# INTERNET NATIVE BANNER (INB) RECORDS
## GUIDE FOR FACULTY & ADVISORS

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Banner General Overview

Welcome to Banner, the NSU Records database. Banner is an integrated database and shares common elements (in particular Person related data) with all areas, allowing all areas to update or view those records as needed. The overall structure of Banner can be seen in the Menu Tree of the main menu. This manual is built on the assumption that users know how to navigate in the Banner system.

Terminology

**Key block:** The portion at the top of a form that controls what records are being displayed.

**Next Block:** Use the Next Block function to navigate away from the Key Block.

**Roll Back:** Use the Roll Back function to return to the Key Block.

**Menu Bar:** Located at the top of the window.

**Button Bar:** The bar located directly below the Menu Bar. It houses the mouse shortcut buttons.

**Go To:** The Go To box is used to access a new form. It is available at the Main Menu but is also available from any form using the Direct Access function (F5). Repeating the Direct Access function will dismiss the Go To window.

**Search Button:** A validated field will have the Search Button to the right of the field. If multiple options exist, clicking the Search Button will pull up a window with different available options.

**Hint Line:** Located at the bottom of the screen (you may need to maximize your window to see it). The Hint line provides “hints” and often also displays error messages. The hint line will usually tell you where your cursor is currently located, and will often give a brief description of the use of the current field or suggestions for short cut strokes. Always reference the hint line after saving to ensure the save was successful.

FERPA – Confidentiality Statement

**(Please Read)**

Along with the right to access the transcripts of students at Northwestern State University comes the responsibility to maintain the rights of students, particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). The University Catalog, Semester Bulletins and Student Handbook state the policy regarding student records at Northwestern State University. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Under the terms of FERPA, Northwestern State University has established the following as **Directory Information:**

- Name
- Address
- University email address
- Photograph
- Telephone number
- Dates of attendance
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received, including naming to honor rolls;
- Most recent education agency or institution attended.

The following **non-directory information** may not be released without written consent of the student and NEVER over the telephone:

- Grades
- Social Security Numbers
- Campus Wide ID Numbers
- Financial Information
- Citizenship and Gender
- Religious Information
- Student Schedules should not be released to anyone other than the student under discussion and not over the phone.
**Banner Functions**

### Tips for Date fields:
- Enter any alpha character (i.e. “T”) for today’s date.
- Enter DD (between 01 and 31) & Banner will default the current Month and Year.
- Enter MMDD and Banner will default the current Year.
- Enter MMDDYY and Banner will default to the full date.
Menu Bar, Toolbar Icons (or Icon Bar)

Banner Navigation Shortcut Keys

There are numerous keyboard short cuts available in BANNER. The specific keystrokes for a function depend on your environment. The Show Keys command in the Help Menu lists the keyboard equivalents available in your environment for the current form, window and field. In addition, the Alt key gives quick access to the Menu Bar items.

Below is a list of some of the more common shortcut keys used.

**Banner Shortcut Keys**

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<th>Description</th>
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<tr>
<td>Block Clear</td>
<td>Shift + F5</td>
</tr>
<tr>
<td>Select Record</td>
<td>Shift + F3</td>
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<tr>
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<tr>
<td>GoTo: Review last</td>
<td>↑ or ↓</td>
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<td>Tab</td>
</tr>
<tr>
<td>Field Previous</td>
<td>Shift + Tab</td>
</tr>
<tr>
<td>Field Clear</td>
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</tr>
<tr>
<td>Cut</td>
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<td>Copy</td>
<td>Ctrl + C</td>
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<tr>
<td>Paste</td>
<td>Ctrl + V</td>
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<tr>
<td>Edit</td>
<td>Ctrl</td>
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## BANNER INB (INTERNET NATIVE BANNER) FORMS

