



ULM | The University of Louisiana at Monroe

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Banner Student Module User Information

March 2010

User Group: Deans, Associate and Assistant
Deans, Department Heads, and Related
Administrative Assistants



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Questions about Banner should be directed to . . .

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Basic Banner Information

► ***Banner Course Reference Numbers (CRNs)***

Banner uses *Course Reference Numbers (CRNs)* rather than section numbers. The first two digits of the five-digit CRN indicate the term during which the course is scheduled to be taught (i.e., 40 = fall, 60 = spring, 80 = summer).

► ***Banner Course Numbers***

Course numbers in Banner consist of four digits. To convert an old course number to a Banner number, place a zero between the first and second digits of the old course number. Some exceptions exist.

Course Number Examples

ENGL 101	=	ENGL 1001
BIOL 215	=	BIOL 2015
ECON 202	=	ECON 2002
ACCT 430	=	ACCT 4030
SOCW 405	=	SOCW 4005
AVIA 110	=	AVIA 1010

► ***Banner Term Codes***

Term codes in Banner consist of six digits, the first four being the year and the last two the term. All terms of an academic year (i.e., fall, spring, summer) use the same year digits – those which represent the end of that academic year (e.g., AY 2010-**2011**). The term digits are stable, as indicated below:

YYYY40 = fall
 YYYY60 = spring
 YYYY80 = summer

YYYY41 = wintersession (not used after Winter 2009)
 YYYY61 = first summer (not used after Summer I 2010)
 YYYY62 = second summer (not used after Summer II 2010)

Banner Term Examples

201140 = 2010 Fall	2010-2011 AY
201160 = 2011 Spring	
201180 = 2011 Summer	
201240 = 2011 Fall	2011-2012 AY
201260 = 2012 Spring	
201280 = 2012 Summer	
201340 = 2012 Fall	2012-2013 AY
201360 = 2013 Spring	
201380 = 2013 Summer	

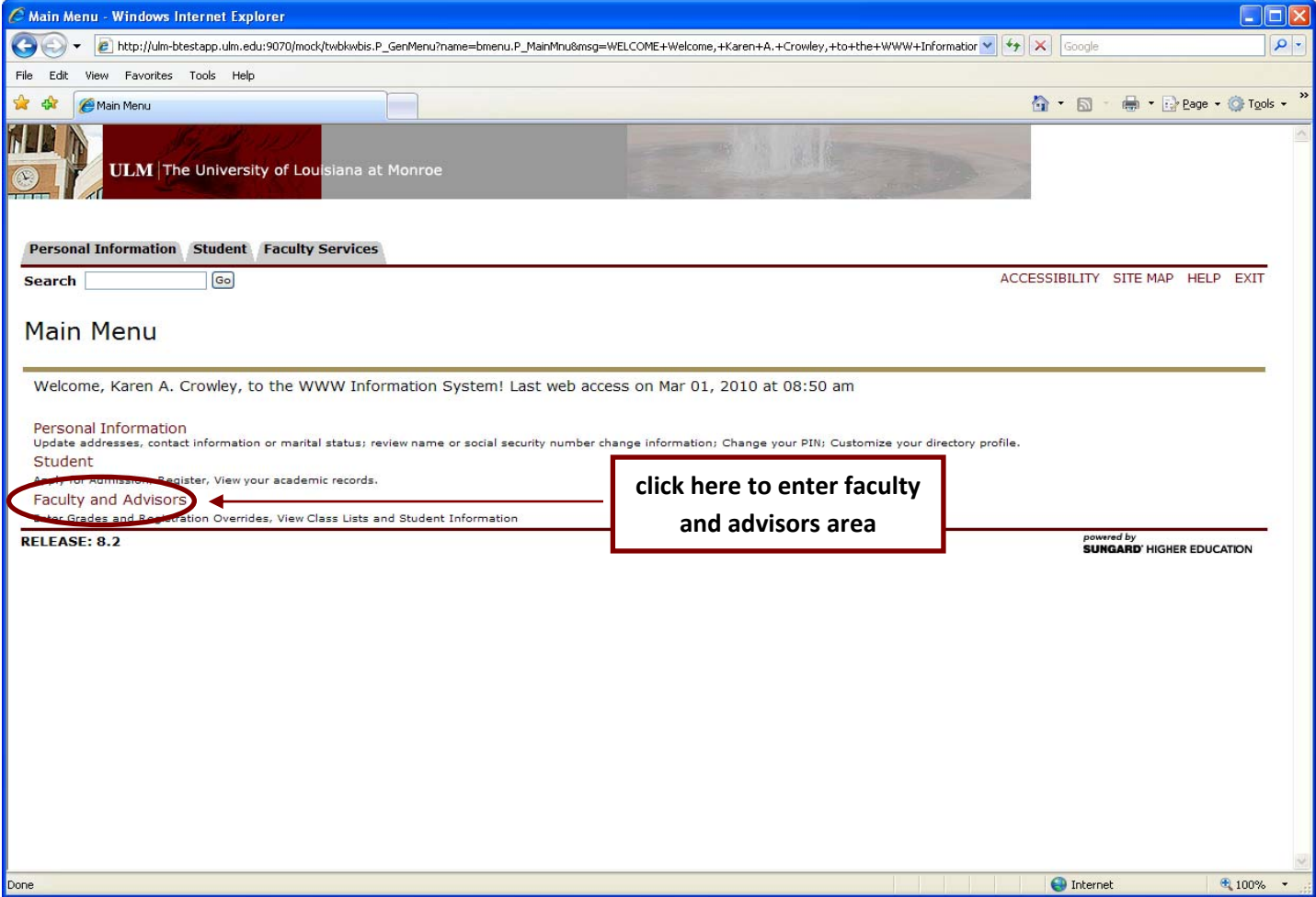
000000 = beginning of time
 999999 = end of time



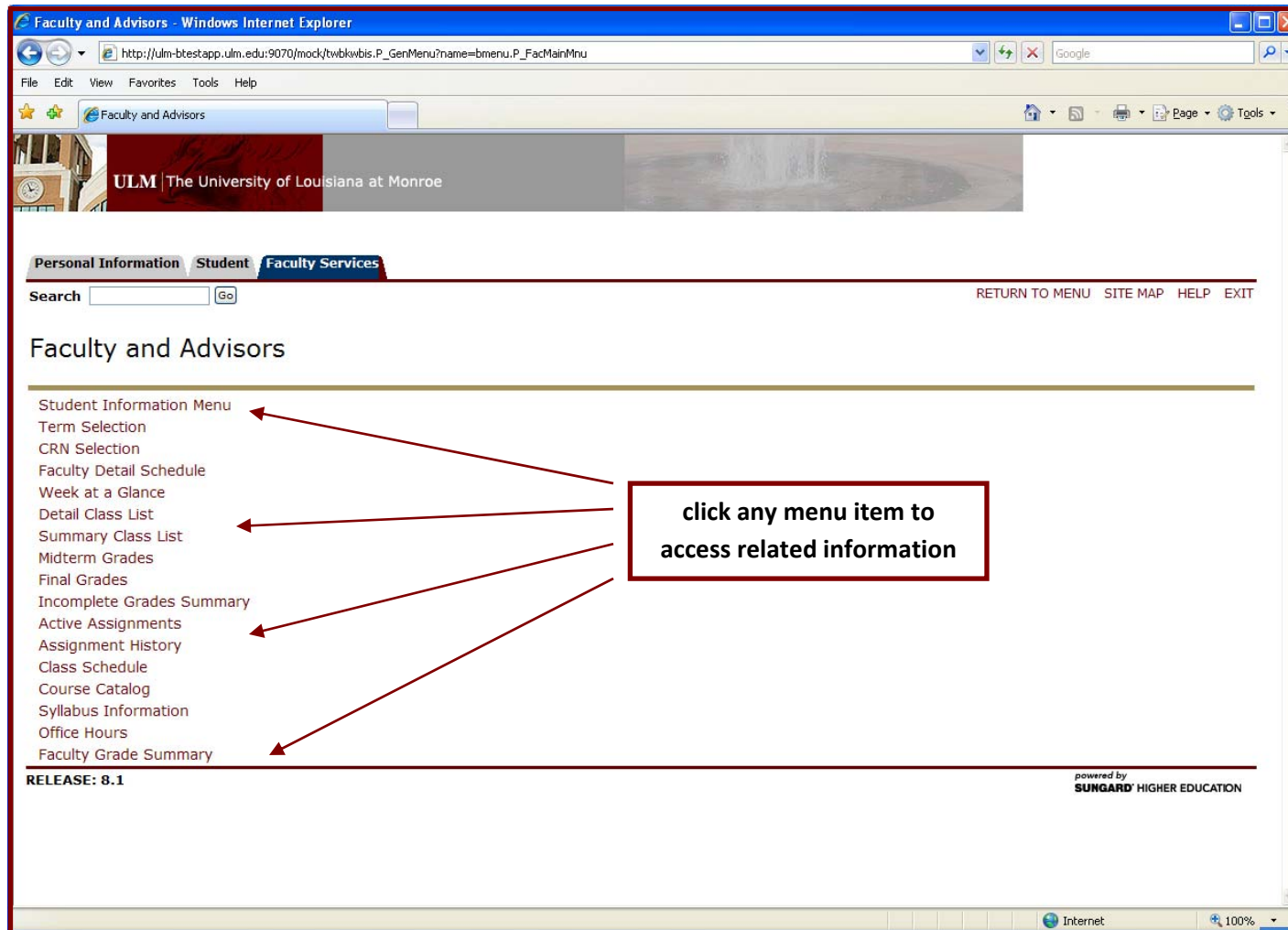
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Basic Banner Self Service (SS) Information

