Banner Information Guide
For
Deans and Academic Department Chairs

Eastern Connecticut State University

Contents

Introduction

Banner 2000 serves the campus community using three distinct tools: Banner2000 Production, ECSU Banner Reporting (Brio), and E-Web Eastern's Online Services.

Banner – used for viewing / looking up information

Banner2000 Production is available to administrative staff, academic department chairs and clerical/secretarial staff on their campus PC desktops. Some student workers are also given limited access. Faculty who do not fall into the category of Department Chair or Assistant Chair do not currently use Banner2000 Production, but that is not to say it can not be made available if requested.

Brio – offers a variety of reports to print, export to excel, and create address labels

ECSU Banner Reporting is available to administrative and clerical staff, academic department chairs and faculty on their campus PC desktops. These reports are processed using a generic login and password. For the security of the information, we ask that student workers not be provided access to this tool.

On-Line Services:
http://eweb.easternct.edu/ or from Eastern's home page, click On-Line Services

E-Web is available to all employees, students, and alumni of the university. It can be accessed from anywhere you have internet access. The areas of access a user is given is directly related to their relationship with the university which is determined by their ID and PIN.

- Class Schedule (open/close, enrollment, who is teaching, where) (cut and paste – IE only)
- Web for Faculty – Through a secured login using secured socket layer technology, faculty can view their class rosters, schedule, and obtain information on students. Class Schedule, Transcript, Address, etc.
  (login ID and PIN default [mmddyy]).

- Web for Student – students can view their own schedule, print unofficial transcripts, make payments by credit card, enter e-mail address and emergency contact information. In the future, students will also be able to register and drop classes via the web.

Where can I find . . .
A Quick Guide to Choosing the Best Banner Tool

	Banner2000 Production	ECSU Banner Reporting	E-WEB Internet Explorer Online Services
STUDENT			
Student ID	SOAIDNS – name search	Many reports include student ID for multiple students: Examples: Advisee Listing Major Report	Faculty Services -Summary Class List includes student ID. (if student is enrolled in a course you are teaching)
Student Address	SOAIDNS	Many reports have the option of including addresses and printing labels.	Faculty Services - Student Menu - View Student Addresses and Phone Numbers.
Student Transcript	SHACRSE (ECSU only) SHATERM	Faculty - Student Grade Report (by term only)	Faculty Services - Advisor Menu (Need to know ID)
Student Advisor	SGAADVR		Faculty Services -Student Menu -View Student Information (drop down of students enrolled in your courses or enter ID)
Student Schedule	SFAREGQ	Faculty – Student Schedule (Need to know ID)	Faculty Services - Student Menu - View Student Schedule - Choose from a drop down list of students in courses you are teaching or enter student ID.
Student GPA	SHATERM SHASUBJ (GPA within Subject)	Faculty - GPA Report	Faculty Services - Advisor Menu -View Transcript
Student Degree Information	SHADEGR		Faculty Services -Advisor Menu -View Transcript

	Banner2000 Production	ECSU Banner Reporting	E-WEB Internet Explorer Online Services
Viewing Grades for Class Roster	SFASLST	Faculty - Class Grades (by Course or by Instructor)	Faculty Services **- Summary Class List**
FACULTY			
Class Rosters	SFASLST	Faculty - Class Roster by SUBJ/Course/Sec or by Instructor	Faculty Services Summary Class List to view rosters for courses you are teaching.
Advisee List		Faculty - Advisee List	
Major List		Faculty - Student Listing by Major/Minor/Both Many other reports have the option to run by Major	
Faculty Schedule	SIAASGQ	Faculty -Faculty Schedule (by ID or Dept.)	Faculty Services -Faculty Schedule by Day/Time (to view your own schedule)
Entering Grades			Faculty Services - Midterm Grades - Final Grades
COURSE SECTION			
Semester Schedule	SSASECQ	Faculty -Departmental Schedule with FLC (coming soon)	Online Services -Class Schedule -Search by Subject -Open/Close: Both
Enrollment Counts	SSASECQ	Registrar - Section Tally Report	Online Services - Class Schedule