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<td>SFAALST</td>
<td>Class Attendance Roster</td>
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<tr>
<td>SFAMREG</td>
<td>Registration Mass Entry</td>
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<tr>
<td>SFAREGQ</td>
<td>Registration Query</td>
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<td>SFASLST</td>
<td>Class Roster</td>
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<td>SFASRPO</td>
<td>Student Registration Permit-Override</td>
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<td>SFASTCA</td>
<td>Registration Audit Trail</td>
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<td>Test Score Information</td>
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<td>Person Comment</td>
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<td>Current Identification</td>
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<tr>
<td>SPAIDEND</td>
<td>Alternate Identification</td>
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<td>SPAIDEND</td>
<td>Address</td>
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<td>SPAIDEND</td>
<td>Phone Numbers</td>
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<td>SPAIDEND</td>
<td>Biographical &amp; Demographical Information</td>
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<td>SPAIDEND</td>
<td>E-Mail Address</td>
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<td>SPAIDEND</td>
<td>Emergency Contact</td>
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<td>SPAIDEND</td>
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<td>Schedule Section Query</td>
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<td>Course Section Information</td>
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<tr>
<td>SSASECT</td>
<td>Section Enrollment Information</td>
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<td>SSASECT</td>
<td>Meeting Times and Instructor</td>
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<td>SZAREGS</td>
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<td>Self Service Banner (NSUConnect)</td>
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<td>DEGREE WORKS</td>
<td>Degree Works Degree Audit System</td>
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Performing Searches from the Key Block

Purpose
If you know the name of the ID you are looking for, or at least part of the name, you can also perform queries directly from a Banner form if it has ID and name fields on the key or information block.

After entering your name information, if you use tab or enter, Banner will start a search for that query. If it only finds one record, it will populate the ID in the ID field and you'll be able to continue through to the information blocks.

You can use the “%” as a wildcard to restrict the number of multiple records.

However, if it finds multiple records, you'll get the ID and Name Extended Search window.

Click on the “Person Search Detail” button above. The count field will tell you how many records is found, in this case, 289.
When a query is performed, only records that match those criteria exactly are displayed. You can identify if the displayed record is “current” by looking at the Change Indicator column. If the field is null, then it is the current identification. If it is populated with an “I”, it is the record of an ID number change. If it is populated with an “N”, then it is the record of a name change.

It doesn’t matter if you select the current ID or not, the current ID will populate the Key Block. If there are too many records to review, you can further reduce your search by entering additional known information.
Performing Searches from the Key Block, cont.

Purpose
If you know the name of the ID you are looking for, or at least part of the name, you can also perform queries directly from a Banner form if it has ID and name fields on the key or information block.

After entering your name information, if you use tab or enter, Banner will start a search for that query. If it only finds one record, it will populate the ID in the ID field and you'll be able to continue through to the information blocks.

You can use the “%” as a wildcard to restrict the number of multiple records.

However, if it finds multiple records, you'll get the ID and Name Extended Search window.

If you expand the results field (use Alt key plus the up and down arrows), you will be able to see all records that the query has found. Notice that some of the records are left justified and other are indented. The left justified records are the Current ID records. Those that are indented are alternate records for the left justified ID above them. If you see the ID that you are looking for -- click on it to populate the Key Block.
SPAIDEN -- Person Identification Form

Purpose
This is the primary form for maintaining contract information for an ID. Each module of Banner has its own variation of this form. It has 8 tabs. Some of the tabs also exist as stand-alone forms as well.

Current Identification:

<table>
<thead>
<tr>
<th>Current Identification</th>
<th>Alternate Identification</th>
<th>Address</th>
<th>Telephone</th>
<th>Biographical</th>
<th>E-mail</th>
<th>Emergency Contact</th>
<th>Additional Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: 014644291</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Person**

- Last Name: Potter
- First Name: Harry
- Middle Name: James
- Prefix: 
- Suffix: 
- Preferred First Name: 
- Full Legal Name: 

**ID and Name Source**

- Last Update
  - User: TUD12967
  - Activity Date: 22-DEC-2010
  - Origin: GOAMTHC

**Original Creation**

- User: TUD12967
- Create Date: 22-DEC-2010

This tab shows full detail of the name value which is displayed in name fields like those found in the keyblock. A history of saved changes is stored on the next tab, the alternate ID tab. The information on the far right is maintained by the system and it’s not possible to edit the data in the ID and Name Source fields.

