NATIVE BANNER STUDENT SERVICES

TRAINING MANUAL

Revised March 2007

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Function Keys & Keyboard Shortcuts

NEW TERM CODES: The 1st 4 characters represent the 'academic year', the last 2 characters represent the term within the year.

Banner Term	Semester
200810	Fall 2007
200820	Spring 2008
200830	Summer 1 2008
200840	Summer 2 2008
200910	Fall 2008

ICON	FUNCTION	KEYSTROKE
	Save	F10
	Rollback	Shift + F7
	Select	Shift + F3
	Insert Record	F6
	Remove Record	Shift + F6
	Previous Record	Up Arrow
	Next Record	Down Arrow
	Previous Block	Ctrl + Page Up
	Next Block	Ctrl + Page Down
	Enter Query	F7
	Execute Query	F8
	Cancel Query	Ctrl + Q
	Print	Shift + F8
	Online Help	F1
	Exits current form or Banner session	Ctrl + Q

Searching For a Student

A person search may be performed from any form that has an ID field in the Key block, such as GUASYST, SPAIDEN, SGASTDN, etc.

For our example we will use **GUASYST**
From the General Menu type GUASYST in the GO TO field and press enter:
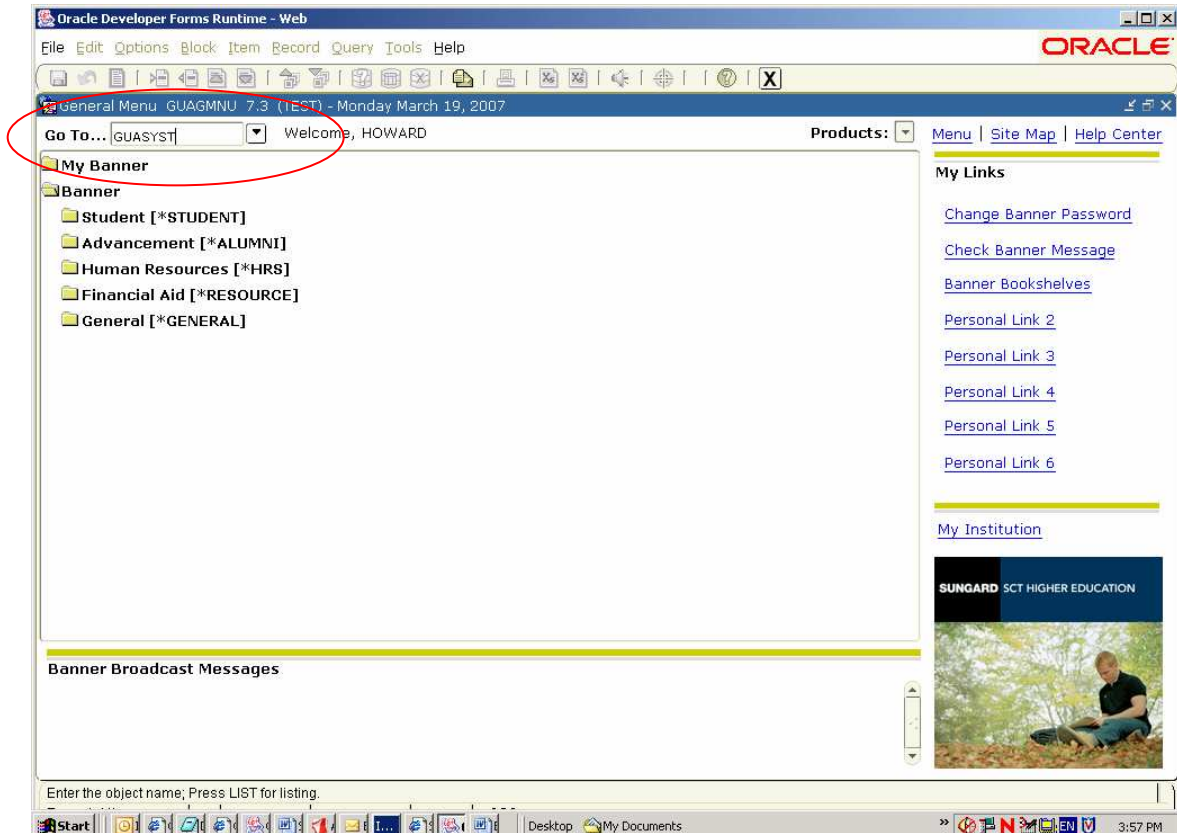
Searching For a Student ….

