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:

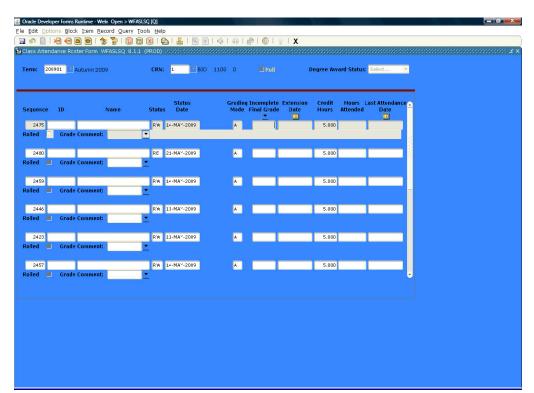
You have three options to choose:

- 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 <u>alphabetical</u> 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

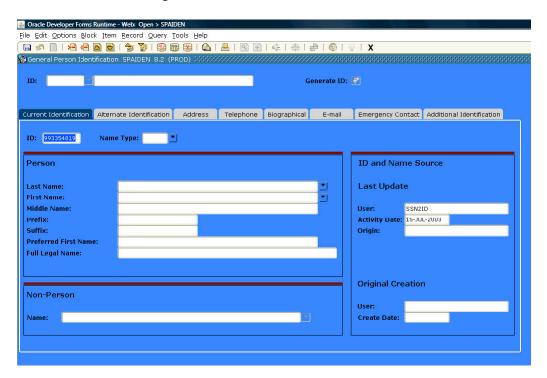
- 1. Enter Term
- 2. Enter Course Reference Number (CRN)
- 3. Control + Page Down



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:

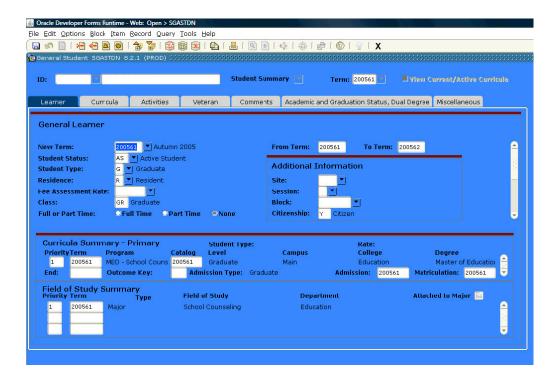
If you do not know the person's ID number, you can do a general search

- 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



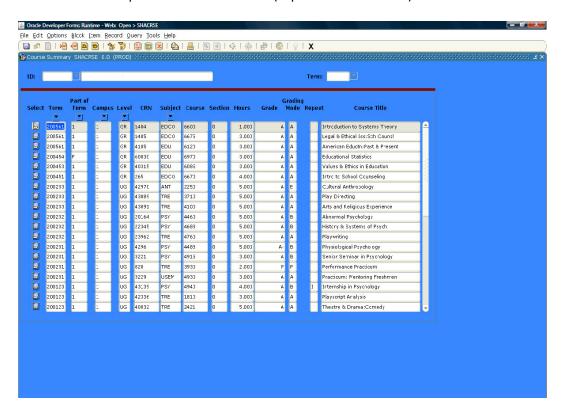
SGASTDN: General Student Information, including class level, major, and minor

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



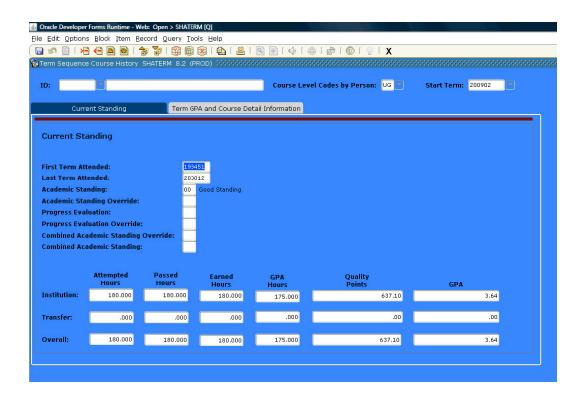
SHACRSE: To view a student's transcript, including grades, credits, and classes

- 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!)