BANNER 2000 PRODUCTION

DOCUMENTATION AVAILABLE:

General Navigation Reference Guide –
http://www.easternct.edu/depts/banner/Navigation.doc

Creating a Personal Menu –
http://www.easternct.edu/depts/banner/PersonalMenu.doc

Changing your Password –
http://www.easternct.edu/depts/banner/changepassword.doc

GETTING STARTED

You should have at least two icons on your desktop, Banner2000 Production and Map to Banner. On some computers these icons may be found under the Start Menu / Programs / Banner.

Double-click the Map to Banner icon. This will run a script that will map a W and Y drive on your computer. Both of these drives must be mapped in order for Banner to start. You should only have to do this the first time you login to Banner. Once you run the script, the drives should automatically re-map upon NT login.

Double-click the Banner2000 Production icon on your desktop.

Once you have double-clicked the desired Banner icon the following login box will appear. *(Note: ignore the hourglass that continues to display and proceed with the log on.)*

LOGIN TO BANNER

- Type your Banner Id in the **Username** field (your Banner Id is the same as your NT Id).
- Tab to, or click in the **Password** field and type your Banner password.
  (Note: if you try to advance to the next field by pressing the enter key you will get an invalid password error because the system will think you are trying to connect to the database.)
- Tab to, or click in the **Database** field and enter eprod or leave blank.
- Press the enter key or click on the **Connect** button to complete your logon.
  (Note: your mouse will be an hourglass until you complete the login)

CHANGE YOUR PASSWORD

- Login to Banner.
- When Banner's main menu appears (below), type GUAPSWD in the Direct Access box
- Press the ENTER key on your keyboard.
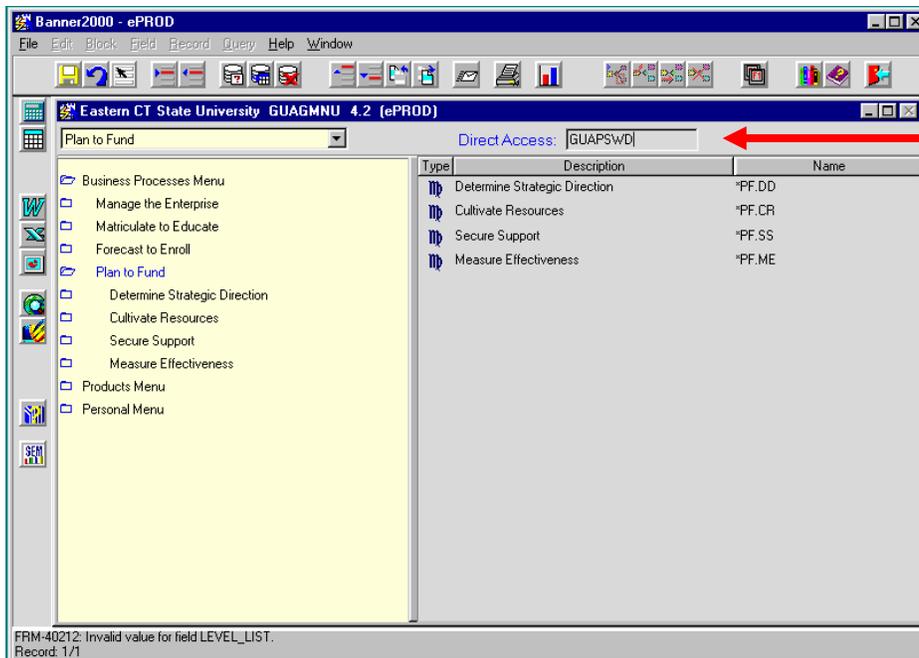
The Oracle Password Change Form (GUAPSWD) will appear on the screen. (below)

- In the Oracle Password field, enter your current Banner password.