1. Enter the last name and part of the first name followed by the wildcard %
   Press enter

Searching For a Student …

2. A window will open that displays the results of the search:
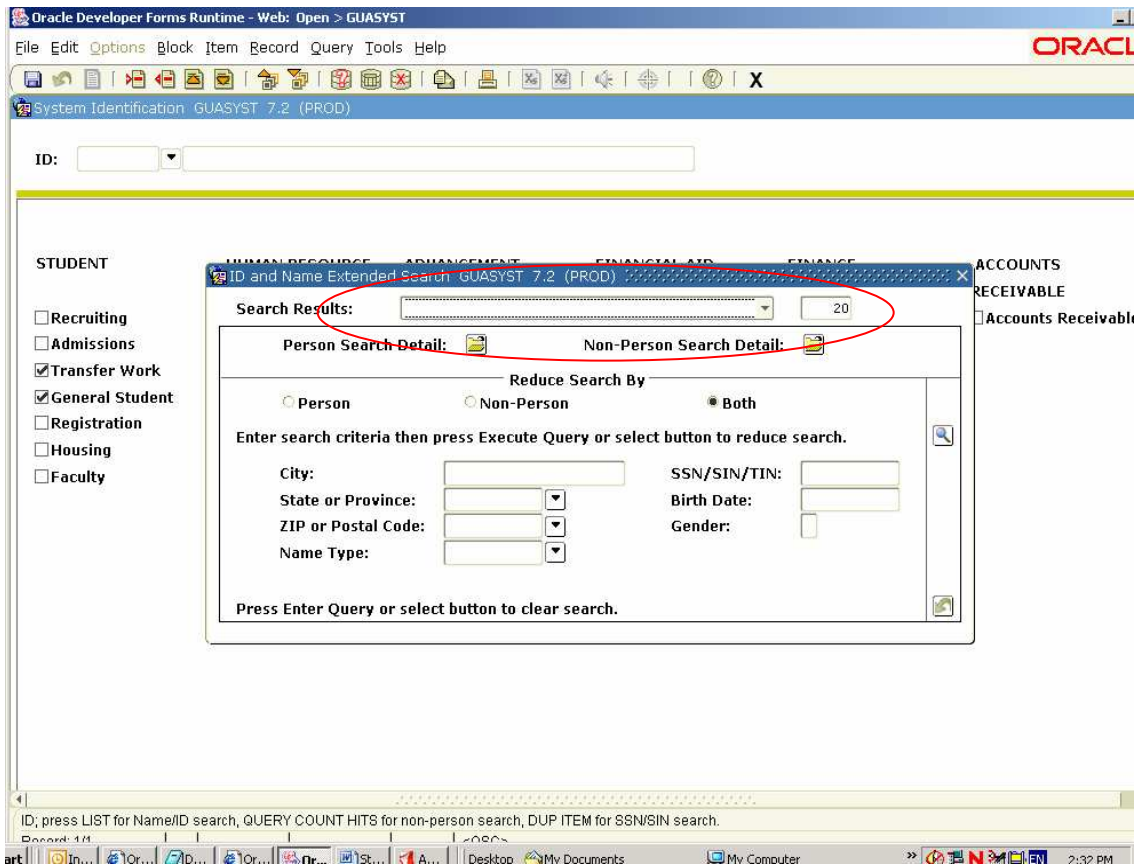
3. Use the pull down in the search results and double click on the appropriate name:

****NOTE: If you had additional information such as SSN, birth date or gender you could enter the information and click the search icon.