Alternate Identification:

<table>
<thead>
<tr>
<th>Current Identification</th>
<th>Alternate Identification</th>
<th>Address</th>
<th>Telephone</th>
<th>Biographical</th>
<th>E-mail</th>
<th>Emergency Contact</th>
<th>Additional Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Type:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Alternate Names or IDs**

- Name Type: 
- ID: 014644291
- Last Name: The Chosen
- First Name: One
- Middle Name: 

- Origin: SPAIDEN
- User: TUD12967
- Activity Date: 22-DEC-2010
- Create User: TUD12967
- Create Date: 22-DEC-2010

Changed ID or Name information is stored here. The user who performed the change is stored with the information. These records display differently if name searches are performed from the key block or other search forms. From the Key Block, these records are indented. On other search forms, the Change Indicator field is populated with an “I” for ID change or an “N” for Name change. Only records that are left justified or do not have a change value are Current ID records.
This tab stores address information. Any active and current address always sorts at the top of the list. An address is considered active based on two criteria: the Inactive Address box is unchecked or the To Date field is blank or has a date which has not yet arrived. Person IDs are only allowed one active address record for a given address type.

When an ID changes the address, the current record is NOT over-written but date ended and a new record with the new address is started. This allows tracking address history. Students are not able to change their address via NSU Connect.

Telephone values can be associated with an address if applicable.
Telephone:

Telephone data is tracked on this tab and similar to address records, active and current telephone records sort to the top. A record is inactive if the inactive checkbox is checked. If a telephone record is associated with a residence, the Address Type and Sequence will be populated as displayed.

Biographical:

The Biographical tab stores personal information and demographics like birth date, and race or ethnicity. There is some enhanced security on this screen that masks the SSN value if you are not in the appropriate security group to see that information.

Email: (GOAEMAL)

Email and URL pages can be stored here. Note emails are inactivated using the checkbox.
SOAHOLD – Hold Information

Purpose
This form shows all hold records on an ID. Holds that are active and still in effect will always sort to the top of the list. Within the active and inactive records, holds will sort alphabetically by hold code and then date. No hold record is ever going to be purged from an account so hold history will always be retained.

Query Student Holds
When working with student records, on many occasions you will encounter students that have holds. It’s important to understand how to review/read hold records.

Keyblock
The ID field functions just as it does on every other form.

Hold Details
All data display for each record is visible online for the student to see except the Hold Type Code and the Origination Code. The descriptions of both are displayed instead of the code. The web page also shows what services the hold blocks.

- Hold Type (with description) – This code controls what services the hold blocks.
- Reason – A free format field of 30 characters to add an optional short message to a hold. Highly recommended.
- Amount – This field will rarely be populated but is informational ONLY and allows for a dollar amount to be associated with a hold (overdue library book, un-returned sports equipment, etc.) if desired. It is informational only and does not update any records on the account.
- From – this is the date the hold is first effective.
- To – this is the date the hold is effective up until and not including. Use this field to determine if the hold is still in effect. If the “To” field has yet to pass and the “From” field has yet to arrive, the hold is still active. If the date in the “To” field has already passed, the hold is no longer active.
- Origination (with description) – this field designates the Reason type. The value must be populated as more refined security is in place and keys from this value. Users are only able to alter holds with the appropriate Origination Code number value.
SOAHOLD – Hold Information, cont.

Purpose
The steps to add a hold are lengthier than the steps to clear a hold. At no time should a user edit holds that are outside of their jurisdiction.

Adding or Clearing Student Holds
While all users will be able to view holds records, only a few users will be able to add or release holds. Most holds will be placed by batch processes due to an accounts overdue balance. These holds will also be cleared in batch as accounts are paid off and should require little manual intervention.

Procedure: Placing a Hold:
1. Access SOAHOLD
2. Populate the key block with the student needing the hold reviewed or updated
3. Next Block (Ctrl + Pg Dwn)
4. Insert a record (F6) if any records already exist, if not, just proceed to the next step.
5. Enter the appropriate Hold code – You can select from a list of values (F9)
6. Enter a reason (max 30 char) to further explain the purpose of the hold (optional but best practice)
7. Adjust the dates if necessary
   a. The From date will default to today’s date and may be edited
   b. The To date will default to 31-DEC-2099 and may be edited
8. Enter the Origination value – You can select from a list of values (F9)
9. Save (F10) – Ensure the hint line says “Transaction Complete”

