Banner Student Training
Training 1
Terminology, Navigation and General Person Information

Training 1 will cover terminology, Banner pages navigation, and general person information. The document is divided into three section covering the above topics. In order to attend any of the other trainings, you will need to attend this session.

Terminology: In order to navigate Banner, you need to know the definition of various fields. If you don't remember a field there is a way to look up a list of values (LOV). LOV will be covered in Navigation. The most common used terms are:

1. **UIN:** The University Identification Number is assigned to a student once an application is submitted in Banner. Most student pages will ask for UIN. Searching for a person with a common name can be challenging. There are millions of records in Banner. You need to start asking the student for their UIN.

2. **Term:** The term code is made up of 3 parts – Campus+ Year+ Start Month For instance Fall 2020 – 2 + 2020 +8 = 220208

   Month: Spring =1, Summer = 5, and Fall = 8 so for the year 2020
   Spring 2020 = 220201
   Summer 2020 = 220205
   Fall 2020 = 220208

3. **Level:** Students are tracked in Banner by Level. The code is Campus + Level Code. Some common student levels for UIC are:
   a. Undergraduate: 2U Undergrad - Chicago
   b. Graduate: 2G Graduate – Chicago
   c. Graduate Online Programs – 2H
   d. Professional: 2P Professional – Chicago
   e. A complete list of level codes can be found on Banner form - STVLEVL

4. **College Code:** College codes are 2 character and start with "F" or "G" for UIC. For example - The college code for Engineering is "FQ". A complete list of College codes can be found on the Banner form – STVCOLL.

5. **Major Codes:** Major codes are assigned numbers that in most cases are shared by all three campuses. If the code is unique to a campus, the campus is listed in the description. A complete list of Major codes can be found on the Banner form – STVMAJR.

6. **Department Codes**: Department codes begin with a 2. For instance 2984 - Law. A complete list of Department codes can be found on the Banner form – STVDEPT.

7. **Program Codes:** Every student is admitted with a program code. Program codes are unique. The coding scheme for a program code is Campus + Special Type Code + College

Code + major/concentration +Degree+ special offering type (online only). In this example the second character is a zero since there are no contract programs, etc.

    a. **Example:** JD - 20FJ0385JD: JD Law – UIC

    b. **Special Degree Codes:** There are some special degree codes for students not in a program that ends in a degree. The codes are:

   i. **NDEG:** Non Degree

        ii. **NONE:** No Degree

Navigation: There are different ways of navigating in Banner. This section will cover the most common Navigation Features in Banner.   The features are:

1. **Search for a page:** There are several ways to search for a Banner page. When you log into the system you will land on this page:

    a. You can search for a page by typing in the middle of the page. It can be the page name or words like admissions to find the page. You do not have to switch the settings to Direct Navigation.   For Example: Type in Admissions or SAAADMS

b. Search for a page using the left hand menu:
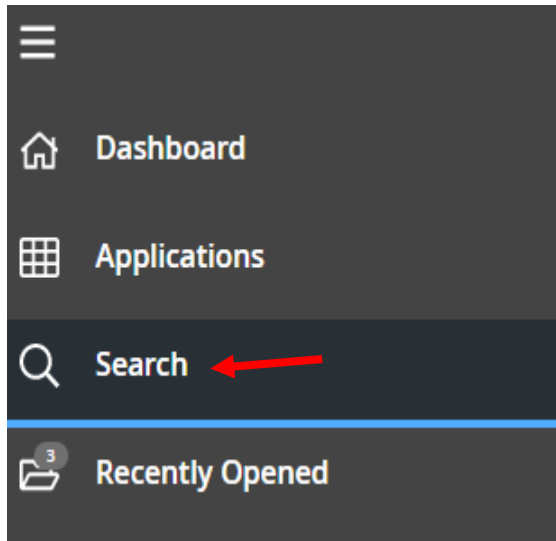
a. Click on Search:
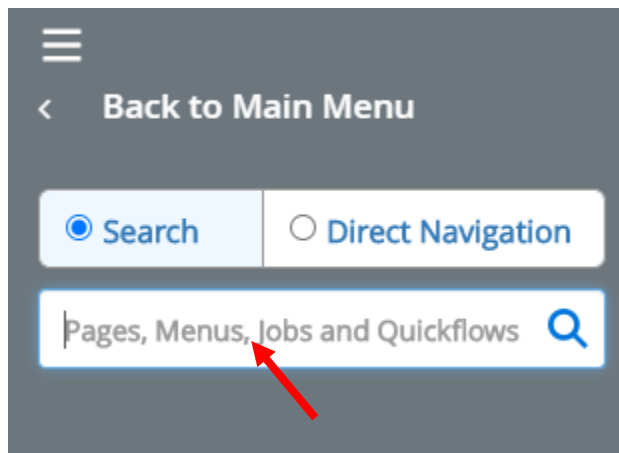
Enter in the word or page to search for. It will display a list to choose from.