- In the New Oracle Password field, enter your new password. Note: passwords must begin with an alpha character

- In the Verify Password field, re-enter your new password and click OK.

You will receive the following message. Click OK to return to the Banner main menu.

KEY TOOLBAR COMPONENTS:
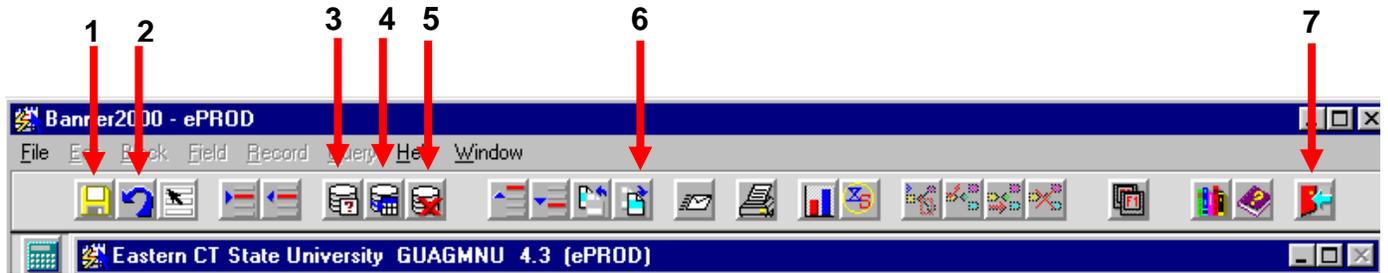
1. **SAVE**

2. **ROLLBACK** – to bring your cursor back to the key block.

3. **ENTER QUERY**

4. **EXECUTE QUERY**

5. **CANCEL QUERY**

6. **NEXT BLOCK** – display the information associated with the key block.

7. **EXIT** – to can cancel a query, to exit a form back to the main menu, to exit BANNER.

TERM CODE DEFINITION:

The term, previously referred to as 'semester', is represented by a 6-digit number. The first 4 digits denote academic year. The last two digits denote the term.

2002 = Academic Year: September 2001 to August 2002
2003 = Academic Year: September 2002 to August 2003

10 = Fall
20 = Intersession
30 = Spring Break (SCSU only)
40 = Spring
50 = Summer

For example,

Fall 2001 = 200210   Summer 2002 = 200250
Intersession 2002 = 200220   Fall 2002 = 200310
Spring 2002 = 200240

SEARCHING ID/NAME USING THE PREFERRED METHOD
*Note: The ID/name search feature is **NOT** case sensitive.*

This search feature is used on any form with an ID/name field in the key block.
There are several search options.

1. **Retrieving Records using ID.**

    Enter ID in the ID field (no spaces/no dashes).
    Press enter and if the person exists in the system, the name will appear.
    Click NEXT BLOCK on the toolbar to display data.

2. **Search by Full Name.**

    Clear the ID field.
    Tab to the name field, enter the full name (Last Name, First Name) and press enter.
    If one match is found the name and ID are returned to the form.
    If more than one match is found, the "ID and Name Extended Search" (more info on next page)
    window appears.

3. **Search by Partial Name.**

    Clear the ID field.
    Tab to the name field, enter a partial name with the wildcard %, and press enter.
    The format is last, first, middle with a comma between each part of the name. Spaces are
    optional.

    Examples:

Generate ID		
ID:	smith,J%	

    will return all records with last names "smith", first names starting with "J"

Generate ID		
ID:	mag%,p%	

    will return all records with last names starting with "mag", first names starting with "P"

Generate ID		
ID:	%,Barbara	

    will return all records with first name "Barbara"

    If one match is found the ID and name are returned to the form.
    If more than one match is found, the "ID and Name Extended Search" window appears (see next
    page).