Procedure: Clearing a Hold:
1. Access SOAHOLD
2. Populate the key block with the account who’s hold is to be cleared
3. Next Block (Ctrl + Pg Dwn)
4. Find the hold to be cleared (you can use Arrow up or down keys, or Page up/down to scroll)
5. Once on the correct record, update the "To" date field with the current date. This is most effectively achieved by ensuring the To date value is highlighted and then type “T” and use tab.
6. Save (F10) – Ensure the hint line says “Transaction Complete”
**SPACMNT -- Adding or Querying Comments**

When using paper files, it is easy to add sticky notes, or messages to the file by simply tacking on a piece of paper. With electronic records, these notes are stored as comments in the system. It is very helpful to be able to find these comments especially when reviewing a student. Often lengthier comments are needed to explain certain holds as well. Note: Any legacy comments from SIS 148 have been converted to the SPACMNT form.

**Entering Comments On Students’ Records (SPACMNT)**

**Purpose:**
To add comments pertinent to student contact or processes completed

**Procedures:**

1. Access SPACMNT
2. Key in Student ID (CWID)
3. **Next Block** by clicking on the emblem

4. If you see a comment that already exists, **do not** enter your comments there because it will override what someone has already entered. You must select a blank comment by clicking **Insert Record**.
5. Enter your **Comment** Type (ex. G, NR, 10, etc.)
6. Tab
7. Enter your **Originator Code**
8. Click in the **Comments** box and enter your desired comments
9. Click Save (or F10)
SGAADVR -- Assigning Advisors

1. Go to SGAADVR
2. Enter the Student's ID#
3. Enter the correct term for the assignment (ex. 201630, 201710, etc.)
4. Next Block to the "Advisor Information" area

5. Look up (click drop arrow or F9).
6. When the query page opens, Next Block to the ID area.
7. Tab to Last Name and type in the last name (or as much as you know of the last name) of the advisor. If you choose to do so, you can then tab over to First name and type in the first name (or as much as you know of the advisor’s first name). If you do not know the correct spelling, use the % “wild card” to find the advisor by typing in as much as you think you of the last name/first name and then the % (ex. Holc%).

8. Select Execute Query [or F8]. The advisor should appear (or a list of advisors with the same name). Select the desired advisor. If nothing is retrieved, you either didn’t enter the query correctly or the name is still not correct. The spelling is case sensitive and should be entered in standard name format (ex. Thomas). A message will appear at the bottom of the form to let you know what just happened.
9. Once the advisor is selected by clicking on the red icon indicated (or double click the ID), the form will return to the Advisor Information.

10. Tab to “Advisor Type” and enter DEPT or MAJR.
11. Check “Primary Indicator” for the main advisor. (There always has to be a primary advisor).
12. Save (or F10).
SGAADVR -- To Change an Advisor

1. If you need to change an advisor, check to make sure the term you’re making the change matches the From Term in the Advisor Information block. If it does, Record Remove the current advisor and Save.

2. Type in the new advisor information.

3. If the term in From Term is prior to the term you need to make the change, click on the Maintenance button in the middle of the form.

4. Select “End Advisor”.

5. Click on the “Roll Back” icon. Then Next Block.

6. The assignment should be blank, so you can enter the new advisor information.

7. Save.
SPAAPIN – Alternate Personal Identification Number

Purpose
This form is used to store the Registration PIN to be released to students after advising has been received.

SPAAPIN -- Reviewing a Student’s Registration Pin
If a student is required to receive advising, the advisor will need to deliver an “Alternate PIN” to the student after advising has been delivered. Advisors will only have access to the student’s Alternate Pin, if the student is on their advising list.

Procedure:
1. Access SPAAPIN
2. Populate the ID of the student who needs an alternate PIN in the Keyblock. PINs should only be released to a student with permission from an advisor.
3. Populate the Term code of pre-registration
4. Next Block (Ctrl + Pg Down)
5. You may use Rollback (Shift F7) to change to a different ID or Exit (Ctrl +Q) to leave the form.
SFASRPO – Student Registration Permit-Override

Reviewing a Student’s Overrides
Any Registration Override Permissions granted by Deans/Department Heads are stored in the system.

