

# *BANNER*

# *FUNDAMENTALS*

Banner (version 8.6.4)





## Table of Contents

<b>WHAT IS BANNER?</b>	<b>2</b>
<b>ID NUMBERS IN BANNER</b>	<b>2</b>
<b>TERM CODES</b>	<b>2</b>
<b>FORM NAMING CONVENTIONS</b>	<b>3</b>
<b>BANNER FRAMEWORK</b>	<b>4</b>
<b>LOGGING INTO BANNER</b>	<b>5</b>
<b>LOGGING OUT OF BANNER</b>	<b>5</b>
<b>BANNER TOOLBAR &amp; KEYBOARD SHORTCUTS</b>	<b>5</b>
<b>BANNER'S MAIN NAVIGATION PAGE</b>	<b>6</b>
<b>BANNER FORMS</b>	<b>6</b>
<b>BANNER PAGE PARTS</b>	<b>7</b>
<b>BUILDING A MENU OF OFTEN USED FORMS</b>	<b>8</b>
<b>EXAMPLES OF FORMS</b>	<b>8</b>

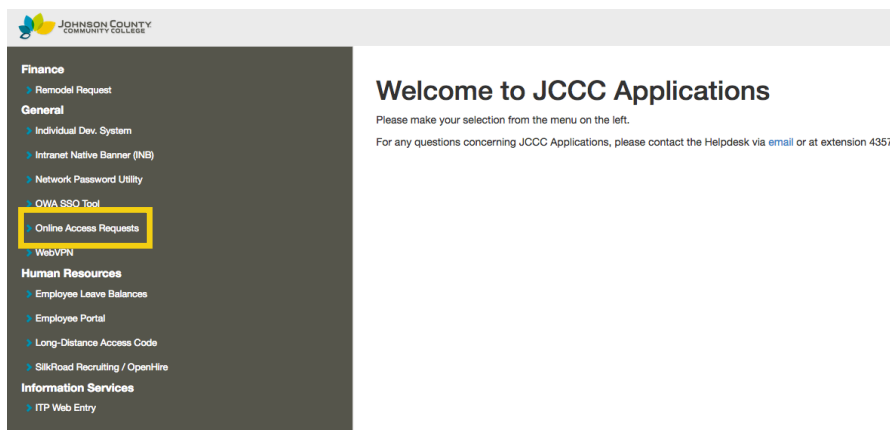
## What is Banner?

Banner is a database system JCCC uses to store data about students, employees, and vendors at JCCC. Data in the Banner system is protected by the college's policy on Information Privacy and Security. The privacy policy is available at <http://www.jccc.edu/about/leadership-governance/policies/privacy.html>

Banner stores personal information, and because student records are involved, federal laws governing the use and protection of that information must be followed by the college, its employees, and vendors. The college requires that employees do **not** share Banner usernames and login passwords. In addition, security policies require that Banner users log off all unattended Banner sessions.

Every employee needing access to Banner must complete a valid application through OARS, the Online Access Request System. To do so, follow these steps using the illustration below.

1. Log into MyJCCC.
2. Click the JCCC Applications link.
3. Click the link to Online Access Requests located under General.
4. Follow the steps outlined in the application to submit a request for access.



## ID Numbers in Banner

Banner assigns all students, whether credit or non-credit, all employees, and vendors an eight digit Banner ID. This ID is generated by Banner and only has significance at the college. This same ID is also used for your status as a Student or Employee.

## Term Codes

The college uses term codes for the three colleges in Banner. Because the credit college, the non-credit college, and the staff development college use different terms, each college uses a different code to denote a term.

The first four digits of the code is the year. The next two positions determine the college and the term. As an example, let's build the code for the fall 2010 credit term.

For the credit college, the fifth position is always zero.

For credit classes:

- for spring, use 1 in the last position;
- for summer, use 6;
- for fall, use 8.

# 201008

For the continuing education college, the fifth position is always 2.

For continuing education classes:

- use 1 in the last position for spring;
- 5 for summer;
- and 9 for fall.

# 201029

The example using the fall 2010 non-credit term would be built as:

CRNs, or course reference numbers, use the spring, summer, and fall codes for the first digit of the CRN.