ID AND NAME EXTENDED SEARCH WINDOW
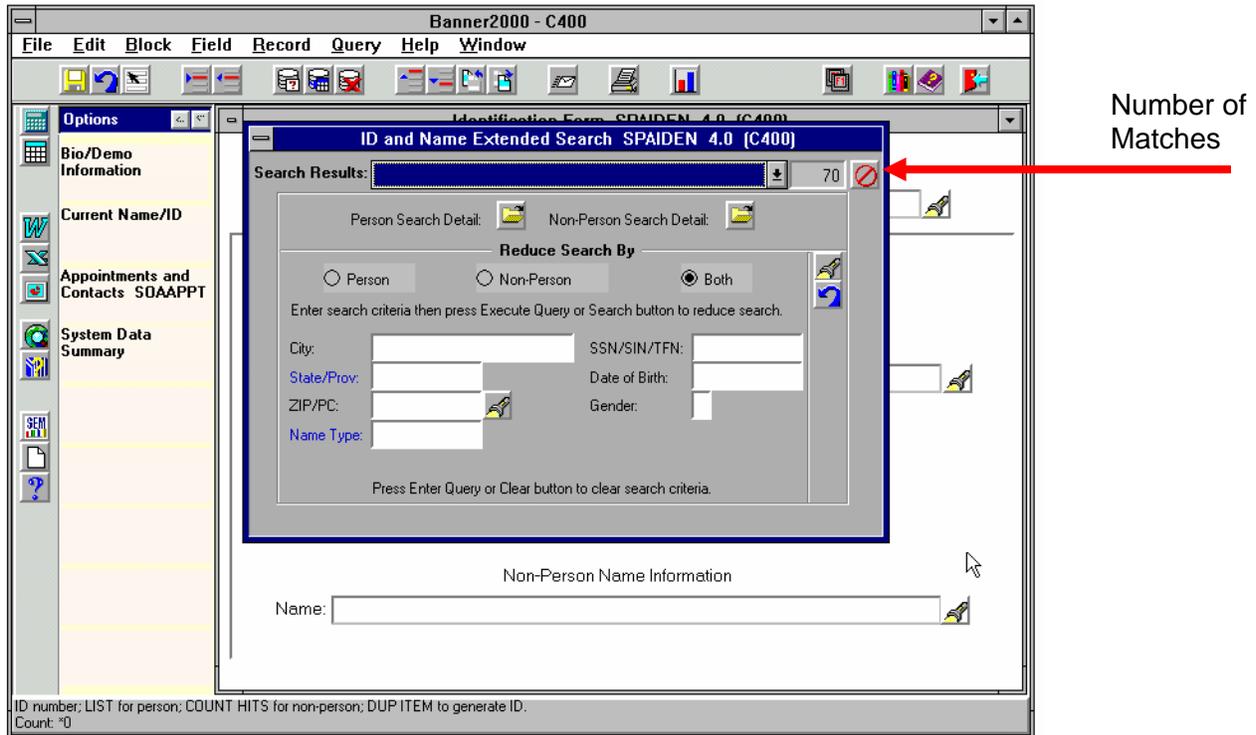
Number of Matches

The field next to the "Search Results" field shows the number of matches. To select an ID from the matches in the Extended Search window do the following steps:

▪ Pull down the list of matches in the "Search Results" field by clicking on the drop down list arrow.
  Note: Previous names and ID's are indented under the current name and ID.
▪ Scroll to the desired name and ID.
▪ Click the desired name and ID. The name and ID are returned to the form where the search was invoked.