Searching For a Student …

4. The selected name is pulled back with the Banner ID indicating what role(s) the person currently has or previously had at UNCP.

Viewing General Person Information
Includes addresses, phone, emergency contact and email addresses.

1) From the General Menu type SPAIDEN in the Go To field and press enter
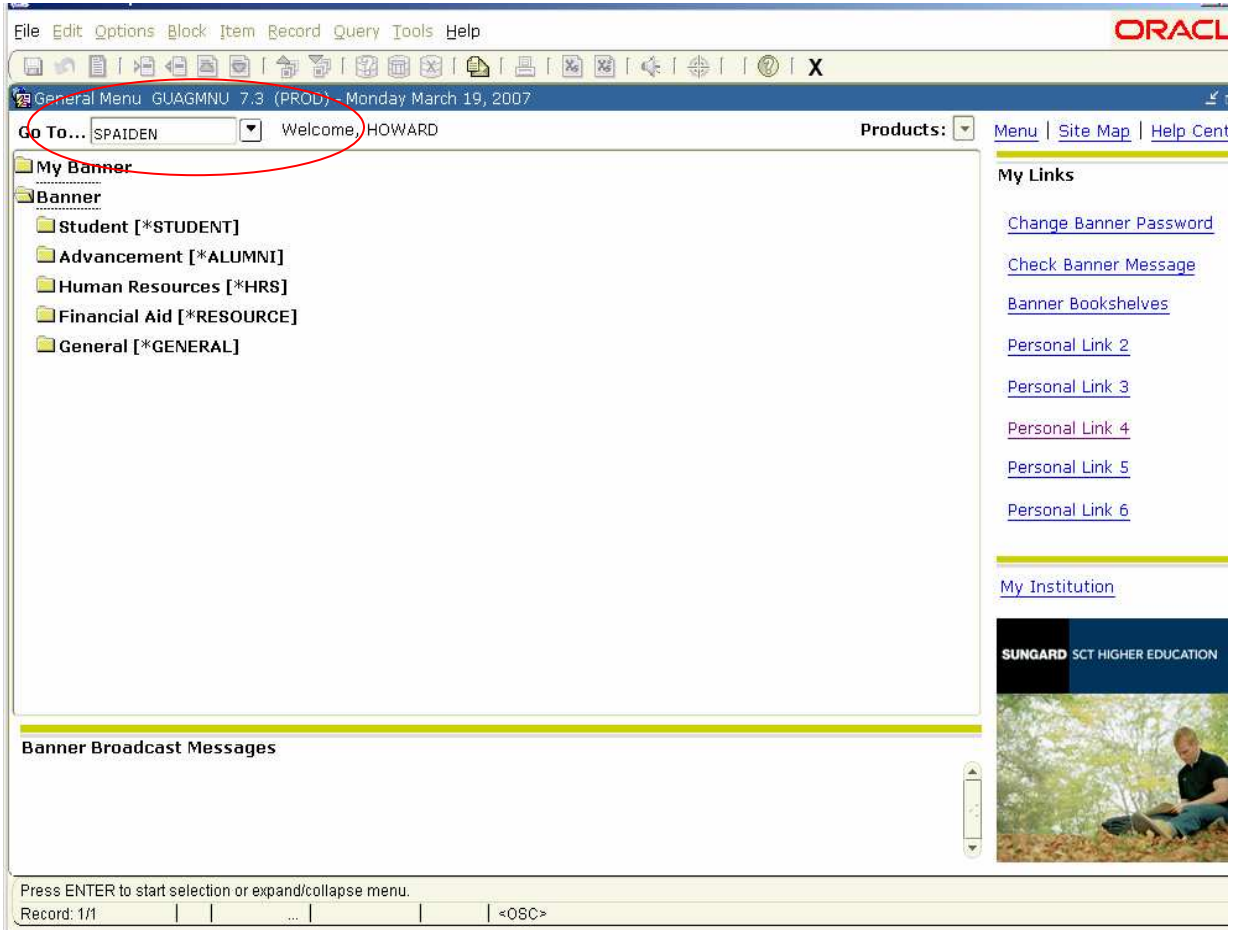
Viewing General Person Information …