2. **Side Bar Menu:** The side bar menu contains various functions that you can per page.
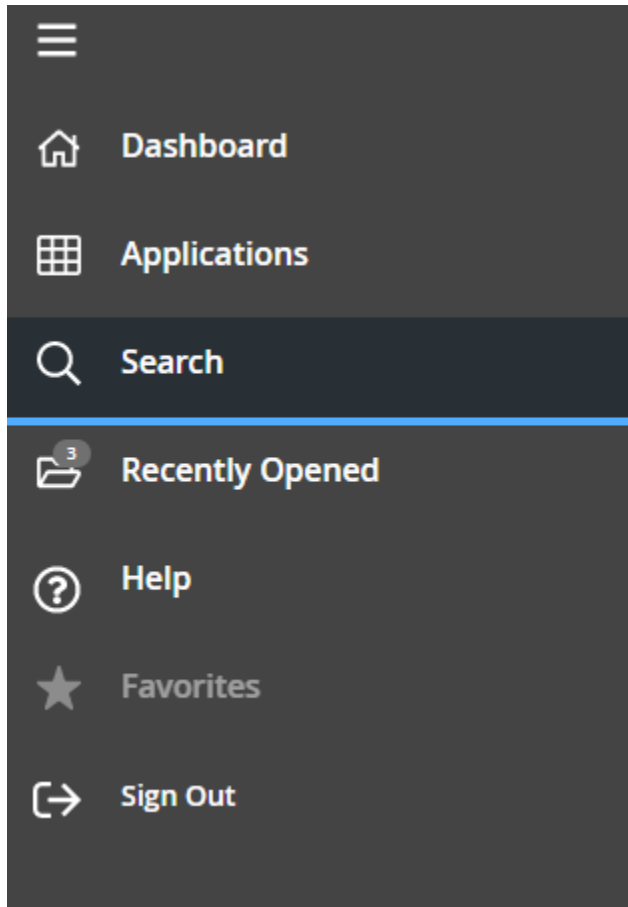
a. **Dashboard:** Closes down the side bar when expanded.
b. **Applications:** Expands out to show three options:
   a. **Banner –** Provides a list of Pages by category. For instance Course Catalog, Class Schedule, etc.
   b. **My Banner-** You can create your own menu of Banner pages.
   c. **My Links -** You can add links to your web pages, etc.
c. **Folder Icon:** You can navigate to previous pages by clicking on the folder.
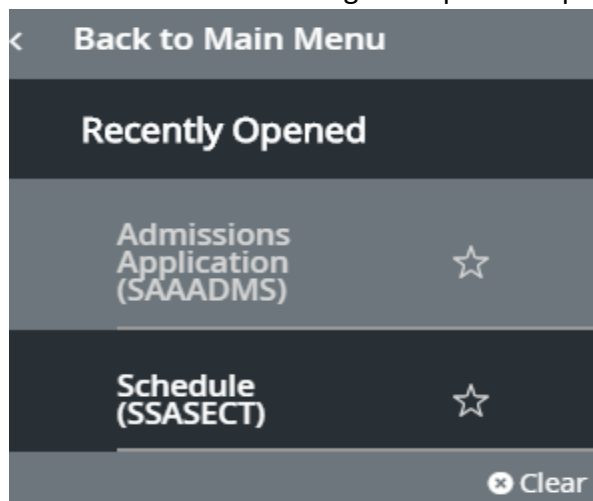
> d. **Help**: The built in help for pages, keyboard shortcuts and AITS Service Desk.
>
> e. **Sign Out:** Log out of the system. You will be timed out after two hours of inactivity.