Academic Deans—Override Everything
Pre-requisite, Co-requisite, Special Approval, Department, Duplicates, Repeat Hours, Repeat Limit, Time, Student Attribute, College, Campus, Class, Capacity, Level, Program, Degree, Field of Study, Mutual Exclusion.

Department Heads—Override All Errors but Time Conflicts
Pre-requisite, Co-requisite, Special Approval, Department, Duplicates, Repeat Hours, Repeat Limit, Student Attribute, College, Campus, Class, Capacity, Level, Program, Degree, Field of Study, Mutual Exclusion.

Some permissions are unique to a department.

Your ID is stored with these records so the institution can and will review overrides that were granted for trends or misuse.

Using the Search button over CRN, SUBJ, Course Number, or Section will pull up SSASECQ.
SSASECQ – Schedule Section Query

Purpose
Use the Schedule Section Query Form (SSASECQ) to display any or all sections currently in the system. The form is run in query-only mode, and no changes can be made to any fields. This is a stand-alone query form, which may be accessed from the menu.

Schedule Query Screens
You can access this query form from many Student forms.

SSASECQ can be accessed in these ways:

- From the main menu by opening the Student Menu, opening the Class Schedule menu, then opening SSASECQ
- From SSASECT by clicking on the down-arrow next to the CRN field (F9) or by clicking on the down-arrow next to the Subject field (F9).
- From SSADETL, SSAPREQ, SSARRES, SSAEXT, SSAWSEC, SSAOVRR, SSAACCL, SSASYLB, and SSAXLSQ by clicking on the down-arrow next to the CRN field (Shift + F2)

Once you are in this form, use Execute Query (F8) to see all classes or you can query by entering values in any fields or combination of fields (Subject only, Subject and Course number, Part of Term, Section, etc.). Greater than and less than signs can be used as well (<, >) especially in fields with enrollment information. Once you choose which option to search for, use Execute Query (F8) to see results. If you want to perform a second query, use Enter Query (F7). To perform the same query a second time, use Enter Query twice (F7 twice) to retrieve your same query parameters and then Execute Query (F8) to perform the query or Count Hits (Shift F2) to see in the hint line the number of results that would be received if Execute was performed. If your query was unsuccessful, you’ll need to use Quit (Ctrl Q) twice to exit the form.

Banner form

It is often helpful to extract this data into an Excel spreadsheet using the Help Menu: Data Extract feature. To successfully perform data extract on SSASECQ, follow these steps:

Procedure for Data Extract:
1. Access SSASECT
2. Blank out the Keyblock Term code value
3. Exit SSASECT (Ctrl+Q)
4. Access SSASECQ. The Term code field should be blank.
5. Enter your desired query parameters (populate the fields that correspond to what you are looking for)
6. Execute the Query (F8)
7. Open the Help Menu (Alt + H) and select Extract Data No Key (X)

8. If a new Web Browser window does not open, you may be encountering popup blocker, try the extract again and hold down the Ctrl key until the window opens. You may need to access your web browser and add the web address to your Safe directories.

9. Once the window opens, you should be prompted to Open or Save the output.
SSAMATX – Building/Room Schedule Form

To view building and room schedules to determine what classes are being taught in a particular building or room.

**Procedures:**

1. Access SSAMATX
   
   *Note:* If “Query Term” at the bottom of the form is blank, this will pull up the entire history of that room. To look at a room for a specific term, “Query Term” will have to be entered. You cannot do this on this form. You have to enter the term on another form, close that form, and then go to SSAMATX. It will then pull up the courses for that term only.

2. Enter building code under “Building” – if you do not know the building code, use the pull down arrow to do a search.

3. If you want to look at one room only, enter the room number.
4. If you want to pull up all rooms by campus, you can enter only the campus code.

5. Execute a query (F8) or on 'Query' menu select “execute.”

6. Use the scroll bar to see the dates for the class.

7. Exit Form.
SFAMREG -- Mass Section Changes (Drops and Adds) in the Departments

Process for mass updating section changes (drops and adds) in the departments.

**Procedures:**

1. Access SFASLST.
2. Enter the Term and CRN of the course from which students are being dropped.

3. Next block (Ctrl+PageDown).

4. Print a copy of the course roster:
   - On the ‘Help’ menu select “Extract Data No Key” to create Excel file.
   
   *Note:* you may need to hold the Ctrl key down during this process.
- Print.