2) If you do not have your person in context, enter either the Banner ID or perform a name search. Bring your person in context and click the next block icon

Viewing General Person Information …

Click the address tab and the address will be displayed. Use the scroll bar on the right to view additional address information:

To view additional telephone information, email information or emergency contact click on the appropriate tab.

To view another student click the **Rollback** icon [icon] or **Shift- F7 and enter a new ID or name**

To return to the General Menu click the **Exit** icon [icon] or **CTRL Q**

Viewing General Student Information

From the General menu type **SGASTDQ** and press enter
In the ID field enter the student's id or perform a name search (do not enter any other information in the block)

Click the next block icon
Use the arrows on the right to view all information
You can put the cursor on any data item with an arrow, click on the arrow or press the F9 key to see valid values.
By placing your cursor on the term, the student field of study for the term will display in the Curriculum Summary block.

To view another student click the **Rollback** icon   or **Shift- F7 and enter a new ID or name**

To return to the General Menu click the **Exit** icon   or **CTRL Q**

Viewing Advisor Assignment

From the General menu type **SGAADVR** and press enter
In the ID field enter the student's id or perform a name search.
Enter a term

Click the next block icon

To view another student click the **Rollback** icon [icon] or **Shift- F7 and enter a new ID or name**

To return to the General Menu click the **Exit** icon [icon] or **CTRL Q**

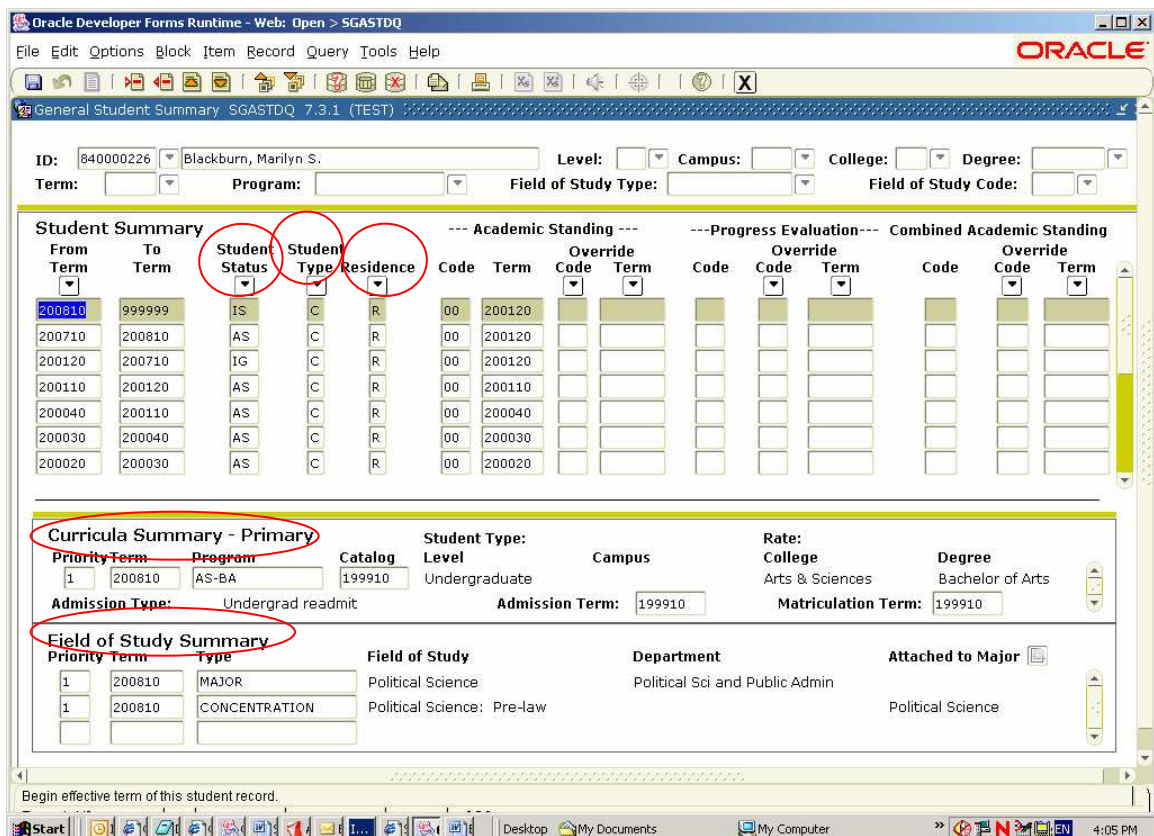# Viewing Student Degree Summary

From the General menu type **SHADGMQ** and press enter
In the ID field enter the student's id or perform a name search.
DO NOT ENTER A TERM.

Click the next block icon
Use the arrows on the right to view all information
You can put the cursor on any data item with an arrow, click on the arrow or press the
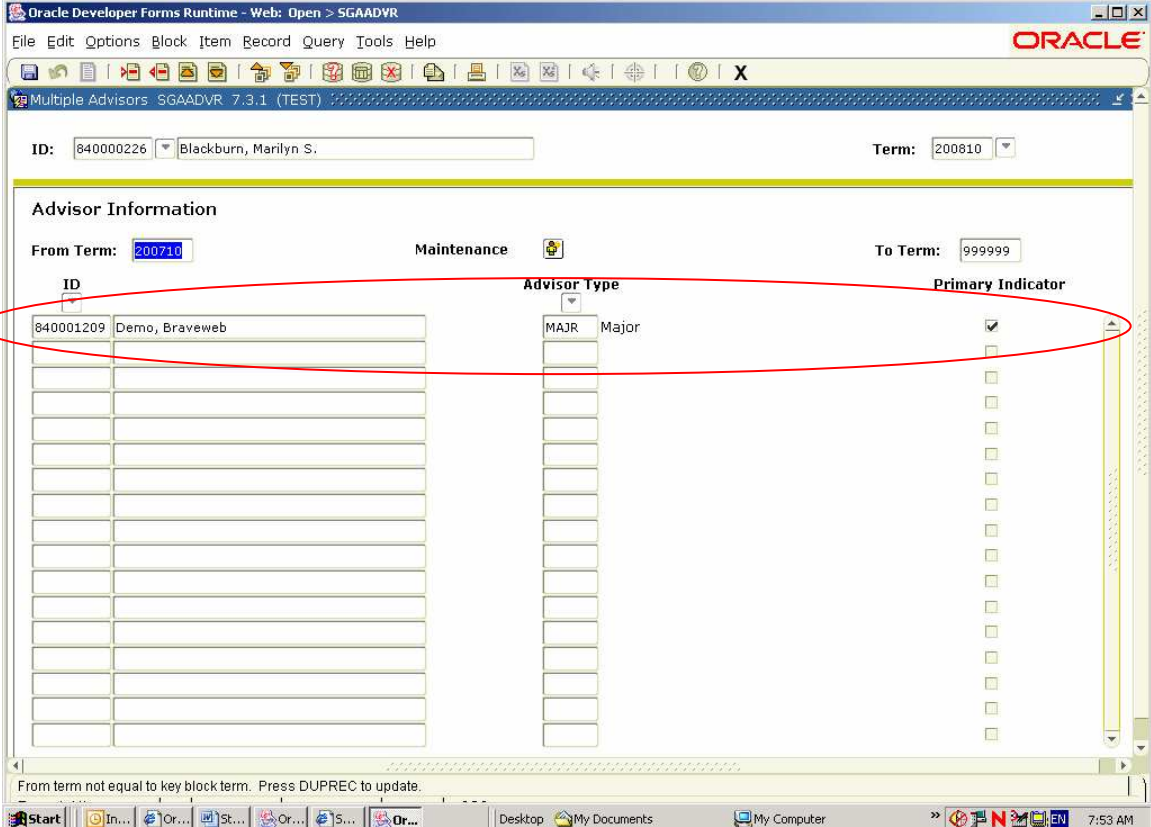F9 key to see valid values.