Drop Down List
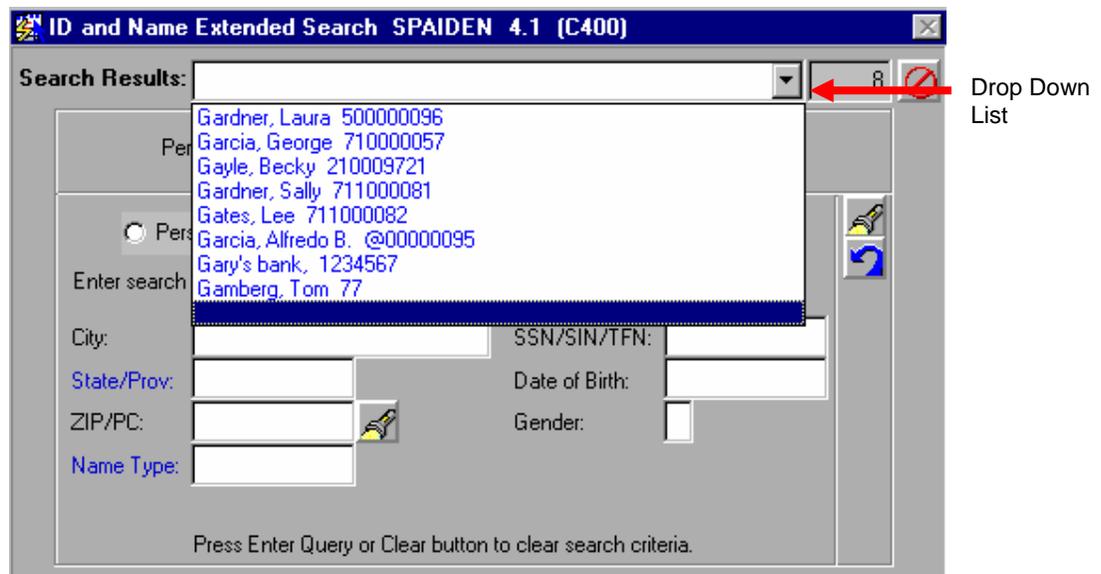
To further reduce your search in the Extended Search window (optional):
- Select the radio button for "Person", "Non-person" or "Both"
- Enter additional search criteria in the fields in the "Reduce Search By" such as gender or state.
- Click the Search Button (flashlight icon)."

- To close the Extended Search without selecting a record, click on the Cancel button.
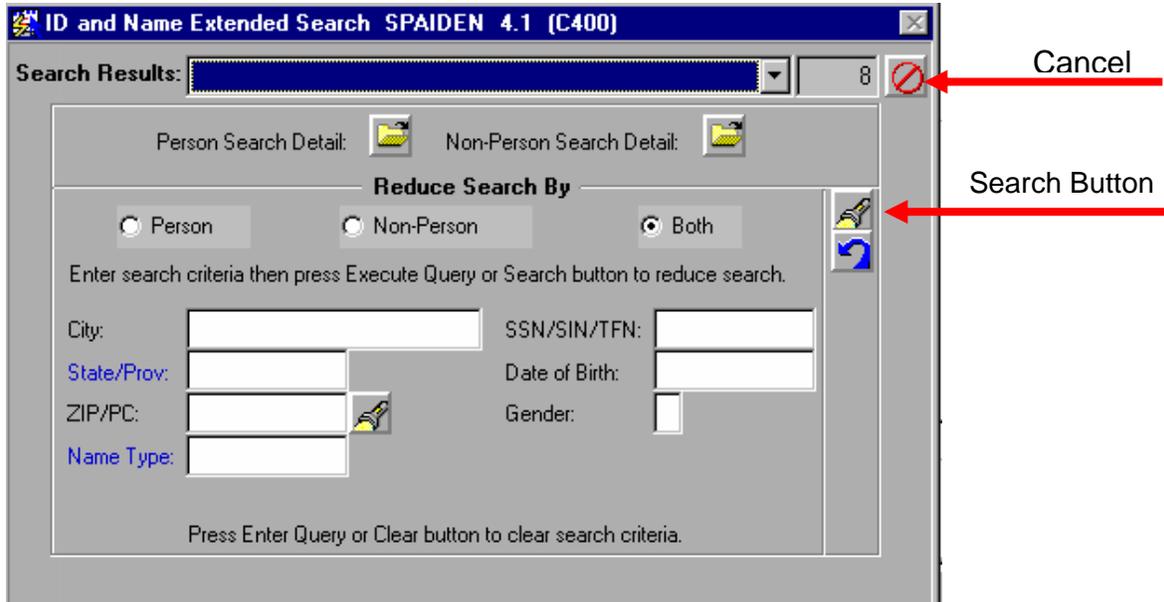
GUAPMNU - Personal Menu Maintenance Form

Use the Personal Menu Maintenance Form to create a list of forms that you regularly access.