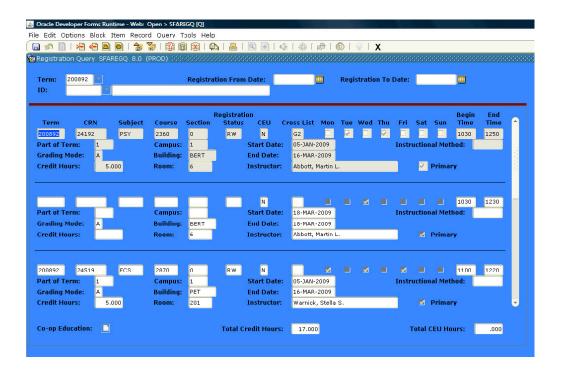
SHATERM: To view a student's GPA

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



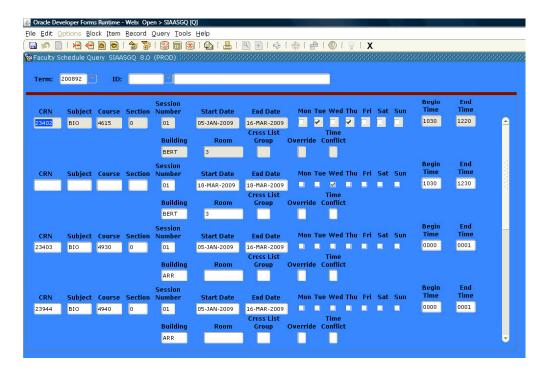
SFAREGQ: To view student's quarter schedule

- 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



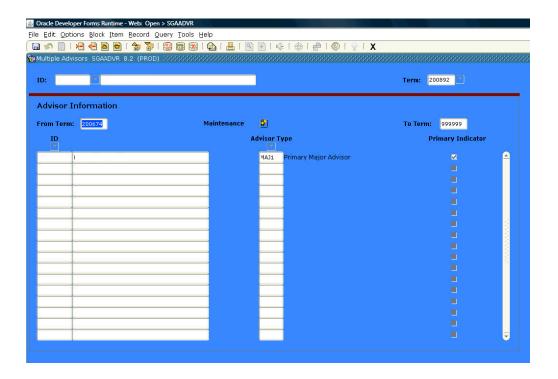
SIAASGQ: To view faculty schedule

- 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.



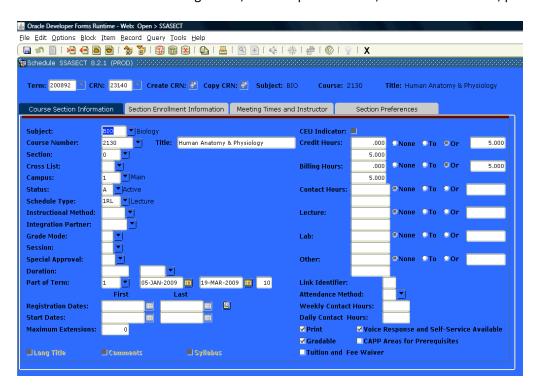
SGAADVR: To view the assigned faculty advisor for a student

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



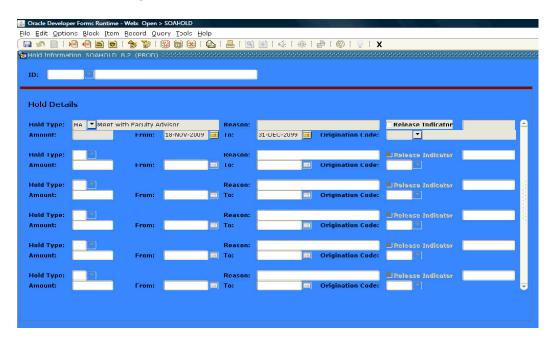
SSASECT: To view class information

- 1. Enter Term
- 2. Enter CRN
 - a. To search for a CRN, press F9 and then enter subject name and course number
 - b. Press F8 to search and press Shift + F3 to select
- 3. Press Control + Page down
- 4. The first screen shows credits, title, grading mode, schedule type, special restrictions
- 5. Choose **Options Menu** for instructor, enrollment, registration restrictions, time and room assignment, fees or special tuition, crosslisted sections, pre-requisites