To view another student click the **Rollback** icon or **Shift- F7 and enter a new ID or name**

To return to the General Menu click the **Exit** icon or **CTRL Q**

Viewing Student's Registration and Schedule

From the General menu type **SFAREGQ** and press enter
In the ID field enter the student's id or perform a name search and enter a TERM

Click the next block icon

.****Note: **This class has two instructors.**

To view another student click the **Rollback** icon   or **Shift- F7 and enter a new ID or name**

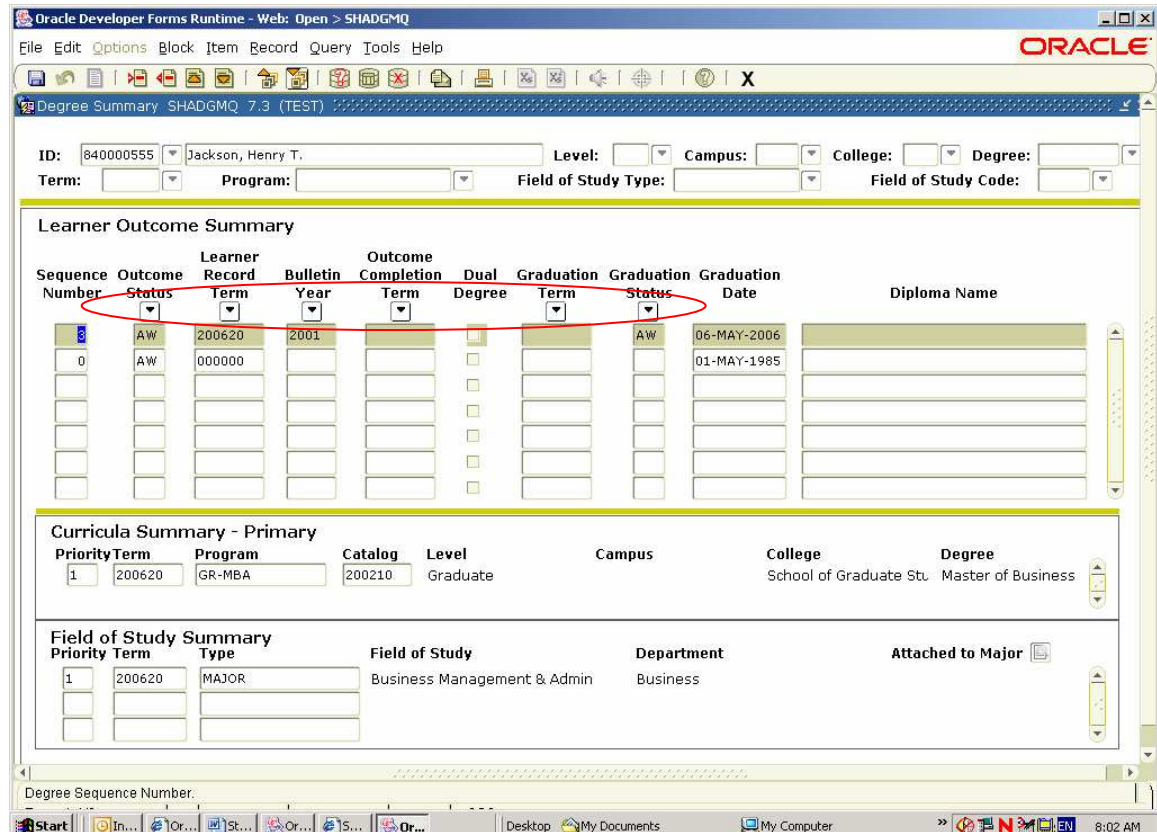To return to the General Menu click the **Exit** icon   or **CTRL Q**

Viewing Student's Registration Audit Trail

From the General menu type **SFASTCA** and press enter
In the ID field enter the student's id or perform a name search and enter aTERM

Click the next block icon
Note error message!