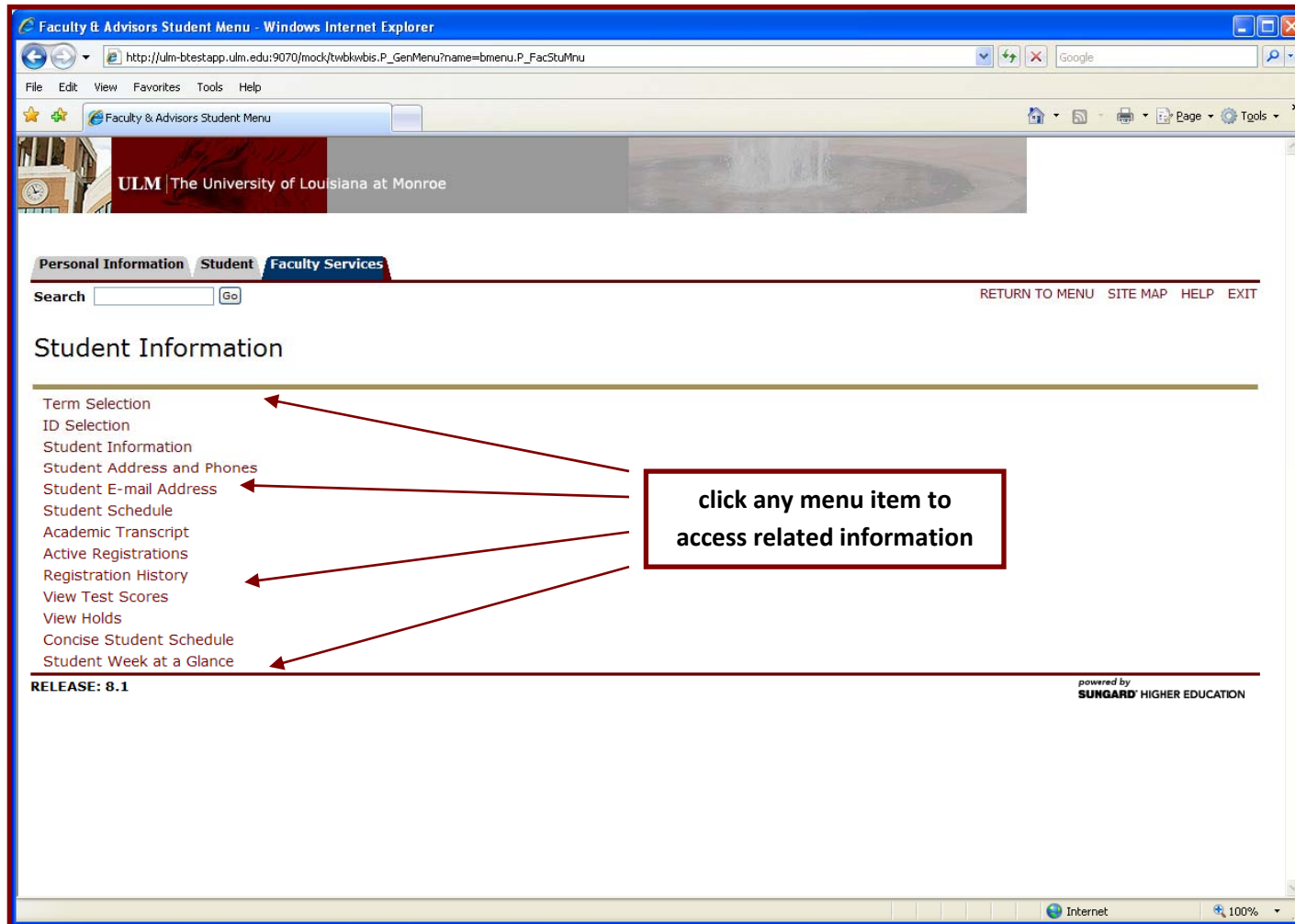
Self Service Main Menu



Viewing the Faculty and Advisors Menu



Viewing the Student Information Menu



Selecting a Term

The screenshot shows a web browser window titled "Select Term - Windows Internet Explorer" with the URL http://ulm-btestapp.ulm.edu:9070/mock/bwlkostm.P_FacSelTerm. The page header includes the ULM logo and navigation tabs for "Personal Information", "Student", and "Faculty Services". A search bar and utility links ("RETURN TO MENU", "SITE MAP", "HELP", "EXIT") are present. The main content area is titled "Select Term" and includes a user profile for Karen A. Crowley. The "Select a Term" section features a drop-down menu currently set to "Fall 2010" and a "Submit" button. Annotations include a red box around the drop-down menu with the text "use the drop-down to select a term" and an arrow pointing to it, and another red box around the "Submit" button with the text "click here". The footer shows "RELEASE: 8.1" and "powered by SUNGARD HIGHER EDUCATION".

Finding a Student

The image consists of three overlapping screenshots of a web application interface, illustrating the steps to find a student. The browser used is Windows Internet Explorer.

- First Screenshot (Faculty & Advisors Student Menu):** Shows the navigation menu with 'Student' selected. The 'Student Information' section is expanded, and 'ID Selection' is circled in red. A red callout box with the text 'click here to search by CWID or name' points to the 'ID Selection' link.
- Second Screenshot (Student and Advisee ID Selection):** Shows the search form. The 'Student or Advisee ID:' input field is circled in red. Below it, the 'Last Name:' and 'First Name:' input fields are also circled in red. The 'Submit' button is circled in red. A red callout box with the text 'click here' points to the 'Submit' button. Another red callout box with the text 'click here to verify selection' points to the 'Submit' button.
- Third Screenshot (Student Verification):** Shows the verification page. The 'Submit' button is circled in red. A red callout box with the text 'click here to verify selection' points to the 'Submit' button. The 'ID Selection' link is circled in red. A red callout box with the text 'click here to try again' points to the 'ID Selection' link.

Viewing a Student's Current Major

The image shows three overlapping screenshots of a web application interface for The University of Louisiana at Monroe. The screenshots illustrate the steps to view a student's current major:

- First Screenshot:** Shows the 'Faculty and Advisors' page. The 'Student Information Menu' link is circled in red, with a red arrow pointing to a box labeled 'select'.
- Second Screenshot:** Shows the 'Student Information' page. The 'Student Information' link in the left-hand menu is circled in red, with a red arrow pointing to a box labeled 'select'.
- Third Screenshot:** Shows the 'General Student Information' page. The 'Curriculum Information' link is circled in red, with a red arrow pointing to it.

The 'General Student Information' page displays the following details for a student:

Information for [Redacted]
Student Information effective from Fall 2010 to The End of Time

Registered for Term:	Yes
First Term Attended:	Fall 2005
Last Term Attended:	Fall 2009
Status:	Active
Matric Term:	Spring 2009
Residence:	Louisiana Resident
Citizenship:	Citizen
Student Type:	Continuing
Class:	Senior
Primary Advisor:	Karen A. Crowley
Expected Graduation Term:	Spring 2011
Expected Graduation Year:	2010

Curriculum Information

Current Program	
Bachelor of Arts	
Level:	Undergraduate
Program:	BA in Communication Studies
Admit Term:	Spring 2009
Admit Type:	Undergraduate Readmit

Viewing a Student's Addresses and Telephone Numbers

The image displays three overlapping screenshots of a web application interface, illustrating the steps to view a student's addresses and telephone numbers. The interface is for ULM (The University of Louisiana at Monroe) and is accessed via Internet Explorer.

Top Screenshot (Faculty and Advisors): Shows the main navigation menu with tabs for Personal Information, Student, and Faculty Services. The "Student" tab is selected. A search bar is visible. The "Faculty and Advisors" section is active, and the "Student Information Menu" option is circled in red. A red box labeled "select" points to this option.

Middle Screenshot (Faculty & Advisors Student Menu): Shows the "Student Information" menu. The "Student Address and Phones" option is circled in red. A red box labeled "select" points to this option.

Bottom Screenshot (View Student Addresses and Phones): Shows the "View Student Addresses and Phones" page. The page displays the student's name, "Karen A. Crowley", and the date, "Feb 28, 2010 10:56 am". A message states: "There are no addresses available for you to view." The page also includes a "RELEASE: 8.0" notice and a "powered by SUNGARD HIGHER EDUCATION" logo.

Viewing a Student's E-Mail Addresses

The image displays three overlapping screenshots of a web application interface, illustrating the steps to view a student's email addresses. The browser used is Windows Internet Explorer.

- Top Screenshot (Faculty and Advisors):** Shows the main navigation menu with tabs for "Personal Information", "Student", and "Faculty Services". The "Student" tab is selected. A red circle highlights the "Student Information Menu" link, with a red arrow pointing to a box labeled "select".
- Middle Screenshot (Faculty & Advisors Student Menu):** Shows the "Student Information" page. A red circle highlights the "Student Address and Phones" link, with a red arrow pointing to a box labeled "select".
- Bottom Screenshot (Select Student E-Mail Address to View):** Shows the "Select Student E-Mail Address to View" page. A red circle highlights the "Student E-mail Address" link, which is selected. Below it, the email address "s@warhawks.ulm.edu Preferred" is displayed.

Additional details visible in the screenshots include the ULM logo, search bars, and footer information such as "RELEASE: 8.1" and "RELEASE: 8.0".

Viewing a Student's Schedule

The image consists of three overlapping screenshots of a web application interface, demonstrating the steps to view a student's schedule. Red boxes and arrows highlight the navigation path.

- First Screenshot (Faculty and Advisors):** Shows the 'Faculty and Advisors' page. The 'Student Information Menu' is circled in red, and a red box labeled 'select' points to it.
- Second Screenshot (Student Information):** Shows the 'Student Information' page. The 'Student Schedule' option is circled in red, and a red box labeled 'select' points to it.
- Third Screenshot (View Student Schedule):** Shows the 'View Student Schedule' page for a student named Karen A. Crowley. It displays course details for two classes:
 - Fund Anat & Phys Lab I - BIOL 1016 - 0**
 - Associated Term: Fall 2010
 - CRN: 40103
 - Status: **Web Registered** on Feb 19, 2010
 - Assigned Instructor: Standard
 - Grade Mode: Standard
 - Credits: 1.000
 - Level: Undergraduate
 - Campus: Main Campus
 - Scheduled Meeting Times: Class 1:00 pm - 3:00 pm T TO BE ANNOUNCED TBA Aug 23, 2010 - Dec 10, 2010 Lab TBA
 - Genetics Laboratory - BIOL 3006 - 0**
 - Associated Term: Fall 2010
 - CRN: 40168
 - Status: **Web Registered** on Feb 19, 2010
 - Assigned Instructor: Standard
 - Grade Mode: Standard
 - Credits: 1.000
 - Level: Undergraduate
 - Campus: Main Campus
 - Scheduled Meeting Times: (Table with columns: Time, Days Where, Date Range, Schedule Type, Instructors)

Viewing a Transcript

The screenshots illustrate the following steps:

- Faculty and Advisors**: The user is on the Faculty and Advisors page. The **Student Information Menu** is highlighted with a red box and labeled "select".
- Student Information**: The user navigates to the Student Information page. The **Academic Transcript** link is highlighted with a red box and labeled "select".
- Student Academic Transcript**: The user is on the transcript selection page. The **Transcript Level** dropdown is set to "All Levels" and the **Transcript Type** dropdown is set to "Official". These are circled in red and labeled "select level and type". The **Display Transcript** button is highlighted with a red box and labeled "click".
- Student Academic Transcript**: The final screenshot shows the transcript details for Karen A. Crowley, including institution credit and a table of transcript data.