5. Exit Form.
6. Access SFAMREG.
7. Key in 'Registration Term' (current term you are processing).
8. Tab to 'Search Term' (do not use next block).
9. Key in current term for section.
10. Key in CRN for the section from which students are being dropped.
11. Next Block (will take you to “Update” tab).

12. Tab to ‘Registration Course Add Values’ block — *Do not next block.*
13. Key in the CRN of course section to add.
14. Enter. This will populate most of the information about the CRN.
15. You will have to enter the “Grade Mode” when changing sections.
16. Review the “Grade Mode” for each student on the class roster. Enter that grade mode in the “Grade Mode” space on the form. If there are students with different grade modes—such as an audit—you will have to repeat this process for students with each type of grade mode.

17. Go to “Registration Course Drop Values” section on form.
18. Enter CRN of course section to drop.
19. Click on “Remove Registration Record.” (This is done so that students can enroll in another section of the same course if necessary. If you do not click on this, students will not be able to enroll in other sections of the same course as Banner sees this as a “Duplicate Course” when the drop is processed on the INB. **NOTE:** Drops entered by the student through the Web do not have this problem.)

20. Enter.
21. Next Block (will take you to next tab “Error Checking”).

22. Click on ‘No Check’ for all options in ‘Student Options’ and ‘Section Options.’
   - **DO NOT MAKE A CHANGE IN THE “FEE ASSESSMENT OPTIONS”!*
23. Next block (will take you to next tab ‘Results’).

24. Click on “Select All” if moving all students to the same section and all have the same “Grade Mode.”
25. Click on “Select” beside each name of students to be processed if moving only selected students, moving students to different sections, or for students who have different “Grade Modes.”

26. Click on “Submit.”
27. “Save” to process – Click on “Save” icon or F10 to save.

28. Review message “Yes” or “No” to see if students were processed.

29. Exit Form.

30. Repeat process if additional students need to be moved to a different section, or for students who have a different “Grade Mode” such as audit.

31. Review the new roster on SFASLST to insure students were moved to appropriate section and have the correct gradeMode.
SFRSLST -- Printing a Class Roster

To produce a list of all students in a section.

**Procedures:**

1. Access SFRSLST.
2. Next block (Ctrl+PageDown).

4. Next block.
5. Key in the following **required** parameters:
   a. 02 Term = the term of which you want the class roster
   b. 03 Part of term = %
   c. 06 CRN = the CRN of the section you want a class
   d. 07 No Grade Report Option = N
   e. 08 Sort Option = C
   f. 09 Campus = %
   g. 10 Schedule Type = %
   h. 11 Instructional Option = %
   i. 12 Registration Codes = %
   j. 13 Degree Status = %
   k. 14 Combine crosslisted sections = N
   l. 15 Print Student Address = N
   m. 19 Print Long Section Title = Y
   n. 20 Run Mode = U
Note: You can save these parameters so you only need to change the CRNs each time you want to run the report. Click on ‘Save Parameter Set as” and click on “ok” when the pop up appears.

- For multiple sections enter your first CRN number under Parameter Value 06. Click on F6 (for record insert); enter 06 as Parameter Value and enter your next CRN, etc.
6. Next block down to submission block. Click on ‘Submit’.

7. Save.
8. From the ‘Options’ menu select “Review Output” (GJIREVO).

9. Click on the down arrow in the file name field.

Note: This process may take a few minutes to run or you may receive a message stating the process does not exist. You will just need to click on the down arrow again until the data appears.

10. Select (double click) the ‘lis’ file for your report.
11. From the ‘Options’ menu select ‘Show Document’ (Save and Print File). This will save your document to a browser file.
   **Note:** You may need to hold your Ctrl key down during this process.

12. Click on “Yes” on the pop up to show file in abrowser.
13. You can print directly from this or copy and save to a document.
   - On keyboard, click ‘CTRL and A’ to select all and then ‘CTRL and C’ to copy.
   - Open a new document in Word and click ‘CTRL and V’ to paste.
   - Change the font to Courier New and font size to 9, and make other layout adjustments as desired.
   - Print.