- Using Direct Access, go to the Personal Menu Maintenance Form – GUAPMNU
- Click in the Name column.
- Type the 7-character form name to be added (example SPAIDEN). Enter.
- Save your changes by clicking the 'disk' icon on the toolbar.
- Exit the form by clicking the 'door' icon on the toolbar.

SOAIDNS – Person Search Detail Form
Use the Person Search Detail Form to find Ids, Addresses, and for a snapshot of the general student record.

- Enter any combination of query information (ID if known, Last Name, First Initial %). Minimally you should provide at least the first letter of the last name. **This form is case sensitive**.
- Click Execute Query on the toolbar. (Note: To reset the form, click Enter Query)
- Information in the General Student and Address Information blocks are associated with the hi-lighted record at the top of the page. Use down arrow key to view information on each person.
- Note: If right scroll bars are active, multiple records exist. Click scroll bar to view.
- Note: If two 'MA' addresses are visible, the first address listed is the most recent.

Primary Student Address Types: MA: Mailing
                                           CA: Campus
                                           LO: Local
                                           VN: Vendor

SFAREGQ – Registration Query Form

Use the Registration Query Form to view an individual student's schedule by term.

- Type the term (or double-click in the term field to choose from list)
- Tab into ID field. Enter student's ID/Name or do a Name Search.
- Click Next Block on the toolbar to view the student's schedule
- Use the scroll bar to view Building / Room, Credit Hours, and Instructor.

Scroll to view Room Assignments and Instructor

SGAADVR – Multiple Advisors Form

The Multiple Advisors Form is used to view individual student's advisors by term.

- Enter the student's ID/Name or do a Name Search
- Enter the current term code in the key block or double-click in the field to choose from a list
- Click NEXT BLOCK on the toolbar to view advisor(s)

SHACRSE – Course Summary Form

Use the Course Summary Form to view an individual student's academic history. This form displays only those courses taken at ECSU.

- Enter student's ID/Name or do a Name Search.
- To view courses from a specific term, type the term code or double-click in the term field to choose from a list, else leave term blank
- Click Next Block on the toolbar to view the data.

- To query courses, click Enter Query on the toolbar.
- Type Subject and/or Course Number in the appropriate fields.
- Click Execute Query on the toolbar to view the information.

Course Summary Form   SHACRSE   4.4   (ePROD)

ID: 111111111   Test, Test   Term: [   ]

Sel	Term	PT	Camp	Lvl	CRN	Subject	Course	Sect	Hours	Grade	Md	Rpt?
	200150			UG	CN001	SOC	365	02	3.00	A-	S	
	200140			UG	CN001	ECO	329	01	3.00	B-	S	
	200140			UG	CN002	SOC	307	01	3.00	A-	S	
	200120			UG	CN001	SOC	465	01	3.00	A-	S	
	200110			UG	CN001	SOC	325	01	3.00	A-	S	
	200050			UG	CN001	SOC	326	03	3.00	A	S	
	200040			UG	CN001	EES	304	50	3.00	A	S	
	199940			UG	CN001	ANT	221	50	3.00	A	S	
	199920			UG	CN001	PSY	460	50	3.00	A	S	
	199910			UG	CN001	PSY	405	50	3.00	A	S	

SHATERM – Term Sequence Course History Form
The Term Sequence Course History Form is used to display GPA and term specific information including Term GPA, Institutional and Transfer Courses taken each term.