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
BIOL	120	UG		PRINCIPLES OF BIOLOGY I	D	3.000	3.000		
BIOL	121	UG		PRINC OF BIOL I LAB	A	1.000	4.000		
ENGL	101	UG		COMPOSITION I	B	3.000	9.000		
HIST	201	UG		UNITED STATES HIST	D	3.000	3.000		
MATH	111	UG		COLLEGE ALGEBRA	C	3.000	6.000		
MUSC	101	UG		EMPLOYMENT	A	3.000	12.000		

Viewing a Student's Active Registrations

The screenshots illustrate the following steps:

- Faculty and Advisors:** The user is on the main page. The **Student Information Menu** is highlighted with a red circle and a red box labeled "select".
- Faculty & Advisors Student Menu:** The user has navigated to the student menu. The **Active Registrations** option is highlighted with a red circle and a red box labeled "select".
- Active Registrations:** The user is viewing the active registrations for a student. The page displays the following information:

Course Name	Associated Term	Credits	Grade Mode	Course Level	Midterm Grade	Grade Detail	Associated Instructor	Course URL
Fund Anat & Phys Lab I - BIOL 1016 - 0	Fall 2010	1.000	Standard	Undergraduate				
Genetics Laboratory - BIOL 3006 - 0	Fall 2010	1.000	Standard	Undergraduate				
Quantitative Analysis - CHEM 2040 - 0	Fall 2010	3.000	Standard	Undergraduate			Harry O. Brotherton	

Viewing a Student's Registration History

The image shows three overlapping screenshots of the Banner self-service website interface, illustrating the steps to view a student's registration history. Red boxes and arrows highlight the navigation path.

Step 1: Faculty and Advisors
The first screenshot shows the 'Faculty and Advisors' page. The 'Student Information Menu' link is circled in red, with a red arrow pointing to a 'select' box.

Step 2: Student Information
The second screenshot shows the 'Student Information' page. The 'Registration History' link is circled in red, with a red arrow pointing to a 'select' box.

Step 3: Registration History
The third screenshot shows the 'Registration History' page for a student named Karen A. Crowley. The page displays a table of registration records.

Associated Term	CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
Fall 2010	40103	BIOL 1016	Fund Anat & Phys Lab I	1.000	Undergraduate	**Web Registered**	Feb 19, 2010	
Fall 2010	40168	BIOL 3006	Genetics Laboratory	1.000	Undergraduate	**Web Registered**	Feb 19, 2010	
Fall 2010	40267	CHEM 2040	Quantitative Analysis	3.000	Undergraduate	**Web Registered**	Feb 19, 2010	
Fall 2010	40555	ENGL 0090	Grammar & Composition	5.000	Undergraduate	**Web Registered**	Feb 19, 2010	
Fall 2010	40780	HIST 3005	Louisiana History	3.000	Undergraduate	**Web Registered**	Feb 19, 2010	

RELEASE: 8.0 [Active Registration | Look Up Classes | Academic Transcript]

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Viewing a Student's Test Scores

The image illustrates the steps to view a student's test scores through a web application. It consists of three overlapping screenshots of a Windows Internet Explorer browser window.

First Screenshot: Faculty and Advisors
The browser address bar shows http://ulm-btestapp.ulm.edu:9070/mock/twblvibis.P_GenMenu?name=bmenu.P_FacMainMnu. The page title is "Faculty and Advisors". The navigation tabs are "Personal Information", "Student", and "Faculty Services". A search bar is present. The "Student Information Menu" is circled in red, and a red arrow points to a box labeled "select".

Second Screenshot: Student Information
The browser address bar shows http://ulm-btestapp.ulm.edu:9070/mock/twblvibis.P_GenMenu?name=bmenu.P_FacStuMnu. The page title is "Student Information". The navigation tabs are "Personal Information", "Student", and "Faculty Services". A search bar is present. The "View Test Scores" option is circled in red, and a red arrow points to a box labeled "select".

Third Screenshot: Test Scores
The browser address bar shows http://ulm-btestapp.ulm.edu:9070/mock/twblvibis.P_FacDispTest. The page title is "Test Scores". The navigation tabs are "Personal Information", "Student", and "Faculty Services". A search bar is present. The page content includes:
- "RETURN TO MENU SITE MAP HELP EXIT"
- Student name: Karen A. Crowley
- Term: Fall 2010
- Date: Feb 26, 2010 12:58 pm
- Information: "This page lists the test scores for this student if the student is registered for the selected term."
- Message: "No test scores available."
- Footer: "Return to Previous", "RELEASE: 8.1", and "powered by SUNGARD HIGHER EDUCATION".

Viewing a Student's Holds

The image consists of three overlapping screenshots of the ULM Banner self-service system, illustrating the steps to view a student's holds. Red boxes and arrows highlight the specific navigation elements.

- Top Screenshot (Faculty and Advisors):** Shows the main navigation menu. The "Student" tab is selected, and the "Student Information Menu" is circled in red. A red box labeled "select" points to this menu item.
- Middle Screenshot (Student Information):** Shows the "Student Information" page. The "View Holds" link in the left-hand menu is circled in red. A red box labeled "select" points to this link.
- Bottom Screenshot (View Holds):** Shows the "View Holds" page. The "Administrative Holds" section is circled in red. Below this section is a table of holds.

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Registration Hold	Feb 28, 2010	Dec 31, 2099		Converted from Legacy System Registration		

RELEASE: 8.1

Viewing a Student's Concise Schedule

The screenshots show the following navigation steps:

- Faculty and Advisors**: The 'Student Information Menu' is highlighted with a red box and an arrow pointing to the word 'select'.
- Faculty & Advisors Student Menu**: The 'Concise Student Schedule' option is highlighted with a red box and an arrow pointing to the word 'select'.
- Concise Student Schedule**: The final page displaying the student's schedule details.

Concise Student Schedule Details:

Information for [Redacted]

Classification: Senior
Level: Undergraduate
College: Arts & Sciences
Major and Department: Communication Studies, Communication

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
40103	BIOL 1016 0	Fund Anat & Phys Lab I	Main Campus	1.000	UG	Aug 23, 2010	Dec 10, 2010	T	1:00 pm - 3:00 pm	TO BE ANNOUNCED	TBA
40168	BIOL 3006 0	Genetics Laboratory	Main Campus	1.000	UG	Aug 23, 2010	Dec 10, 2010	M	3:30 pm - 6:30 pm	TO BE ANNOUNCED	TBA
40267	CHEM 2040 0	Quantitative Analysis	Main Campus	3.000	UG	Aug 23, 2010	Dec 10, 2010	MWF	9:00 am - 9:50 am	CHEM & NAT SCIENCE BLDG 243	Brotherton
40555	ENGL 0090 0	Grammar & Composition	Main Campus	5.000	UG	Aug 23, 2010	Dec 10, 2010	MTWRF	11:00 am - 11:50 am	BROWN HALL 223	McKinnie
40780	HIST 3005 0	Louisiana History	Main Campus	3.000	UG	Aug 23, 2010	Dec 10, 2010	TR	8:00 am - 9:15 am	ADMINISTRATION BLDG 3-95	Jones
Total Credits:				13.000							

RELEASE: 8.1

RELEASE: 8.0.1

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Viewing a Student's Week-at-a-Glance Schedule

The following table displays the class schedule for the week of August 23, 2010, as shown in the third screenshot.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am		HIST 3005-0 40780 Class 8:00 am-9:15 am ADMINISTRATION BLDG 3-95		HIST 3005-0 40780 Class 8:00 am-9:15 am ADMINISTRATION BLDG 3-95			
9am	CHEM 2040-0 40267 Class 9:00 am-9:50 am CHEM & NAT SCIENCE BLDG 243		CHEM 2040-0 40267 Class 9:00 am-9:50 am CHEM & NAT SCIENCE BLDG 243		CHEM 2040-0 40267 Class 9:00 am-9:50 am CHEM & NAT SCIENCE BLDG 243		
10am							
11am	ENGL 0090-0 40555 Class 11:00 am-11:50 am BROWN HALL 223	ENGL 0090-0 40555 Class 11:00 am-11:50 am BROWN HALL 223	ENGL 0090-0 40555 Class 11:00 am-11:50 am BROWN HALL 223	ENGL 0090-0 40555 Class 11:00 am-11:50 am BROWN HALL 223	ENGL 0090-0 40555 Class 11:00 am- 11:50 am BROWN HALL 223		
12pm							

Searching the Class Schedule

The image shows three overlapping screenshots of the ULM Banner system, illustrating the steps to search for a class schedule. The screenshots are titled "Faculty and Advisors", "Select Term", and "Class Schedule Search".

- Faculty and Advisors:** The "Student Information Menu" is circled in red, with a red box labeled "select" pointing to it.
- Select Term:** The "Fall 2010" term is circled in red, with a red box labeled "select" pointing to it. The "Submit" button is also circled in red, with a red box labeled "click" pointing to it.
- Class Schedule Search:** The "Subject" dropdown menu is circled in red, with a red box containing instructions: "▶ select at least one subject", "▶ Ctrl + left click to select more than one subject", and "▶ cannot search all subjects at once". The "Dual-Enrollment course" option under "Instructional Method" is circled in red, with a red box containing instructions: "if desired, refine search by applying additional criteria before clicking Submit".

Searching the Course Catalog

The image shows three overlapping screenshots of the ULM course catalog search process, with red boxes and arrows highlighting key steps and instructions.

- Faculty and Advisors Screenshot:** The "Student Information Menu" is circled, and a red box labeled "select" points to it.
- Catalog Term Screenshot:** The "Search by Term:" dropdown is set to "Fall 2010" and circled, with a red box labeled "select" pointing to it. The "Submit" button is also circled, with a red box labeled "click" pointing to it.
- Course Catalog Search Screenshot:** The "Subject:" dropdown is set to "Linguistics" and circled, with a red box containing instructions: "select at least one subject", "Ctrl + left click to select more than one subject", and "cannot search all subjects at once". The "Level:" dropdown is set to "All", and the "Schedule Type:" dropdown is set to "All", with a red box labeled "if desired, refine search by applying additional criteria before clicking Get Courses" pointing to these options. The "Get Courses" button is circled, with a red box labeled "click" pointing to it.

CRN Selection

The image displays two overlapping browser windows from the Banner self-service system. The left window, titled 'Faculty and Advisors', shows a navigation menu where 'CRN Selection' is circled in red. A red box labeled 'select' has an arrow pointing to this menu item. The right window, titled 'CRN Selection', shows a form titled 'Select a CRN'. A dropdown menu is open, showing a list of courses: 'Composition I - 40563', 'Composition I - 40563', and 'Prof Writing & Comm: Hlth Sci - 40664'. A red box labeled 'click drop-down to select the course of interest from a list of those you are teaching' has an arrow pointing to the dropdown. Below the dropdown is a 'Submit' button, which is also circled in red. A red box labeled 'click' has an arrow pointing to the 'Submit' button. The interface includes a search bar, navigation tabs for 'Personal Information', 'Student', and 'Faculty Services', and a user profile for Karen A. Crowley. The bottom of the page indicates it is powered by SUNGARD HIGHER EDUCATION.