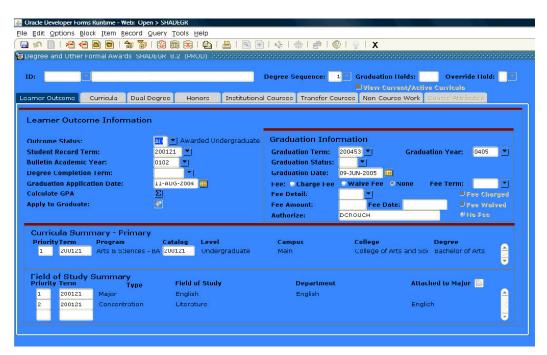
SOAHOLD: To view student account holds; some holds will prevent registration

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

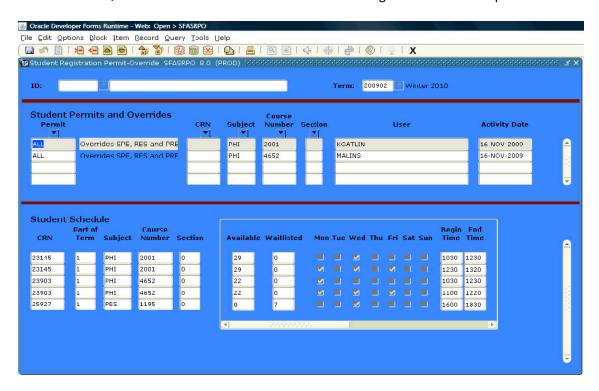


SHADEGR: To show if a degree is posted

- 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.

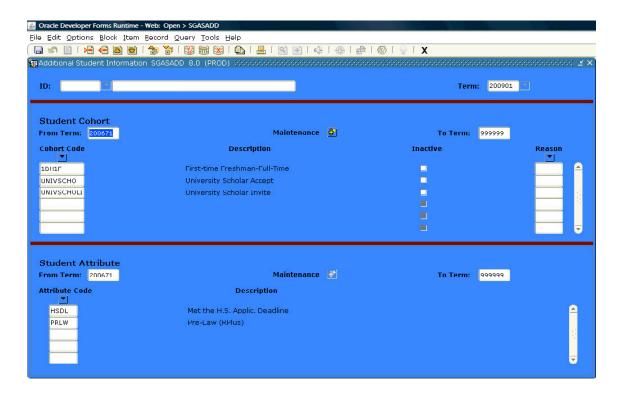


- 1. SPE: will override special approval requirements, such as instructor permission
 - a. INSTRUCTOR PERMISSION
 - b. SCHOOL OF EDUCATION
 - c. GRADUATE DIRECTOR
- 2. RES: will override restrictions, such as major, level (nonmatric as opposed to grad), program
 - a. CLASS RESTRICTION
 - b. MAJOR RESTRICTION
 - 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



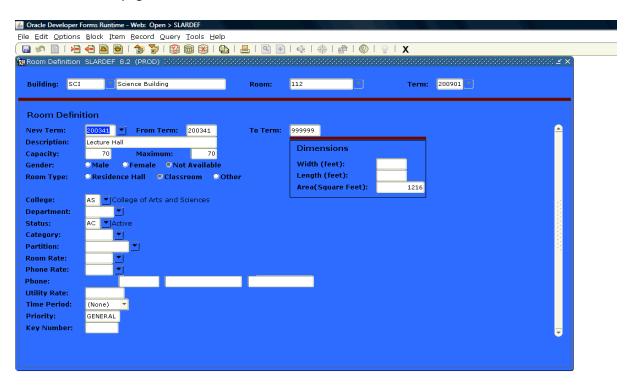
SGASADD: To view a cohort

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



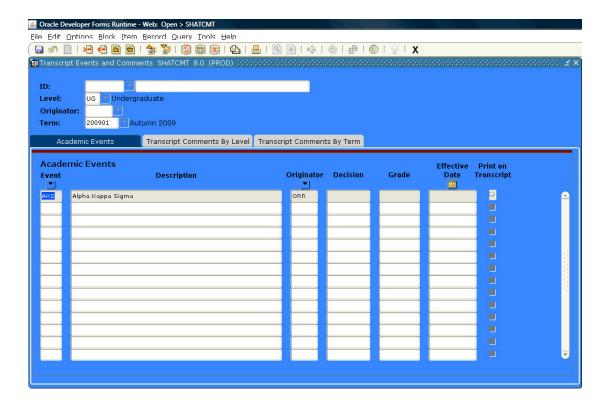
SLARDEF: To view a classroom size

- 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



SHATCMT: To view honors a student received

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



For questions, contact Student Academic Services:

sasinfo@spu.edu | 206.281.2032 (SAS main phone line)