
Rolloed Grade Comment: [dropdown]											

Person Search/SPAIDEN: If you do not know a student's ID number you can search for them by name, to view students' directory information and person search:

If you do not know the person's ID number, you can do a general search

- A. In the "ID" box at the very top of the page, press F9 to search
- B. Enter abbreviated last name followed by a %
- C. Enter abbreviated first name followed by a %
- D. F8 (This will bring up all possibilities)
- E. Arrow down until you locate the student
- F. Shift + F3 to select student and bring screen back to the SPAIDEN main page
- G. Control + Page Down in SPAIDEN

Oracle Developer Forms Runtime - Web: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.2 (PROD)

ID: Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID: 993354810 Name Type:

Person

Last Name:
First Name:
Middle Name:
Prefix:
Suffix:
Preferred First Name:
Full Legal Name:

Non-Person

Name:

ID and Name Source

Last Update

User: SSN21D
Activity Date: 15-JUL-2003
Origin:

Original Creation

User:
Create Date:

SGASTDN: General Student Information, including class level, major, and minor

1. Enter Student ID number and Term
2. Control + Page Down
3. Press Control +q to exit out of SGASTDN

Oracle Developer Forms Runtime - Web: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.2.1 (PROD)

ID: Student Summary Term: 200561 View Current/Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 200561 Autumn 2005
 Student Status: AS Active Student
 Student Type: G Graduate
 Residence: R Resident
 Fee Assessment Rate:
 Class: GR Graduate
 Full or Part Time: ☒ Full Time ☐ Part Time ☐ None

From Term: 200561 To Term: 200562

Additional Information

Site:
 Session:
 Block:
 Citizenship: Y Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type	Level	Campus	Kate	College	Degree
1	200561	MED - School Couns	200561	Graduate	Graduate	Main		Education	Master of Education
End:		Outcome Key:		Admission Type:	Graduate		Admission:	200561	Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200561	Major	School Counseling	Education	

SHACRSE: To view a student's transcript, including grades, credits, and classes

1. Enter student's ID number
2. Remove term to see all courses/Keep term to see specific quarter (F9 will help you search the term code)
3. Control + Page Down to View Transcript
4. Use Down Arrow to view additional classes
5. Tab key will tab over to see course titles
6. Shift + F7 to return to top of page
7. Control + q to exit out of SHACRSE (caps lock must be off!)

Oracle Developer Forms Runtime - Web: Open > SHACRSE

File Edit Options Block Item Record Query Tools Help

Course Summary SHACRSE 8.0 (PROD)

ID: Term:

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Node	Repeat	Course Title
<input checked="" type="checkbox"/>	200561	1	C	GR	1404	EDCO	6603	0	1.000	A	A		Introduction to Systems Theory
<input type="checkbox"/>	200561	1	C	GR	1405	EDCO	6675	0	3.000	A	A		Legal & Ethical Iss:Sch Counsl
<input type="checkbox"/>	200561	1	C	GR	4185	EDU	6123	0	3.000	A	A		American Educn:Past & Present
<input type="checkbox"/>	200454	F	C	GR	6003C	EDU	6973	0	3.000	A	A		Educational Statistics
<input type="checkbox"/>	200453	1	C	GR	4031E	EDU	6085	0	3.000	A	A		Values & Ethics in Education
<input type="checkbox"/>	200451	1	C	GR	265	EDCO	6673	0	4.000	A	A		Intrnc: School Counseling
<input type="checkbox"/>	200233	1	C	UG	4297C	ANT	2253	0	5.000	A	E		Cultural Anthropology
<input type="checkbox"/>	200233	1	C	UG	43085	TRE	3713	0	5.000	A	A		Play Directing
<input type="checkbox"/>	200233	1	C	UG	43091	TRE	4103	0	5.000	A	A		Arts and Religious Experience
<input type="checkbox"/>	200232	1	C	UG	20:64	PSY	4463	0	5.000	A	B		Abnormal Psychology
<input type="checkbox"/>	200232	1	C	UG	2234E	PSY	4683	0	5.000	A	B		History & Systems of Psych
<input type="checkbox"/>	200232	1	C	UG	23962	TRE	4763	0	5.000	A	A		Playwriting
<input type="checkbox"/>	200231	1	C	UG	4296	PSY	4483	0	5.000	A	B		Physiological Psychology
<input type="checkbox"/>	200231	1	C	UG	3221	PSY	4915	0	3.000	A	B		Senior Seminar in Psychology
<input type="checkbox"/>	200231	1	C	UG	828	TRE	3933	0	2.000	P	P		Performance Pracicum
<input type="checkbox"/>	200231	1	C	UG	3229	USEM	4933	0	3.000	A	A		Pracicum: Mentoring Freshmen
<input type="checkbox"/>	200123	1	C	UG	43:35	PSY	4943	0	4.000	A	B		Internship in Psychology
<input type="checkbox"/>	200123	1	C	UG	4233E	TRE	1813	0	3.000	A	A		Playscript Analysis
<input type="checkbox"/>	200123	1	C	UG	40832	TRE	2421	0	5.000	A	A		Theatre & Drama:Comedy