Faculty Detail Schedule

The image shows two overlapping browser windows from the University of Louisiana at Monroe's Banner system. The left window displays the 'Faculty and Advisors' main page with a navigation menu. The right window displays the 'Faculty Detail Schedule' page for a specific course and instructor, with several callout boxes pointing to specific elements.

Faculty and Advisors Page:

- Navigation tabs: Personal Information, Student, Faculty Services
- Search: [] [Go]
- Section: Faculty and Advisors
- Student Information Menu
 - Term Selection
 - CRN Selection
 - Faculty Detail Schedule** (circled in red)
 - Week at a Glance
 - Detail Class List
 - Summary Class List
 - Midterm Grades
 - Final Grades
 - Incomplete Grades Summary
 - Active Assignments
 - Assignment History
 - Class Schedule
 - Course Catalog
 - Syllabus Information
 - Office Hours
 - Faculty Grade Summary
- RELEASE: 8.1

Faculty Detail Schedule Page:

- Navigation tabs: Personal Information, Student, Faculty Services
- Search: [] [Go]
- RETURN TO MENU SITE MAP HELP EXIT
- Faculty Detail Schedule
- Instructor: Karen A. Crowley, Fall 2010, Mar 03, 2010 02:41 pm
- Course: Composition I - 40563 - ENGL 1001 - 0
- Buttons: Add, Classlist, Add (circled in red)
- Enrollment Counts
 - Maximum Actual Remaining
 - Enrollment: 0 (circled in red)
 - Cross List: 0
- Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		HARRISONBURG LA HS	Aug 23, 2010 - Jan 07, 2011	Lecture	John E. Meyers (P), Karen A. Crowley, Rhonda A. Jones, Marilyn B. McIntosh
- Prof Writing & Comm: Hlth Sci - 40664 - ENGL 3021 - 0

Faculty Week-at-a-Glance Schedule

The image consists of two side-by-side screenshots of a web browser window showing the Banner self-service interface for a faculty member at ULM.

Left Screenshot: Faculty and Advisors

- Browser title: Faculty and Advisors - Windows Internet Explorer
- URL: http://ulm-btestapp.ulm.edu:9070/mock/twibkwbis_P_GerMenu?name=bmenu_P_FacMainMnu
- Navigation tabs: Personal Information, Student, Faculty Services
- Search bar with a "Go" button.
- Section: Faculty and Advisors
- Menu items: Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, **Week at a Glance** (circled in red), Detail Class List, Summary Class List, Midterm Grades, Final Grades, Incomplete Grades Summary, Active Assignments, Assignment History, Class Schedule, Course Catalog, Syllabus Information, Office Hours, Faculty Grade Summary.
- RELEASE: 8.1

Annotation: A red box labeled "select" has an arrow pointing to the "Week at a Glance" menu item.

Right Screenshot: Week at a Glance

- Browser title: Week at a Glance - Windows Internet Explorer
- URL: http://ulm-btestapp.ulm.edu:9070/mock/twibkwbis_P_GerMenu?name=bmenu_P_FacDaySched
- Navigation tabs: Personal Information, Student, Faculty Services
- Search bar with a "Go" button.
- RETURN TO MENU | SITE MAP | HELP | EXIT
- User: Karen A. Crowley, Mar 03, 2010 02:57 pm
- Message: The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.
- Go to (MM/DD/YYYY): Submit
- Navigation: Previous Week | **Week of Aug 23, 2010** (1 of 20) | Next Week
- Status: No courses with assigned times this week.
- Section: Courses without assigned meeting times:
 - ENGL 3021-040664 TBA
 - ENGL 1001-040563 TBA
- RELEASE: 8.0
- Footer: [Active Assignments | Assignment History | Detail Class List | Mid Term Grades | Final Grades | Faculty Detail Schedule | Summary Class List] powered by SUNGARD HIGHER EDUCATION

Annotations:

- A red box labeled "CRN's" has an arrow pointing to the course numbers in the list.
- A red box labeled "click on course numbers to view Faculty Detail Schedule" has an arrow pointing to the course numbers.

Detail Class List

The screenshot shows two overlapping browser windows. The background window is the 'Faculty and Advisors' page, and the foreground window is the 'Detail Class List' page. Red boxes and arrows highlight key features and actions:

- Faculty and Advisors (Background):** A sidebar menu is shown with 'Detail Class List' circled in red. A red box labeled 'select' points to this menu item.
- Detail Class List (Foreground):**
 - A search bar at the top has a red box labeled 'click here to see listing of other sections of this course' pointing to it.
 - The course title 'Prof Writing & Comm: Hlth Sci - ENGL 3021 0' is circled in red, with a red box labeled 'click here to view Summary Class List' pointing to it.
 - Enrollment numbers are shown: 2 students, 13 cross-listed. A red box labeled 'email students individually' points to the email icons next to the first two student records in the 'Detail Class List' table.
 - At the bottom, a red box labeled 'email entire class' points to the 'Email class' button.

Detail Class List Table:

Record Number	Student Name	ID	Registration Status	Registration Number
1	[Redacted]	[Redacted]	Registered by Staff	1
2	[Redacted]	[Redacted]	Registered by Staff	2

Course Information:

Prof Writing & Comm: Hlth Sci - ENGL 3021 0
CRN: 310564
Duration: Aug 23, 2010 - Dec 10, 2010
Status: Active

Enrollments: 2 13
Cross List: 0 0

Current Program: N/A
Level: Undergraduate
Program: Pre-Pharmacy
Admit Term: Fall 2008
Admit Type: First Time Freshman
Catalog Term: Fall 2008
College: Pharmacy
Campus: Main Campus
Major and Department: Pre-Pharmacy, Pharmacy

Class: Junior
Credits: 3.000

Current Program: Bachelor of General Studies
Level: Undergraduate
Program: BGS in General Studies
Admit Term: Spring 2009
Admit Type: Undergraduate Transfer
Catalog Term: Fall 2008
College: Arts & Sciences
Campus: Main Campus
Major and Department: General Studies, General Studies

Class: Senior
Credits: 3.000

Summary Class List

The image shows two overlapping screenshots of the Banner Self Service system. The left screenshot shows the 'Faculty and Advisers' main menu with 'Summary Class List' selected. The right screenshot shows the 'Summary Class List' for the course 'Prof Writing & Comm: Hlth Sci - ENGL 3021 0'. Red callout boxes provide instructions on how to navigate the interface.

Faculty and Advisers - Windows Internet Explorer

http://ulm-btestapp.ulm.edu:9070/mod/twbkwbis_P_GenMenu?name=bmenu_P_FacMainMnu

Faculty Services

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List** (select)
- Midterm Grades
- Final Grades
- Incomplete Grades Summary
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- Faculty Grade Summary

RELEASE: 8.1

Summary Class List - Windows Internet Explorer

http://ulm-btestapp.ulm.edu:9070/mod/twbkfwl_P_FacClasSum

Summary Class List

click here to see listing of other sections of this class

RETURN TO MENU SITE MAP HELP EXIT

Karen A. Crowley
Fall 2010
Mar 03, 2010 03:40 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Prof Writing & Comm: Hlth Sci - ENGL 3021 0

CRN: 40654

click on the CRN to view Detail Class List

Duration: Aug 23, 2010 - Dec 10, 2010

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	15	2	13
Class List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	[Redacted]	[Redacted]	Registered by Staff	Undergraduate	3.000	A	[Email icon]
2	[Redacted]	[Redacted]	Registered by Staff	Undergraduate	3.000	A	[Email icon]

email students individually

Email class [Email icon] (email entire class)

Return to Previous

[Term Selection | CRN Selection | Detail Class List | Mid Term Grades | Final Grades | Faculty Detail Schedule]

RELEASE: 8.1

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Midterm Grades

The image displays two overlapping browser windows from the University of Louisiana at Monroe (ULM) Banner system. The left window, titled 'Faculty and Advisors', shows a navigation menu with 'Faculty Services' selected. A red box labeled 'select' points to the 'Midterm Grades' link in the menu. The right window, titled 'Mid Term Grades', shows the user's profile (Karen A. Crowley, Fall 2010) and a message: 'The Mid-Term Grade Worksheet is unavailable.' The browser address bars show the URL: `http://ulm-btestapp.ulm.edu:9070/mock/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu` for the left window and `http://ulm-btestapp.ulm.edu:9070/mock/bwlfmgd.P_FacMidGrd` for the right window.

Final Grades

The screenshot shows two overlapping browser windows. The left window displays the 'Faculty and Advisors' page with a sidebar menu. The right window displays the 'Final Grades' page for the course 'ENGL 3021 0'. Annotations include:

- A box labeled 'select' pointing to 'Final Grades' in the sidebar menu.
- A box labeled 'click here to see listing of other sections of this class' pointing to the course title 'Prof Writing & Comm: Hlth Sci - ENGL 3021 0'.
- A box labeled 'final grades' pointing to the 'Grade' column in the table.
- A box labeled 'email students individually' pointing to the email icons in the 'Registration Number' column.

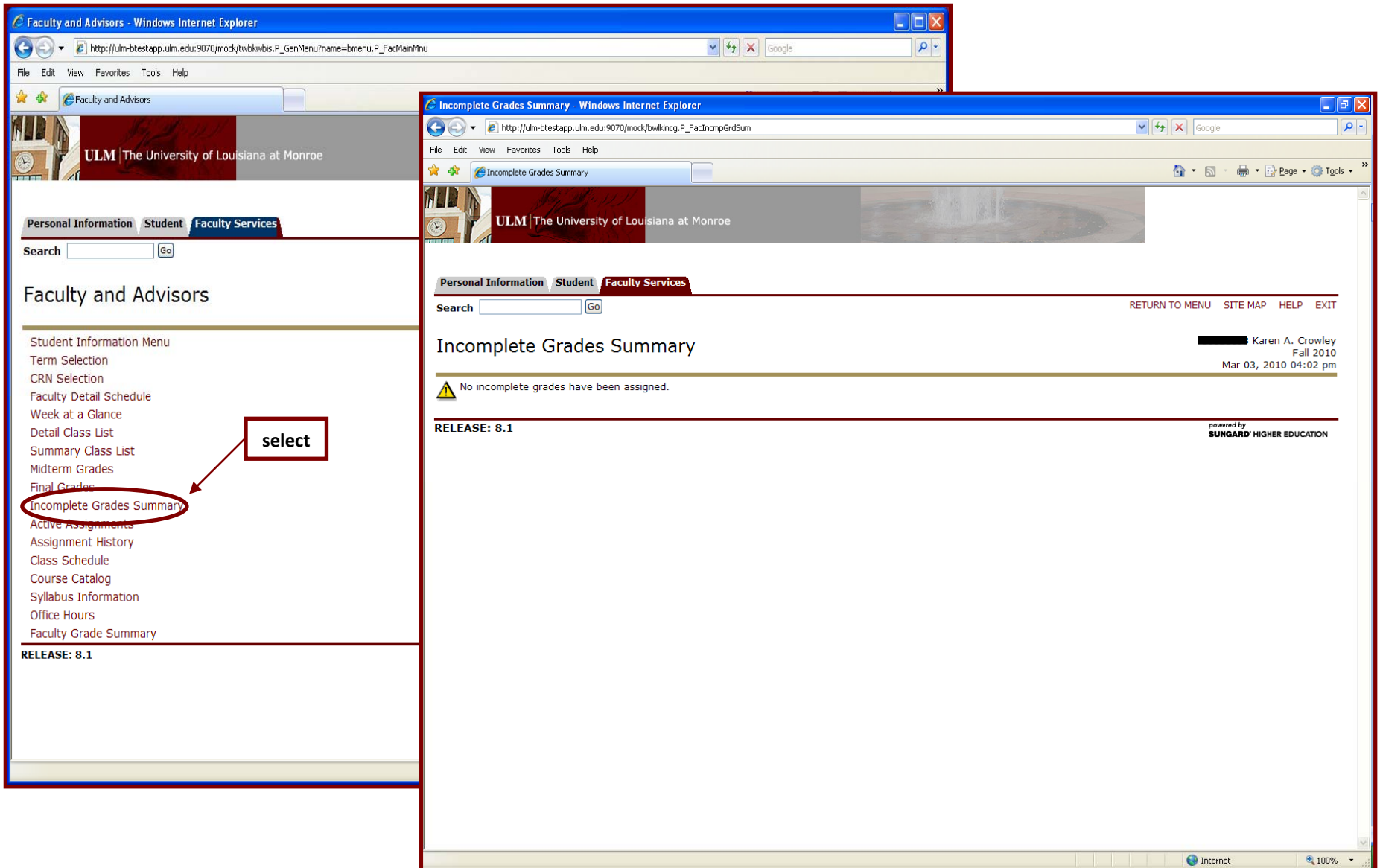
Final Grades Page Content:

Prof Writing & Comm: Hlth Sci - ENGL 3021 0
CRN: 40664
Students Registered: 2

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	[REDACTED]	[REDACTED]	3.000	Registered by Staff Feb 17, 2010	A		None	None	1
2	[REDACTED]	[REDACTED]	3.000	Registered by Staff Feb 17, 2010	A		None	None	2

RELEASE: 8.1

Incomplete Grades Summary



Active Assignments

Faculty and Advisors

Personal Information Student **Faculty Services**

Search Go

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Incomplete Grades Summary
- Active Assignments**
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- Faculty Grade Summary

RELEASE: 8.1

View Active Assignments

Personal Information Student **Faculty Services**

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Karen A. Crowley
Mar 08, 2010 09:27 am

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Active Assignments

Prof Writing & Comm: Hlth Sci - ENGL 3021 0	Credits: 3.000
Associated Term: Fall 2010	Grade Mode: Audit , Standard
CRN: 40664	Course Level: Undergraduate
Status: Active	Syllabus: Add
Schedule Type: Lecture	Office Hours: Add
Instructional Method: Web Based 100% online course	Roster: Add Classlist
Campus: Main Campus	Detail Schedule: Display
Available for Registration: Feb 19, 2010 to Aug 27, 2010	

[View Assignment History | Week at a Glance | Detail Class List | Mid Term Grades | Final Grades | Summary Class List]

RELEASE: 7.2

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Assignment History

The image shows two overlapping browser windows from the Banner Self Service system. The left window is titled 'Faculty and Advisors' and shows a navigation menu with 'Assignment History' circled in red. A red box labeled 'select' has an arrow pointing to this menu item. The right window is titled 'View Assignment History' and shows a table of assignments. A red box labeled 'click here to view Faculty Detail Schedule' has an arrow pointing to the '40664' CRN in the table. Another red box labeled 'click here to see listing of other sections of this course' has an arrow pointing to the 'ENGL 3021' course title in the table. The table contains the following data:

Associated Term	CRN	Course	Course Title	Credits Level	Campus	Instructional Method	Open for Registration	Status
Fall 2010	40664	ENGL 3021	Prof Writing & Comm: Hlth Sci 3.000	Undergraduate	Main Campus	Web Based 100% online course	Yes	Active

Below the table, there are links: [View Active Assignments | Week at a Glance | Detail Class List | Mid Term Grades | Final Grades | Summary Class List] and a 'RELEASE: 7.2' label. The user's name 'Karen A. Crowley' and the date 'Mar 03, 2010 04:05 pm' are displayed in the top right of the right window.

Syllabus Information

The image shows two overlapping browser windows. The left window, titled 'Faculty and Advisors - Windows Internet Explorer', displays a navigation menu under 'Faculty Services' with 'Syllabus Information' circled in red. A red box labeled 'select' has an arrow pointing to this menu item. The right window, titled 'Syllabus Information - Windows Internet Explorer', shows the 'Syllabus Information' page for 'Research - 40400 - COUN 5081 - 0'. A large red oval encircles the form fields for 'Long Section Title', 'Course URL', 'Learning Objectives', and 'Required Materials'. A red box labeled 'enter syllabus information in these fields' has an arrow pointing to this oval. At the bottom of the form, the 'Submit' button is circled in red, with a red box labeled 'click' and an arrow pointing to it. The page also shows user information for Karen A. Crowley and a date of Feb 23, 2010.

Maintaining Office Hours

The image shows two overlapping browser windows from the Banner Self Service system. The left window displays the 'Faculty and Advisors' menu, with 'Office Hours' circled and a callout box labeled 'select'. The right window displays the 'Office Hours' maintenance page for Karen A. Crowley, with several callout boxes: 'use drop-down to select' pointing to the 'Contact Number' dropdown, 'click to allow students to view office hours' pointing to the 'Display' checkbox, 'enter in military time' pointing to the 'From Time' and 'To Time' fields (1500 and 1630), 'click to select days' pointing to the 'Day of the Week' checkboxes (M, T, W, Th, F, S, U), and 'enter this info' pointing to the 'Location', 'From Date', and 'To Date' fields.

Faculty and Advisors - Windows Internet Explorer
http://ulm-btestapp.ulm.edu:9070/mock/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu

Personal Information Student **Faculty Services**

Search [] [Go]

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Incomplete Grades Summary
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours**
- Faculty Grade Summary

RELEASE: 8.1

Office Hours - Windows Internet Explorer
http://ulm-btestapp.ulm.edu:9040/test/bwilkoffh.p_fac_office_hrs_post

Personal Information Student **Faculty Services** Employee

Search [] [Go] RETURN TO MENU SITE MAP HELP EXIT

Office Hours Karen A. Crowley
Fall 2010
Feb 23, 2010 02:11 pm

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

You have successfully changed your office hour information.

Course Information
Research - 40400 - COUN 5081 - 0
CRN: 40400

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Classroom	5:00 pm - 7:45 pm M	STRAUSS HALL 259	Aug 23, 2010 - Dec 10, 2010	Lecture	Karen A. Crowley (P)

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week M T W Th F S U	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
1500	1630	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ULM Office Telephone 318-3425273	OMN 1	01/19/2010	05/19/2010	<input checked="" type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>

Copy To: Select To Copy

Faculty Grade Summary

Faculty and Advisors - Windows Internet Explorer

http://ulm-btestapp.ulm.edu:9070/mock/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu

Faculty and Advisors

Personal Information Student Faculty Services

Search Go

Faculty and Advisors

- Student Information Menu
 - Term Selection
 - CRN Selection
 - Faculty Detail Schedule
 - Week at a Glance
 - Detail Class List
 - Summary Class List
 - Midterm Grades
 - Final Grades
 - Incomplete Grades Summary
 - Active Assignments
 - Assignment History
 - Class Schedule
 - Course Catalog
 - Syllabus Information
 - Office Hours
 - Faculty Grade Summary

select

Faculty Grade Summary - Windows Internet Explorer

http://ulm-btestapp.ulm.edu:9070/mock/bwlggrade.P_FacFinGrd

Faculty Grade Summary

Personal Information Student Faculty Services

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Faculty Grade Summary

Karen A. Crowley
Fall 2010
Mar 03, 2010 04:17 pm

1 - 2 of 2

Course Information

Prof Writing & Comm: Hlth Sci - ENGL 3021 0

CRN: 40664

Students Registered: 2

Student Name	ID	Credits	Registration Status	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	MidTerm Grade	Final Grade	Grade in Academic History
██████████	██████████							
██████████	██████████							

RELEASE: 8.1

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click here to see listing of other sections of this course



[return to Table of Contents](#)

Basic Internet Native Banner (INB) Information

Using the Internet Native Banner (INB) General Menu

The screenshot shows the Oracle Developer Forms Runtime - Web interface. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'General Menu GUAGMNU 8.2 (MOCK) - Sunday February 28, 2010 - Last login Thursday February 25, 2010 09:39 AM'. On the left side, there is a 'Go To...' search box and a tree view of the menu structure. The tree view includes 'My Banner' and 'Banner' folders, with sub-items: 'Student', 'Financial', 'Human Resources', 'Financial Aid', 'General', and 'Banner Security'. A red box highlights the 'Go To...' search box, and a red arrow points from it to a central text box. Another red arrow points from the 'General' menu item in the tree view to the same central text box. The central text box contains the following text: 'To access a form directly, type form name here and press Enter. OR Click on a menu item to reveal related information.' On the right side of the interface, there is a 'Products:' dropdown menu and a 'Menu | Site Map | Help Center' link. Below that is a 'My Links' section with several links: 'Change Banner Password', 'Check Banner Messages', 'Personal Link 1', 'Personal Link 2', 'Personal Link 3', 'Personal Link 4', 'Personal Link 5', and 'Personal Link 6'. At the bottom right, there is a 'My Institution' section with a logo for 'SUNGARD HIGHER EDUCATION' and a photograph of a building entrance.