3. **Navigation Hint:** Banner remembers what student you are looking at. The first time you navigate to a new page the page will populate with the current student. The next time you navigate back to the page it may display the student that you accessed the page with the first time. Please make sure you have the right student. This also applies to all key fields in a page. For instance section data is a key on some pages.

4. **Page Navigation:** There are several ways to navigate in and to additional related pages. They are:

> a. **Multiple Block/Tab Pages:** Many of the Banner pages display multiple blocks or tabs.

1. To Navigate to the next page or block within a page, click on the down arrow. You can go back to a previous block or tab by clicking the up arrow.

b. **Upper Menu Items:**

a. **Add**: Will log you into Xtender/BDM – to add a document is you have access
b. **Retrieve**: Will log you into Xtender/BDM to retrieve a document associated with the page if a document exists.
c. **Related**: This is nice feature. It will display all of the related pages to the current page.
For Example SSASECT:

d. **Tools:** There is list of tools and options.

Q Search

ACTIONS

Refresh	F5
Export	Shift+F1
Print Screenshot	Ctrl+Alt+P
Clear Record	Shift+F4
Clear Data	Shift+F5
Item Properties	
Display ID Image	
Exit Quickflow	
About Banner	

OPTIONS

Course Section Information

Scheduled Meeting Times

Assigned Instructors

Section Partition Preferences

Section Room Attribute Preferences

BANNER DOCUMENT MANAGEMENT

Retrieve Documents	Alt+R
Count Matched Documents	
Add Documents	❯

PAGE LAYOUT

1. The tools are print screen, item properties etc.
2. Options: These are specific functions that you can navigate to. In the example assigned instructors takes you to the Meeting Times and Instructor Tab.
3. Banner Document Management (also known as BDM or Xtender): Lists all of the functions for Document Management.
4. Page Layout: Change the layout of the page display.
5. Page Settings: Restore the default layout.

5. **List of Values:** Many Banner pages require values to be entered as keys. You can search for the value. A SSASECT example is below:

a. If you click on the three dots next to term:
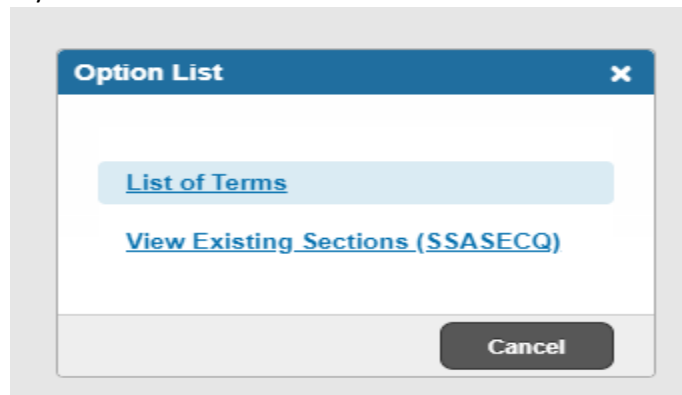
1. Click on List in most cases. If you click on list of terms:

a. It brings up the validation table. You should search with a 2% when multiple campuses are displayed. You select the term by highlighting it and clicking okay.

b. The % sign is used for wildcarding.

6. **Search Features**: In some cases when you click the three dots next to CRN, you will be presented with a search function. Using the same SSASECT example by clicking on the Search function:

a. Entering data will bring up a list to choose from. In this case it would look like this for LAW 402 for Fall

b. Double click in the first value in column one of the row you want to select and the value will be put into the field on the page.