SHATERM: To view a student's GPA

1. Enter student identification number
2. Enter student's level (UG for undergraduate, GR for graduate)
3. Control + Page Down once.

The screenshot shows the Oracle Developer Forms Runtime interface for the SHATERM 8.2 (PROD) application. The form is titled "Term GPA and Course Detail Information". It includes fields for "ID:", "Course Level Codes by Person:" (set to UG), and "Start Term:" (set to 200902). Below these, there are tabs for "Current Standing" and "Term GPA and Course Detail Information". The "Current Standing" tab is active, displaying a table of academic standing information.

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	180.000	180.000	180.000	175.000	637.10	3.64
Transfer:	.000	.000	.000	.000	.00	.00
Overall:	180.000	180.000	180.000	175.000	637.10	3.64

SFAREGQ: To view student's quarter schedule

1. Enter Term and Delete both date boxes
2. Enter Student ID number
3. Control + Page Down
4. Tab key to tab over to view complete schedule
5. Press Control + q to exit out of SFAREGQ

Oracle Developer Forms Runtime - Web: Open > SFAREGQ [Q]

File Edit Options Block Item Record Query Tools Help

Registration Query SFAREGQ 8.0 (PROD)

Term: 200892 Registration From Date: Registration To Date:

ID:

Term	CRN	Subject	Course	Section	Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time		
200892	24192	PSY	2360	0	RW	N	G2								1030	1250		
Part of Term:		1	Campus:	1	Start Date:		05-JAN-2009		Instructional Method:									
Grading Mode:		A	Building:	BERT	End Date:		16-MAR-2009		Instructor:		Abbott, Martin L. Primary							
Credit Hours:		5.000	Room:	6														
Co-op Education: <input type="checkbox"/>																		
															Total Credit Hours:	17.000	Total CEU Hours:	.000

SIAASGQ: To view faculty schedule

1. Enter Term
2. F9 to search by name
 - a. The instructor name search is different than students: you must press control + page down to access search screen
3. Control + page down to view schedule, use the tab keys to view times and room assignments.

Oracle Developer Forms Runtime - Web: Open > SIAASGQ [Q]

File Edit Options Block Item Record Query Tools Help

Faculty Schedule Query SIAASGQ 8.0 (PROD)

Term: 200892 ID:

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
23402	BIO	4615	0	01	05-JAN-2009	16-MAR-2009								1030	1220
		Building	Room	Cross List Group	Override	Conflict									
		BERT	3												
				01	18-MAR-2009	18-MAR-2009								1030	1230
		Building	Room	Cross List Group	Override	Conflict									
		BERT	3												
23403	BIO	4930	0	01	05-JAN-2009	16-MAR-2009								0000	0001
		Building	Room	Cross List Group	Override	Conflict									
		ARR													
23944	BIO	4940	0	01	05-JAN-2009	16-MAR-2009								0000	0001
		Building	Room	Cross List Group	Override	Conflict									
		ARR													

SGAADVR: To view the assigned faculty advisor for a student

1. Enter Student ID number
2. Control + Page Down

SOAHOLD: To view student account holds; some holds will prevent registration

1. Enter student ID number
2. Control + Page Down to view

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information: SOAHOLD 8.2 (PROD)

ID: []

Hold Details

Hold Type	Amount	From	To	Reason	Release Indicator
MA		18-NOV-2009	31-DEC-2009	Meet with Faculty Advisor	

SHADEGR: To show if a degree is posted

1. Enter Student ID number
2. Enter a #1 in the degree sequence box if the student is pursuing their first degree from SPU
3. Control +Page Down
4. If AU is listed in the Outcome Status box, the student has officially graduated. If PC or SO are listed, they have applied to graduate, but the degree has not yet been awarded. The graduation date is listed to the right, in the Graduation Information box.