## Form Naming Conventions

### SPAIDEN

#### Position 1

System owning the form, process, report, or table

- A = Alumni
- B = Property Tax
- C = Courts
- D = Cash Drawer
- F = Finance
- G = General
- K = Work Mgmt
- L = Tax/License
- N = Position Control
- O = Customer Contact
- P = HR/Payroll
- Q = Work Queue
- R = Financial Aid
- S = Student**
- T = Accts Receivable
- U = Utilities
- V = Voice Response
- X = Records Indexing

#### Position 2

Module owning the form, process, or table

- A = Admissions
- C = Catalog
- E = Support Services
- F = Registration
- G = General Student
- H = Grades
- I = Faculty Load
- L = Location Mgmt.
- M = CAPP
- O = Overall
- P = Person**
- R = Recruiting
- S = Schedule
- T = Validation

If position 1 is T, then:

- F = Accts Receivable
- G = General
- S = Student AR

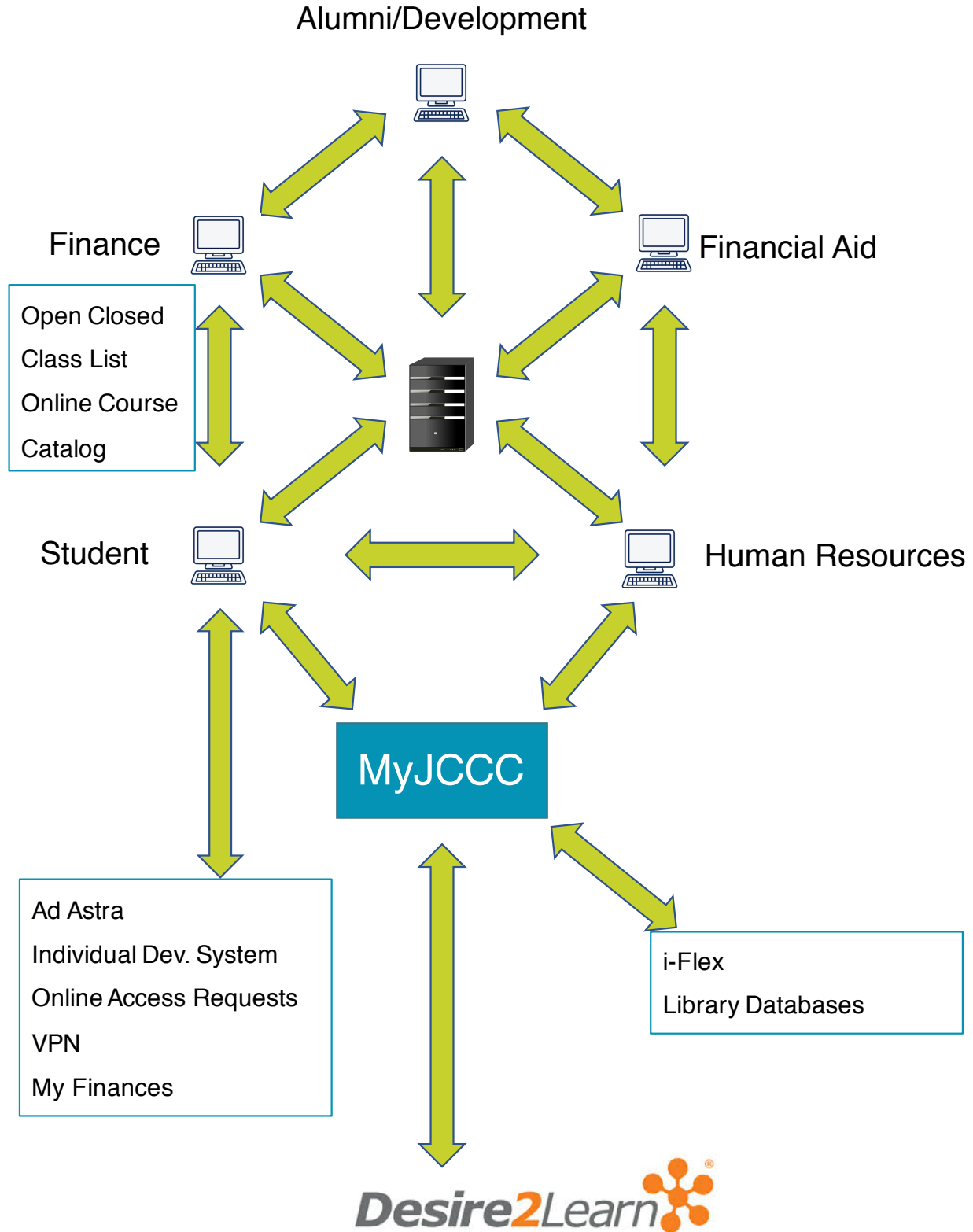
#### Position 3

Identifies the type of form, process, or table

- A = Application, Input, or Update form**
- B = Base table
- I = Inquiry form
- P = Process
- Q = Query form
- R = Rule table
- V = Validation table