7. **Page Settings:** The display on some Banner pages has many columns or records which require you to scroll or click to go through multiple pages. You can set by page, the order of columns and the number of records. This information can be saved. It works like an Excel Spreadsheet.

a. There are ten pages of data and you need to scroll to the right to see the remaining data.
b. Change the number of records per page by clicking on the down arrow and select the number per page.
c. Hide columns by collapsing the column.
d. Move columns by using drag and drop.
e. Click on Settings to save or restore your page settings. You can also store your filter settings.
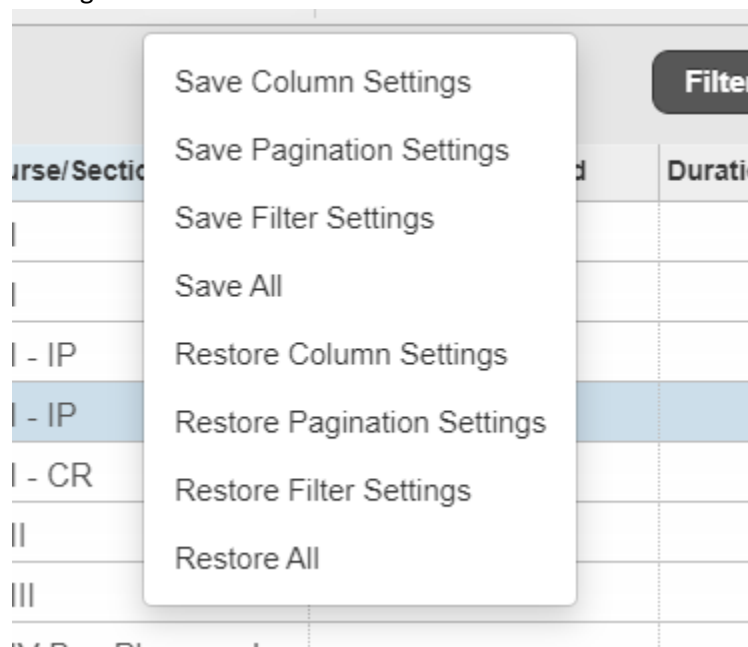
General Person Information: There are millions of records in Banner. There are two main pages to search for a person on Banner, SOAIDEN and GUISRCH. You will automatically go to the search by clicking on the three dots when asked for an ID (UIN. For example on the SPAPERS page.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your