Oracle Developer Forms Runtime - Web: Open > SHADEGR

File Edit Options Block Item Record Query Tools Help

Degree and Other Formal Awards: SHADEGR 8.2 (PROD)

ID: [] Degree Sequence: 1 Graduation Holds: [] Override Hold: []

View Current/Active Curricula

Learner Outcome Curricula Dual Degree Honors Institutional Courses Transfer Courses Non Course Work Course Attributes

Learner Outcome Information

Outcome Status	Student Record Term	Bulletin Academic Year	Degree Completion Term	Graduation Application Date	Calculate GPA	Apply to Graduate
AU	200121	0102		11-AUG-2004		

Graduation Information

Graduation Term	Graduation Year	Graduation Status	Graduation Date	Fee	Fee Detail	Fee Amount	Fee Date	Authorize
200453	0405		09-JUN-2005	Charge Fee				DCROUCH

Curricula Summary - Primary

Priority Term	Program	Catalog	Level	Campus	College	Degree	
1	200121	Arts & Sciences - BA	200121	Undergraduate	Main	College of Arts and Sci	Bachelor of Arts

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
1	200121	Major	English	
2	200121	Concentration	Literature	English

SFASRPO: To enter an override

1. SPE: will override special approval requirements, such as instructor permission
 - a. INSTRUCTOR PERMISSION
 - b. SCHOOL OF EDUCATION
 - c. GRADUATE DIRECTOR
2. RES: will override restrictions, such as major, level (nonmatric as opposed to grad), program
 - a. CLASS RESTRICTION
 - b. MAJOR RESTRICTION
 - c. PROGRAM RESTRICTION
 - d. LEVEL RESTRICTION
3. PRE-REQ: will override the pre-requisite requirement...be sure you are entering the CRN the student wants to register for, not the actual Pre-requisite that the student has not completed
4. ALL: will do the work of SPE, RES, PRE-REQ all in one override
5. TIME: will override a time conflict
6. CO-REQ: will override the need for the student to register for the co-requisite of a course

Oracle Developer Forms Runtime - Web: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 8.0 (PRQD)

ID: Term: 200902 Winter 2010

Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date
ALL		PHI	2001		KCATLIN	16 NOV 2009
ALL		PHI	4652		MALINS	16-NOV-2009

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
23145	1	PHI	2001	0	29	0								1030	1230
23145	1	PHI	2001	0	29	0								1230	1320
23903	1	PHI	4652	0	22	0								1030	1230
23903	1	PHI	4652	0	22	0								1100	1220
25927	1	PES	1195	0	0	7								1600	1830

SGASADD: To view a cohort

1. Enter student identification number
2. Enter specific quarter designation
3. Control + Page Down once

Oracle Developer Forms Runtime - Web: Open > SGASADD

File Edit Options Block Item Record Query Tools Help

Additional Student Information SGASADD 8.0 (PROD)

ID: Term: 200901

Student Cohort

From Term: 200671 Maintenance To Term: 999999

Cohort Code	Description	Inactive	Reason
1DI11F	First-time Freshman-Full-Time	<input type="checkbox"/>	<input type="text"/>
UNIVSCHO	University Scholar Accept	<input type="checkbox"/>	<input type="text"/>
UNIVSCHOL	University Scholar Invite	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>

Student Attribute

From Term: 200671 Maintenance To Term: 999999

Attribute Code	Description
HSDL	Met the H.S. Applic. Deadline
PRLW	Pre-Law (RPlus)
<input type="text"/>	
<input type="text"/>	

SLARDEF: To view a classroom size

1. Enter classroom code (query if you don't know it)
2. Enter classroom number
3. Enter quarter designation
4. Control + page down for information

Oracle Developer Forms Runtime - Web: Open > SLARDEF

File Edit Options Block Item Record Query Tools Help

Room Definition SLARDEF 8.2 (PROD)

Building: SCI Science Building Room: 112 Term: 200901

Room Definition

New Term: 200341 From Term: 200341 To Term: 999999

Description: Lecture Hall

Capacity: 70 Maximum: 70

Gender: ☒ Male ☐ Female ☐ Not Available

Room Type: ☒ Residence Hall ☒ Classroom ☐ Other

College: AS College of Arts and Sciences

Department:

Status: AC Active

Category:

Partition:

Room Rate:

Phone Rate:

Phone:

Utility Rate:

Time Period: (None)

Priority: GENERAL

Key Number:

Dimensions

Width (feet):

Length (feet):

Area(Square Feet): 1216

SHATCMT: To view honors a student received

1. Enter student identification number
2. Control + Page Down once