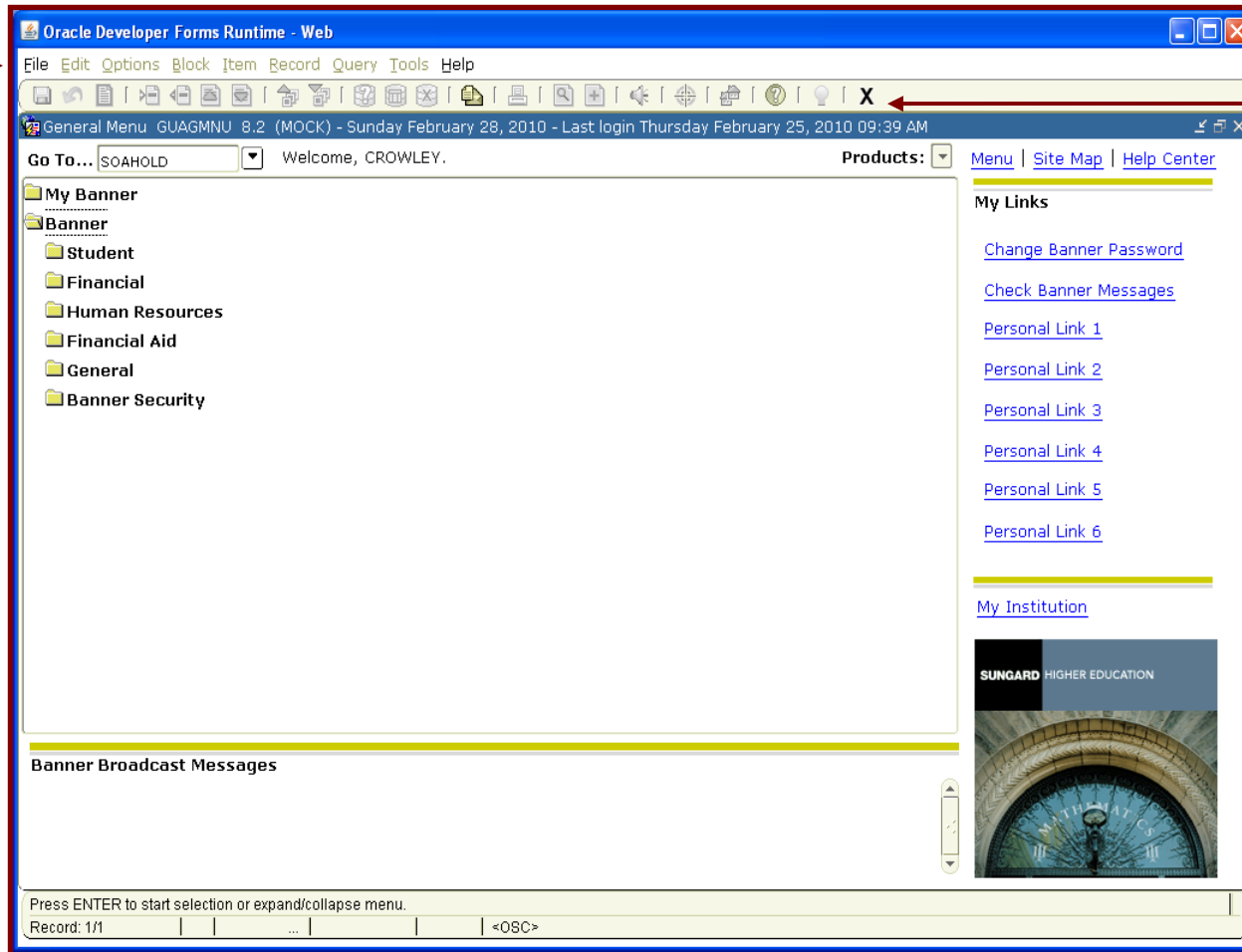
Using the Menu Bar and Toolbar

MENU BAR














Pull-downs in the MENU BAR contain helpful Banner navigation aids.

TOOLBAR

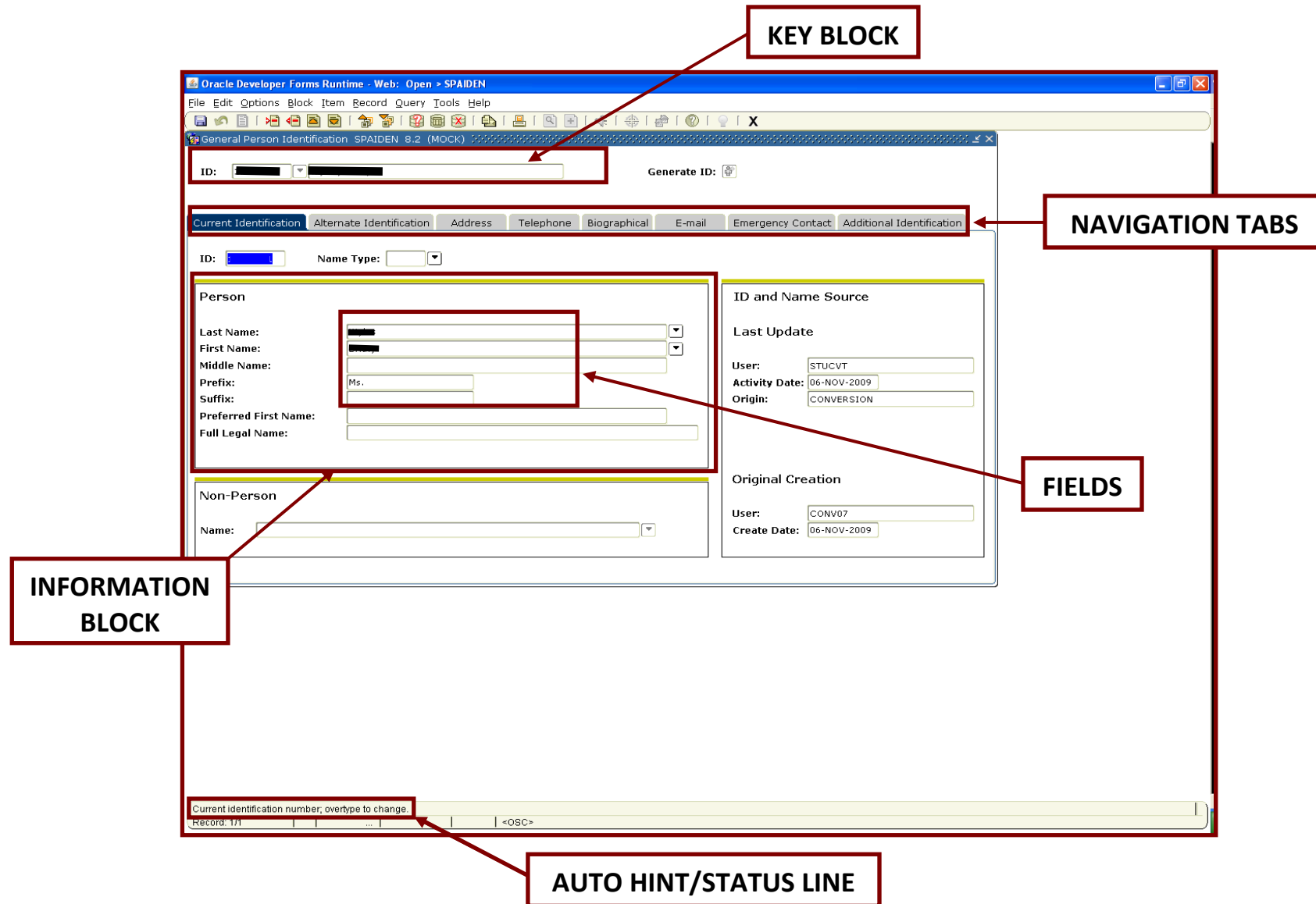
The TOOLBAR helps users perform common Banner functions. Moving the mouse over an icon on the tool bar reveals the description of the function.



INB Function Chart

Toolbar Icon	Function	Pull-Down Menu Commands	Keystrokes
	Save ~ Saves changes entered since the last time you saved.	File menu: choose Save	F10
	Rollback/Clear Form ~ Clears all information (except key information) and returns to the first entry field in the previous block.	File menu: choose Rollback	Shift-F7
	Select ~ Allows you to select a record when a query is executed.	File menu: choose Save	Shift-F3
	Insert Record ~ Inserts a record after the current record.	Record menu: choose Insert	F6
	Remove Record ~ Removes the current record.	Record menu: choose Remove	Shift-F6
	Enter Query ~ Puts the form into query mode, letting you enter search criteria to view information already in the database.	Query menu: choose Enter	F7
	Execute Query ~ Searches the database, displaying any records that match the search criteria.	Query menu: choose Execute	F8
	Previous Record ~ Moves the cursor to the first entry field in the current information area.	Record menu: choose Previous	Shift-Up Arrow
	Next Record ~ Moves the cursor to the first entry field in the next record of the current information area. Creates a new record when the last record is reached.	Record menu: choose Next	Shift-Down Arrow
	Previous Block ~ Moves the cursor to the previous information area with at least one entry field. If previous area is in another window, that window is opened.	Block menu: choose Previous	Ctrl-Page Up
	Next Block ~ Moves the cursor to the next information area that has at least one entry field. If the next area is in another window, that window is opened.	Block menu: choose Next	Ctrl-Page Down
	Print ~ Captures the current window and prints it.	File menu: choose Print	Shift-F8
	Exit ~ Exits out of the form or window.	File menu: choose Exit	Ctrl-Q

Understanding the Components of Banner Forms



Searching for a Student

enter student's CWID *or* search by name

enter name of any Student form

The screenshot shows the Oracle Developer Forms Runtime - Web interface. On the left, the 'Banner General Menu' is visible with a 'Go To...' dropdown menu set to 'SAAADMS'. The main window displays the 'Admissions Application' form for 'SAAADMS 8.1.1 (MOCK)'. The 'ID' field is highlighted with a red box, and a red arrow points from the text box above to it. Another red arrow points from the text box on the left to the 'Go To...' dropdown. The form includes fields for 'Entry Term', 'Application Number', 'Admission Type', 'Student Type', 'Residence', 'Site', 'Full or Part Time', and 'Outstanding Requirements'. Below these are sections for 'Curricula Summary' and 'Field of Study Summary'.

Searching for a Student

By CWID

1. Type the name of any student form in the **Go To** box on the **Banner General Menu**. Press **[Enter]**.
2. Type student's **CWID** in the **ID** field and press **[Enter]**.




By Name

1. Type the name of any student form in the **Go To** box on the **Banner General Menu**. Press **[Enter]**.
2. Press the **[Tab]** key to navigate to the name field (it is not labeled but is found to the immediate right of the **ID** field).
3. Type the student's last name in the name field and press **[Tab]**. Use the wildcard percentage sign (%) to search for all names that begin with the letters you enter, if you enter only the first few (e.g., smi%).
4. If your search yields more than one result, the **ID and Name Extended Search** box will display. Click on the **Results** drop down to select the correct student. You will then be returned to the form.

If your search yields only one result, the **ID and Name Extended Search** box will not display. Instead, that particular name will populate the form.




Viewing a Student's Contact Information

Viewing a Student's Contact Information

1. Type *SPAIDEN* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's *CWID* in the *ID* field and press [Enter].
3. Perform a *Next Block*  function to populate the information block.
4. Click on the navigational tabs to view information of interest.
5. To view another student's information, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
6. When finished, click the *Exit*  icon on the toolbar to return to the *Banner General Menu*.

Viewing a Student's Biographical Information

Viewing a Student's Biographical Information

1. Type *SPAPERS* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's *CWID* in the *ID* field and press [Enter].
3. Perform a *Next Block*  function to populate the information block with the biographical details.
4. Use the vertical scroll bar on the right side of the block to view all data.
5. To view another student's information, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
6. When finished, click the *Exit*  icon on the toolbar to return to the *Banner General Menu*.