**Last 4 positions are a unique identifier**

# Banner Framework

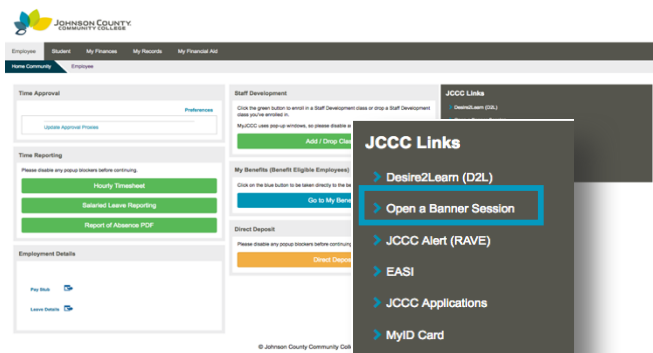


## Logging into Banner

Log into MyJCCC by going to [www.jccc.edu](http://www.jccc.edu) Select **Login** in the top right corner. Choose **MyJCCC** from the drop down list. You can also access MyJCCC directly by typing [my.jccc.edu](http://my.jccc.edu) in the address bar of your browser.

Use your JCCC ID and password on the JCCC Single Sign-on page. Click **Login**.

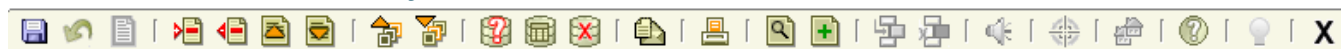
Within the Employee tab on the MyJCCC site, click **Open a Banner Session**. A second window will appear. If a window does not appear, your browser may be blocking pop-up windows. Enable pop-up windows, and click the link again.





















## Logging out of Banner

In the Banner window, find the X in the toolbar, as shown in the toolbar section below. Clicking the Exit button on the Banner toolbar will close the current form, and then Banner. Banner will display a confirmation dialog to complete the exit process, as seen below.

## Banner Toolbar & Keyboard Shortcuts



Icon	Function	Shortcut	Icon	Function	Shortcut
	Save	F10		Rollback	Shift + F7
	Select	Shift + F3		Insert Record	F6
	Remove Record	Shift + F6		Previous Record	Shift + Up
	Next Record	Shift + Down		Previous Block	Ctrl + PageUp
	Next Block	Ctrl + PageDown		Enter Query	F7
	Execute Query	F8		Cancel Query	Ctrl + Q
	Display Document			Add Document	
	View/Send Messages			Print	Shift + F8
	Online Help			Exit	Ctrl + Q

## Banner's Main Navigation Page

Go To... allows you to open a Banner form by typing its name. Use F5 on the keyboard to activate the Go To... box on other Banner screens. The Products menu is another method to navigate among the six high-level areas of Banner.