1. Click on the three dots.
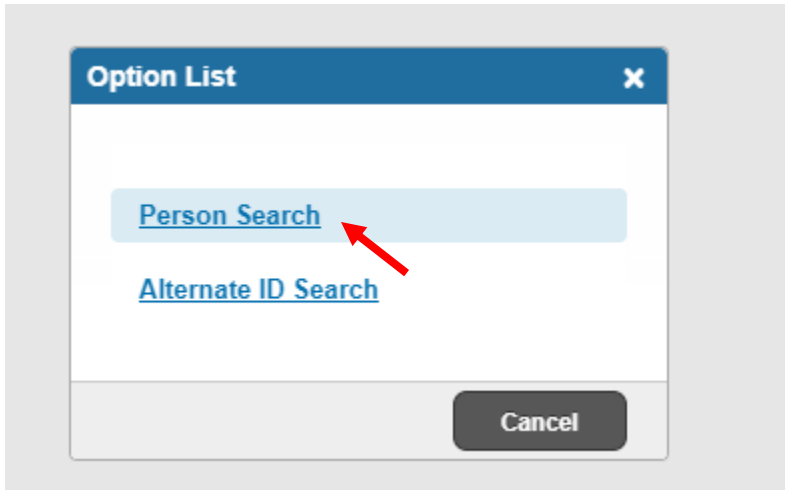
2. Click on Person Search
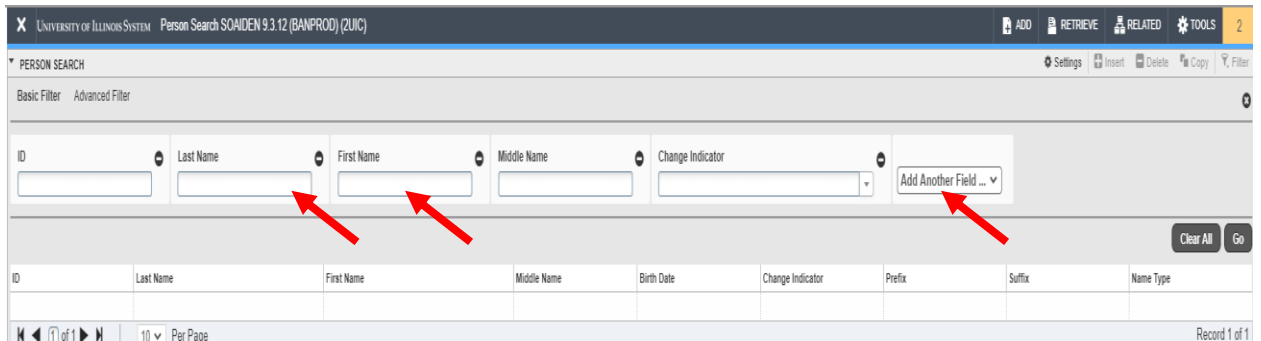
   a. Enter in the name information or select "Add Another Field"
   b. Click Go to Search
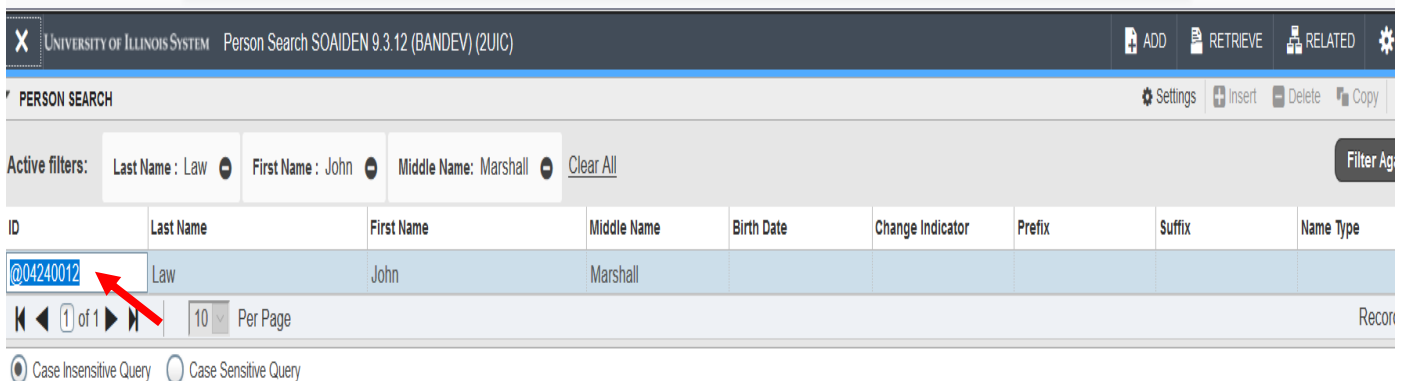
   c. Double click on the first column of the record to select.

d. Click Go to go to the page.

B. GUISRCH: There is another way to search for student, especially if you have a common name. The page is GUISRCH.

a. This is used if you have an additional id, email or telephone number for the student. The most common search is email address.
b. Enter Email Address and press Click Go.

c. Double Click in the first column to select the student.

c. Click "Go" to access the SPAPERS page.

d. SPAPERS is used by very few people. It is only used to view SSN. All the information on this page can be viewed in SPAIDEN. Therefore, we will look at SPAIDEN.

C. **SPAIDEN:** SPAIDEN has all of the biographical information about a person. The SPAIDEN page looks like:

1. There are several tabs on this page which we will review. The main tab shows name information. Click on Address

a. Check to see if there are multiple addresses. The number is at the bottom of the page. You need to check the "From and To Date" as well as the Inactive Address Indicator.

b. **Telephone Tab:** Displays all of the telephone numbers on file:

1. Make sure you check the Telephone Type and Inactive fields.

c. **Biographical Tab:** This displays the same information as SPAPERS without the SSN field.

1. Make sure you check the confidential and deceased indicators.

2. **Ethnicity and Race Confirmed**: This field when checked means the data has been certified by the student. There is a recertification process at the time of registration.

d. **Email Address:** Displays all of the email addresses.

1. Make sure you look for the preferred email address. Once a student registers for their first term the preferred will always be the UI email type. There are many email address including billing, application emails by campus, etc.

e. **Emergency Contact Information:** If a student provides emergency contact information, it will be displayed on the tab.

f. **Additional Identification:** This is used to store additional ids. Example – Slate ID for undergrad students.