Viewing Admissions Application Details (SAAADMS)

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.2 (MOCK) - Monday March 08, 2010 - Last login Monday March 08, 2010 10:09 AM

Go To... SAAADMS

Oracle Developer Forms Runtime - Web: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 1 (MOCK)

ID: [redacted] Term: 201040 Fall 2009

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Entry Term: 201040 Fall 2009 Application Number: 1 Application Preference: Application Date: 08-SEP-2008

Admission Type: FN First Time Freshman Application Status: D Decision Made

Student Type: N First Time Freshman Application Status Date: 08-MAR-2010

Residence: N Out of State Resident Maintained By: U USER

Site: Application Decision: CC Admitted - Complete

Full or Part Time: Full Time Part Time None Application Decision Date: 06-JUL-2009

Outstanding Requirements: Maintained By: U USER

Curricula Summary - Primary

Priority Term	Program	Catalog	Level	Campus	College	Degree	
1	201040	Undeclared	201040	Undergraduate	Main Campus	Arts & Sciences	N/A

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
1	201040	Major	Undeclared	

Enter the object name; Press Record: 1/1

Entry term; press LIST for valid codes, DUPLICATE ITEM for prospect summary. Record: 1/1

Viewing Admissions Application Details




1. Type SAAADMS in the Go To box of the General Menu. Press [Enter].
2. Type student's CWID in the ID field and press [Enter].
3. Use drop-down to select student's entry term.
4. Perform a Next Block function.
5. The Application navigational tab contains the application information. If the vertical scrollbar on the right of the form is active, use it to view other applications the student has.
6. Click on the Checklist tab to see a list of admission requirements and related details.
7. Click on the other navigational tabs for additional information.
8. To view another student's application information, perform a Rollback function. Repeat steps, beginning with Step 2.
9. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.

Viewing a Student's High School Information

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The 'General Menu' is open, and the 'Go To...' field contains 'SOAHSCH'. The 'Banner' tree view is visible on the left. The main form area displays the 'High School Details' for a student at Hamilton High School. The 'ID' field is highlighted with a red circle. The 'Next Block' icon is also highlighted with a red circle. The 'Exit' icon is highlighted with a red circle. The 'High School Details' section includes the following information:




Field	Value	Label
High School:	030062 Hamilton High School	Enroll
Graduation Date:	01-MAY-2008	
Transcript Received Date:	01-DEC-2008	
Class Rank and Size:	218 / 701	Percentile: 69
Diploma:	Y Diploma Received	GPA:
College Preparation:	<input type="checkbox"/>	
Admissions Request:	<input type="text"/>	

Viewing a Student's High School Information

1. Type *SOAHSCH* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's CWID in the *ID* field and press [Enter].
3. Perform a *Next Block*  function to populate the information block with the student's high school details.
4. Use the vertical scroll bar on the right side of the block to view all data.
5. Click on the navigational tabs to view additional information.
6. To view another student's information, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
7. When finished, click the *Exit*  icon on the toolbar to return to the *Banner General Menu*.



Viewing a Student's Prior Colleges

Viewing a Student's Prior Colleges

1. Type *SOAPCOL* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's *CWID* in the *ID* field and press [Enter].
3. Perform a *Next Block*  function to populate the first information block with the student's prior college information.
4. Use the vertical scroll bar on the right side of the block to view all data.
5. Click on the navigational tabs to view additional information.
6. To view another student's information, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
7. When finished, click the *Exit*  icon on the toolbar to return to the *Banner General Menu*.

Viewing General Student Information (Curriculum, Classification, Residency, Veteran Status, Graduation Status, and Other Information)

Viewing General Student Information

1. Type *SGASTDN* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's **CWID** in the *ID* field and press [Enter].
3. Perform a *Next Block*  function to access the information block.
4. Click on the navigational tabs to access different pieces of information. Use the vertical scroll bar on the right side of the block to view all data.
5. To view another student's data, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
6. When finished, click the *Exit* icon on the toolbar to return to the *Banner General Menu*.

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type:	Level	Campus
1	201060	BGS in General Stud	200940	Undergraduate	Undergraduate	Main Campus




Field of Study Summary

Priority	Term	Type	Field of Study	Department
1	201060	Major	General Studies	General Stud
1	201060	Concentration	Business	

DUPREC - create new eff term, DUPFLD - go to Advisor Form, HELP - go to Degree.
Record: 1/?

Viewing Academic Standing

Viewing Academic Standing

1. Type *SGASTDQ* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's *CWID* in the *ID* field and press [Enter].
3. Perform a *Next Block*  function to view the *Academic Standing Code*.
4. To view another student's data, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
5. When finished, click the *Exit*  icon on the toolbar to return to the *Banner General Menu*.

From Term	To Term	Student Status	Student Type	Residence	Code	Term	Override Code	Term	Code
201060	999999	AS	C	R					
200940	201060	AS	C	R					
200882	200940	AS	T	R					

Priority	Term	Program	Catalog	Student Type: Level	Campus
1	201060	BGS in General Stud	200940	Undergraduate	Main Campus

End: Outcome Key: Admission Type: Undergraduate Transfer Admission: Matriculation:




Priority	Term	Type	Field of Study	Department	Attached to Major
1	201060	Major	General Studies	General Studies	
1	201060	Concentration	Business		General Studies

ERROR SGASTD is invalid.
Record: 1/1

Begin effective term of this student record.
Record: 1/3

Viewing a Student's Class Schedule

Viewing a Student's Class Schedule

1. Type *SFAREGQ* in the *Go To* box of the *General Menu*. Press [Enter].
2. Enter the appropriate term code.
3. Type student's CWID in the *ID* field and press [Enter].
4. Perform a *Next Block*  function to view the registration information.
5. Use the vertical scroll bar on the right side of the block to view all data.
6. To view another term of registration for this student *or* to view another student's information, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
7. When finished, click the *Exit*  icon on the toolbar to return to the *Banner General Menu*.




Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon
201140	40664	ENGL	3021	0	RE	N		
Part of Term:		1	Campus:		M	Start Date:		23-AUG-2010
Grading Mode:		S	Building:			End Date:		10-DEC-2010
Credit Hours:		3.000	Room:			Instructor:		Crowley, Kare

Co-op Education: Total Credit Hours: 3.000 Total CEU Hours: .000

Term Code: Record: 1/2

Viewing a Student's Enrollment Information

Viewing a Student's Enrollment Information

1. Type *SFAREGS* in the *Go To* box of the *General Menu*. Press [Enter].
2. Enter the appropriate term code.
3. Type student's *CWID* in the *ID* field and press [Enter].
4. Perform a *Next Block*  function to view enrollment information.
5. Use the vertical scroll bar on the right side of the block to view all data.
6. Use the navigational tabs to access other information.
7. To view another term of registration for this student *or* to view another student's information, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
8. When finished, click the *Exit*  icon on the toolbar to return to the *Banner General Menu*.

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status
40664	ENGL	3021	0	S	3.000	3.000	3.000	3.000	RE

Viewing Cumulative GPA, Term GPA's Academic Standing, and Courses/Grades

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU

Go To... SHATERM

My Banner

- Banner
 - Student
 - Financial
 - Human Resources
 - Financial Aid
 - General
 - Banner Security

Oracle Developer Forms Runtime - Web: Open > SHATERM

File Edit Options Block Item Record Query Tools Help

Term Sequence Course History SHATERM 8.1.1 (MOCK)

ID: [] Course Level Codes by P []

Current Standing | Term GPA and Course Detail Information

Current Standing




First Term Attended: 200940
 Last Term Attended: 201060
 Academic Standing: ** No Academic Standing
 Academic Standing Override:
 Progress Evaluation:
 Progress Evaluation Override:
 Combined Academic Standing Override:
 Combined Academic Standing:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Qu Po
Institution:	69.000	45.000	45.000	51.000	
Transfer:	.000	.000	.000	.000	
Overall:	69.000	45.000	45.000	51.000	

Press ENTER to start selection
Record: 1/1



First Term Attended.
Record: 1/1 | | | | | <OBC>

Viewing Cumulative GPA, Academic Standing, and Courses/Grades

1. Type *SHATERM* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's CWID in the *ID* field and press [Enter].
3. Press [Tab] to navigate to the *Course Level Codes* drop-down to select the appropriate level code.
4. Press [Tab] to navigate to the *Start Term* field and enter the appropriate term code. Removing the term or leaving the field blank displays the student's courses and grades from the student's first term.
5. Perform a *Next Block*  function to access the *Current Standing* block, which includes the cumulative GPA.
6. Click on the *Term GPA and Course Detail* navigational tab to see the student's term GPA's. Use the vertical scroll bar on the right side of the block to view all data.
7. Perform a *Next Block*  function to view the student's courses.
8. To view another student's data, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
9. When finished, click the *Exit* icon on the toolbar to return to the *Banner General Menu*.


Viewing Holds


Viewing Holds

1. Type *SOAHOLD* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's CWID in the *ID* field and press [Enter].
3. Perform a *Next Block*  function to display any holds the student has.
4. If the student has a hold, look at the *To* field. If the field contains a date later than the current date, the hold is active. If the *To* field contains the current date or any date prior to the current date, the hold has been cleared.
5. To view another student's data, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
6. When finished, click the *Exit* icon on the toolbar to return to the *Banner General Menu*.

Setting a Hold

SETTING A HOLD

1. Type *SOAHOLD* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type the student's **CWID** in the *ID* field and press [Enter].
3. Perform a *Next Block*  function to access *Hold Details* block.
4. Use drop-down to select hold type (double click to populate).
5. Type reason for the hold (not required).
6. **Leave the *Release Indicator* box unchecked.**
7. The current date automatically populates the *from* field in the date range, and 12/31/2099 automatically populates the *to* date. Leave these dates unaltered to ensure the hold is active.
8. Use drop-down to select an origination code.
9. Click the *Save* icon on the toolbar.

NOTE: After saving, click on the *Rollback* icon  to be able to enter the **CWID** of another student who needs to have a hold set.

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 | ... | List of Valu... | <OSC>

Clearing a Hold

1 Go To... SOAHOLD

2 ID: [redacted]

3 [Next Block icon]

4 Hold Type: R Registration Hold

5 To: 31-DEC-2099

CLEARING A HOLD

1. Type *SOAHOLD* in the *Go To* box of the *General Menu*. Press **[Enter]**.
2. Type student's *CWID* in the *ID* field and press **[Enter]**.
3. Perform a *Next Block* function to access *Hold Details* block.
4. Click on the line of the hold to be cleared.
5. Change the *to* date to the date the hold is to be cleared (entering a *T* in the field yields today's date).
6. Click the *Save* icon on the toolbar.

NOTE: After saving, click on the *Rollback* icon on the toolbar to be able to enter the *CWID* of another student who has a hold which needs clearing.