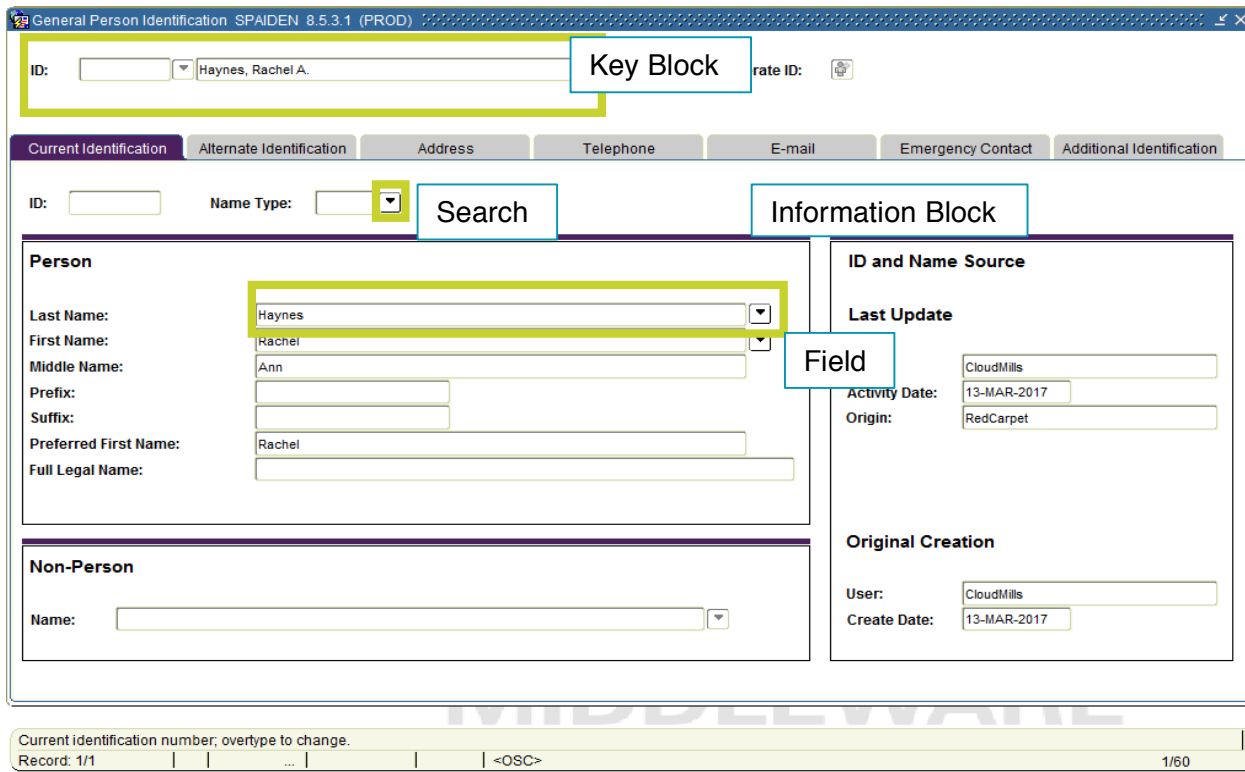


The Menu link acts like a button to refresh the Banner folder menus.

## Banner Forms

We use the Banner forms to enter and look up information about students, employees, and vendors. A Banner form is similar to a paper form, except information is entered once and then used by other forms, reports, and jobs.

- **Search Icon** displays a pick list containing the appropriate entries for a field. Use % as a wildcard when searching.
- **Key Block** contains fields that determine the information displayed on the remainder of the form.
- **Information Block** displays data about the information entered in the key block. This area allows you to enter information prior to updating a record.
- **Fields** shows areas where you can enter, query, change, and display specific information.



## Banner Page Parts

To navigate through tabbed forms, we can use:

- CTRL + TAB
- Next Block / Previous Block Icons
- CTRL PgDown or CTRL PgUp
- Click on the tab

### Options Menu

- Right-click a blank area of a form to display a shortcut menu, as well as options available for that form, or use the Options menu.

### Date Field Icons

- Click the calendar icon to display a calendar.

### Search Buttons and List of Values (LOV)

- Click the Search button to complete a search or view a List of Values.


### Auto Hint & Status Line

- Displays abbreviated help for the current field.

General Person Identification SPAIDEN 8.5.3.1 (PROD)

ID:  Haynes, Rachel A. Gen

Current Identification    Alternate Identification    **Address**    Telephone

From Date:   Date Picker

Address Type: CA  Campus Ad

Sequence Number:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province: KS  Kansas

ZIP or Postal Code:

County:

Nation: USA  United States

Telephone Type: CA  Campus Phone Area Code

Address start date, format ('DD-MON-YYYY'); blank is always effective

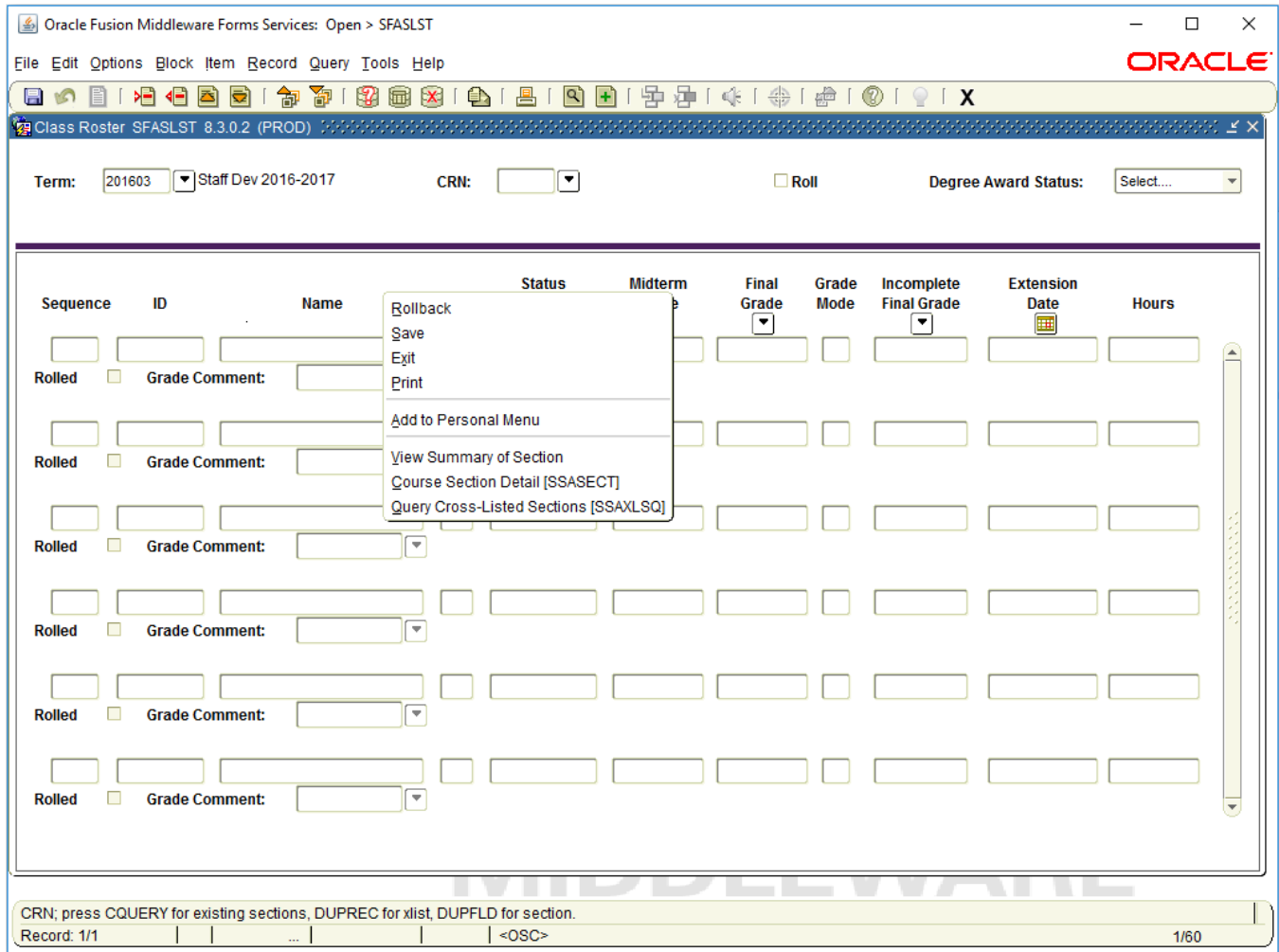
Record: 2/3 < | > | Status Line



## Building a menu of often used forms

When working with a form, right click a blank area of the form.

- The Options shortcut menu appears.
- Choose “Add to Personal Menu”.
- When Banner restarts, the form appears in the My Banner folder on the main Banner page.



The screenshot shows the Oracle Fusion Middleware Forms Services interface for the 'Class Roster SFASLST 8.3.0.2 (PROD)' form. The form includes a header with fields for Term (201603), Staff Dev 2016-2017, CRN, Roll, and Degree Award Status. Below the header is a table with columns: Sequence, ID, Name, Status, Midterm, Final Grade, Grade Mode, Incomplete Final Grade, Extension Date, and Hours. A context menu is open over a row in the table, listing options: Rollback, Save, Exit, Print, Add to Personal Menu, View Summary of Section, Course Section Detail [SSASECT], and Query Cross-Listed Sections [SSAXLSQ]. The status of the row is 'Rolloed'. The bottom of the form shows a status bar with the text 'CRN; press CQUERY for existing sections, DUPREC for xlist, DUPFLD for section.' and 'Record: 1/1'.

## Examples of Forms

Online video tutorials on the use of some of Banner’s forms can be found through Infoshare at <http://infoshare.jccc.edu>. In the left-hand navigation bar, find the Employee Training and Technical Support link. The videos are listed in the right column.