- Enter student's ID/Name or do a Name Search
- Enter Level (UG = Undergrad, GR = Graduate), and six zeros for the term.
- Click Next Block on the toolbar to view Overall Institution, Overall Transfer, and Overall GPA information.
- Under Options, Click Term GPA and Crse Detail to view information for each term.

SHASUBJ – Subject Sequence History Form
The Subject Sequence History Form is used to view subject specific information including GPA.

- Enter student's ID/Name or do a Name Search
- Enter Level (UG = Undergrad, GR = Graduate), and Subject Code for which you want to view information.
- Click Next Block on the toolbar to view Overall Institution, Overall Transfer, and Overall GPA information.
- Under Options, Click View Subject GPA and Course Detail. Scroll to view other subjects.

SHADEGR – Degrees and Other Formal Awards

The Degrees and Other Formal Awards Form is used to view degrees and/or awards that have been awarded, sought, or are pending.

- Enter student's ID/Name or do a Name Search
- Enter Degree Sequence Number. Student may have more than one record.
  To select the Degree Sequence, Click the Flashlight.
- Click Next Block on the toolbar to view Degree and Graduation information.

SFASLST – Class Roster Form

- Enter the Term Code or double-click the field to choose from a list.
- Enter the Course Reference Number (CRN).
- If you don't know the CRN, Click the Flashlight Button.
- Click Section Query. This will bring you to the form SSASACQ Section Query Form.
- Perform your query.
- Double-click the Subject of the course for which you want to view the class roster. This will bring the CRN into the key block of the form.
- Click Next Block on the toolbar to view the roster and any midterm or final grades that have been entered.

SIAASGQ – Faculty Schedule Query Form

- Enter the term code or double-click in the field to choose from a list
- Tab into ID field. Enter Faculty's ID/Name or do a Name Search.
- Click Next Block on the toolbar to view faculty member's schedule.
- Use the scroll bar to view Times and Building / Room.

Scroll to view meeting times, credits, and instructor.

SSASECQ – Section Query Form
The Section Query Form is used to query course offerings based on criteria entered.

- Enter the information on which you want your query based.
  You can enter as much or as little information as you would like.
  Example: Term and Subj only or Term, Subj and Crse.
  You can use the wildcard %. For example, enter 3% in the Crse field for 300 level courses.
- Click the Execute Query button (or press F8) to retrieve the information.
- Click the Enter Query button (or press F7) to reset the form to enter another query.

Enter Query

Execute Query

Advanced Searching Feature:
To query based on Actual Enrollment:

- Enter the Term / Subj (any information you want to search).
- In Act field, type :A.
- Click Execute Query. This will bring up a text box.
- Type the value for :A. For example :A <25
- Click OK
- This will execute the query and display sections that meet the criteria entered.

ECSU Banner Reporting

DOCUMENTATION AVAILABLE:

Banner Reporting for Faculty: Reference Guide –
http://www.easternct.edu/depts/banner/FacReportDir.doc

Single-click on 'Faculty' to view the list of reports available for Faculty.

Single-click on the desired report to open the login screen with available options for that report.
Once the login screen is displayed, fill in the appropriate parameter information and click the "Run the Report" button to process.

Note: Refer to Banner Reporting for Faculty Guide referenced above for detailed instructions.

E-Web: Eastern Connecticut State University's Online Services

DOCUMENTATION AVAILABLE:

EWEB Eastern's Online Services Web for Faculty -
http://www.easternct.edu/depts/banner/WebforFaculty.doc

FEATURES:
CLASS SCHEDULE:
Search class schedule. See enrollment in real time. Location of courses. Instructor.

COURSE CATALOG:
View course descriptions and pre-requisites.

LOGIN
Summary Class Lists
Student Information (Address, Email Address, Advisor, Program of Study, Schedule, Transcript)
Faculty Schedule

Note: Refer to the Web for Faculty document referenced above for detailed instructions.