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1

Clearing a Hold

CLEARING A HOLD

1. Type *SOAHOLD* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's *CWID* in the *ID* field and press [Enter].
3. Perform a *Next Block* function to access *Hold Details* block.
4. Click on the line of the hold to be cleared.
5. Change the *to* date to the date the hold is to be cleared (entering a *T* in the field yields today's date).
6. Click the *Save* icon on the toolbar.



FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 | ... | List of Valu... | <OSC>

Giving a Student Web Registration Authorization (Override) by Section

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The 'Go To...' field contains 'SFASRPO'. The 'ID' field is populated with a student ID, and the 'Term' field is set to '201...'. The 'Student Permits and Overrides' section shows a table with the following data:



Permit	CRN	Subject	Course Number	Section
CAPACITY	40664	ENGL	3021	0

The 'Student Schedule' section below shows a table with columns for CRN, Part of Term, Subject, Course Number, Section, Available, Waitlisted, and days of the week (Mon, Tue, Wed, Thu).

- ### Giving a Student Web Registration Authorization (Override) by Section
1. Type *SFASRPO* in the *Go To* box of the *General Menu*. Press [Enter].
 2. Type the student's *CWID* in the *ID* field.
 3. Press [Tab] to access the *Term* field. Type the correct term code.
 4. Perform a *Next Block*  function, which will populate the *Student Permits/Overrides* section.
 5. Press [Tab] to navigate to the *Permit* column. Type the appropriate authorization code, or double click for a list of codes.
 6. Press [Tab] to navigate to the *CRN* column. Type the appropriate *CRN*.
 7. Click the *Save* icon on the menu bar, which will populate your name in the *User* field.
 8. Click the *Exit*  icon on the toolbar to return to the *Banner General Menu*.

Viewing Standardized Test Scores

Viewing Standardized Test Scores

1. Type *SOATEST* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's *CWID* in the *ID* field and press [Enter].
3. Perform a *Next Block*  function to display the student's test score information by category.
4. To view another student's data, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
5. When finished, click the *Exit* icon on the toolbar to return to the Banner *General Menu*.

Test Code	Description	Test Score	Test Date	Admission Request
M093	Placement-Tested into MATH 093	N REQ	26-NOV-2008	
A01	ACT English	18	01-DEC-2007	
A02	ACT Math	15	01-DEC-2007	
A03	ACT Reading	20	01-DEC-2007	
A04	ACT Science Reasoning	18	01-DEC-2007	
A05	ACT Composite	18	01-DEC-2007	
A01	ACT English	09	01-APR-2007	
A02	ACT Math	16	01-APR-2007	
A03	ACT Reading	14	01-APR-2007	
A04	ACT Science Reasoning	18	01-APR-2007	
A05	ACT Composite	14	01-APR-2007	
SWR	ACT Subscore Writing	05	01-APR-2007	

M093 Scores must be 5 - ALPHANUMERIC characters in range of: - (NO RANGE ENTERED FOR THIS TEST)

Test code; press LIST for valid codes.
Record: 1/12




Viewing Degree Information

Viewing Degree Information

1. Type *SHADEGR* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's CWID in the *ID* field and press [Enter].
3. Click the *Degree Sequence* drop down to display the *Degree Summary* form (*SHADGMQ*). The *Learner Outcome Summary* block lists the degree(s) the student has been awarded (AW) and degree date(s).
4. The *Curricula Summary-Primary* and *Field of Study Summary* blocks provide additional details.
5. To return to *SHADEGR* to view another student, click the *Exit* icon on the toolbar.

Viewing a Class List

Viewing a Class List






1. Type *SFASLST* in the *Go To* box of the *General Menu*. Press [Enter].
2. Press [Tab] to access the *Term* field. Type the correct term code.
3. Press [Tab] to navigate to the *CRN* field. Type the appropriate CRN.
4. Perform a *Next Block*  function, which will display the list of registered students.
5. To view another student's data, perform a *Rollback*  function. Repeat steps, beginning with Step 2.
6. Click the *Exit* icon  on the toolbar to return to the Banner General Menu.

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade
1	[Redacted]	[Redacted]	RE	17-FEB-2010		
3	[Redacted]	[Redacted]	RE	08-MAR-2010	C	
4	[Redacted]	[Redacted]	RE	08-MAR-2010	B	
5	[Redacted]	[Redacted]	RE	08-MAR-2010	A	
6	[Redacted]	[Redacted]	RE	08-MAR-2010	A	
7	[Redacted]	[Redacted]	RE	08-MAR-2010	I	S

Record: 1/?

Viewing Course Level Prerequisites

Viewing Course Level Prerequisites

1. Type *SMAAREA* in the *Go To* box of the *General Menu*. Press [Enter].
2. Use the *Area* down arrow to search for the correct code (click on *Access Area Library*).
3. Press [Tab] to navigate to the *Term* field. Enter the term code, or use the down arrow to select it.
4. Perform a *Next Block*  function to populate the *General Requirements* block.
5. Perform a *Previous Block*  function to view the *Area Course/Attribute Attachment* block.
6. Perform a *Next Block*  function to return to the *General Requirements* block.
7. Perform a *Rollback*  function to view another set of course level prerequisites.
8. Click the *Exit* icon  on the toolbar to return to the Banner *General Menu*.

Searching for a List of Course Sections by Day and Time

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.0

Go To... SSAMATX

My Banner

Banner

- Student
- Financial
- Human Resources
- Financial Aid
- General
- Banner Security

Banner Broadcast Message

Enter the object name; Press LIST

Record: 1/1

Oracle Developer Forms Runtime - Web: Open > SSAMATX

File Edit Options Block Item Record Query Tools Help

Building/Room Schedule SSAMATX 8.0 (MOCK)

Building	Room	Campus	Meeting Patterns	Days	Times	Subject	Course	CRN
ADMN	2-46	M	MW		1100-1215	ENGL	1001	40593
ADMN	2-84	M	MWF		1000-1050	ENGL	1001	40588
ADMN	2-84	M	MWF		1100-1150	ENGL	1001	40589
ADMN	2-91	M	MWF		0900-0950	ENGL	1001	40584
ADMN	2-91	M	TR		0930-1045	ENGL	1001	40602
ADMN	2-91	M	TR		1100-1215	ENGL	1001	40605
ADMN	2-91	M	MWF		1200-1250	ENGL	1001	40594
ADMN	2-91	M	MW		1600-1715	ENGL	1001	40599
ADMN	2-94	M	MWF		1100-1150	ENGL	1001	40590
ADMN	2-94	M	TR		1100-1215	ENGL	1001	40607
ADMN	2-94	M	R		1730-2015	ENGL	1001	40612
ADMN	2-95	M	MWF		0800-0850	ENGL	1001	40580
ADMN	2-95	M	TR		0800-0915	ENGL	1001	40601
ADMN	2-95	M	MWF		0900-0950	ENGL	1001	40582

Query Term: 201140

Building Code.

Record: 1/?

List of Valu... <OSC>



Searching for a List of Course Sections by Day and Time

1. Type **SSAMATX** in the **Go To** box of the **General Menu**. Press [Enter].
2. Use the horizontal scroll bar under all the fields to find the **Term** field, click in it, and type the term code of interest.
3. Click in the **Subject** field, and type the subject code of interest.
4. Click in the **Course** field, and type the course number of interest.
5. Click the **Execute Query** icon on the toolbar.
6. Use the vertical scroll bar on the right side of the block to view the results of your search.
7. When finished, click the **Exit** icon on the toolbar to return to the **Banner General Menu**.

Searching for a List of Course Sections by Part of Term

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The 'Go To...' field in the top left contains 'SSASECQ'. The 'General Menu' on the left lists various categories like 'My Banner', 'Banner', 'Student', 'Financial', etc. The main form has several input fields: 'Term' (201140), 'Part of Term' (F), 'CRN' (40006), and 'Course/Section Title' (Intro Financial Accounting). The 'Execute Query' icon on the toolbar is circled in red. The search results table shows columns for Term, Part of Term, CRN, Course/Section Title, and various options like Link, Cross List, Reserved Seats, Long, Syllabus, and Comments. The first result is for 'Intro Financial Accounting' with CRN 40006. A red circle highlights the search results area. A red 'X' icon is visible on the toolbar.

Searching for a List of Course Sections by Part of Term

1. Type *SSASECQ* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type the correct term code in the *Term* field, or search for the term by using the down arrow.
3. Click in the *Part of Term* field. Type the correct code, or search for it using the down arrow.
4. Click the *Execute Query*  icon on the toolbar.
5. Use the vertical scroll bar on the right side of the block to view the results of your search.
6. When finished, click the *Exit*  icon on the toolbar to return to the Banner *General Menu*.

Viewing Course Level Restrictions

The screenshot displays the Oracle Developer Forms Runtime - Web interface for viewing course level restrictions. The main window shows the 'Open > SSARRES' form with the following details:




- Term:** 201140
- CRN:** 40664
- Subject:** ENGL
- Course:** 3021
- Title:** Prof W

The interface is divided into several sections for restriction management:

- Class Restrictions:** Includes radio buttons for 'Include' and 'Exclude' (with 'Exclude' selected). A 'Class' dropdown menu is set to 'FR' (Freshman). Other options include 'SO' (Sophomore).
- Campus Restrictions:** Includes radio buttons for 'Include' and 'Exclude' (with 'Exclude' selected). A 'Campus' dropdown menu is currently empty.
- College Restrictions:** Includes radio buttons for 'Include' and 'Exclude' (with 'Include' selected). A 'College' dropdown menu is set to 'ED' (Education & Human Development). Other options include 'HS' (Health Sciences).




At the bottom of the form, there are indicator fields for 'Class restriction indicator', 'Campus restriction indicator', and 'College restriction indicator', each with a 'Record: 1/1' status.

Viewing Course Level Restrictions

1. Type *SSARRES* in the *Go To* box of the *General Menu*. Press [Enter].
2. Press [Tab] to navigate to the *Term* field, and type the correct term code.
3. Press [Tab] to access the *CRN* field, and type the correct *CRN*.
4. Perform *Next Block*  functions to navigate through the information blocks (or click on the informational tabs). Restrictions must be evaluated as a whole to determine a student's eligibility to register for the section.
5. Perform a *Rollback*  function to view another set of course level restrictions.
6. Click the *Exit* icon  on the toolbar to return to the *Banner General Menu*.

Viewing Department Permissions for a Section

Viewing Department Permissions for a Section

1. Type *SSASECT* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type the correct term code in the *Term* field.
3. Press [Tab] to access the *CRN* field, and type the correct *CRN*.
4. Perform a *Next Block*  function. If the *Special Approval* field is populated, click on the down arrow to reveal the values. If it is blank, no special permission is required.
5. Perform a *Rollback*  function to view another set of course level restrictions.
6. Click the *Exit* icon  on the toolbar to return to the Banner *General Menu*.