To view another student click the **Rollback** icon or **Shift- F7 and enter a new ID or name**

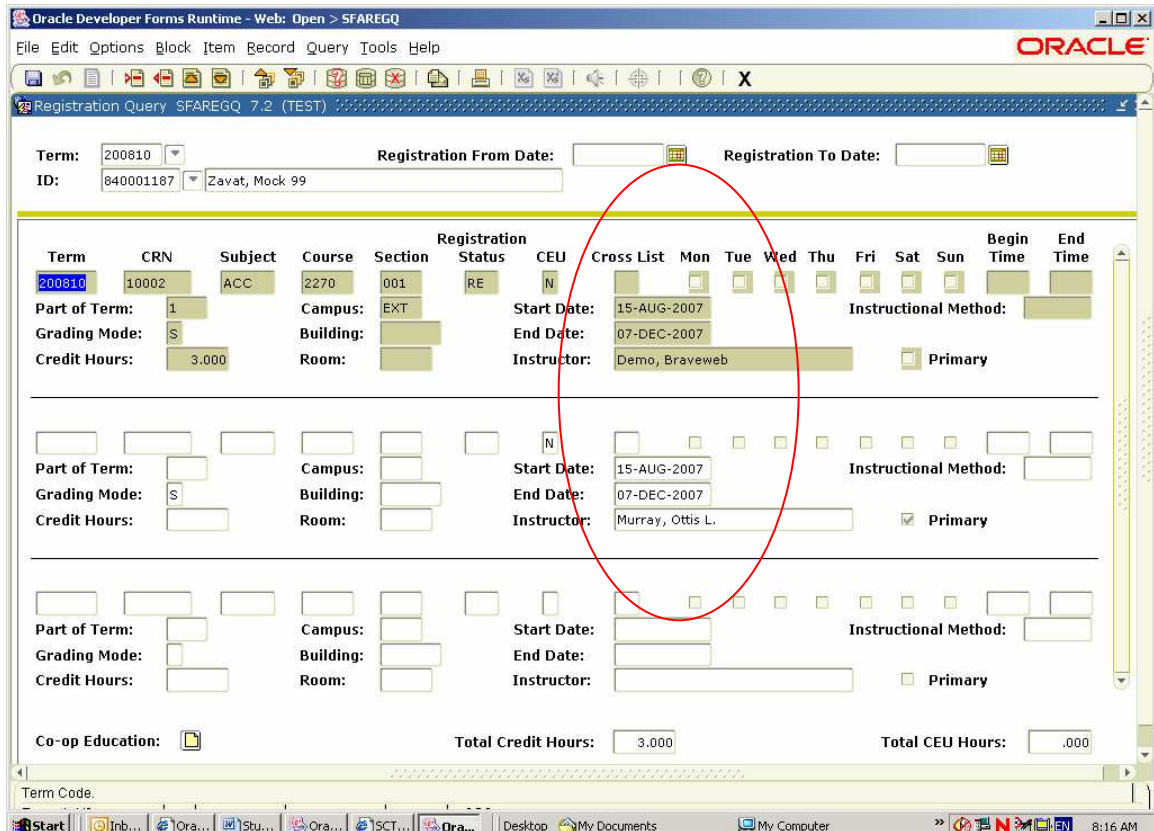To return to the General Menu click the **Exit** icon or **CTRL Q**

Viewing Class Roster

From the General menu type **SFASLST** and press enter
Enter TERM and CRN (course reference number).
To search for CRN, click on arrow, click on Section Query
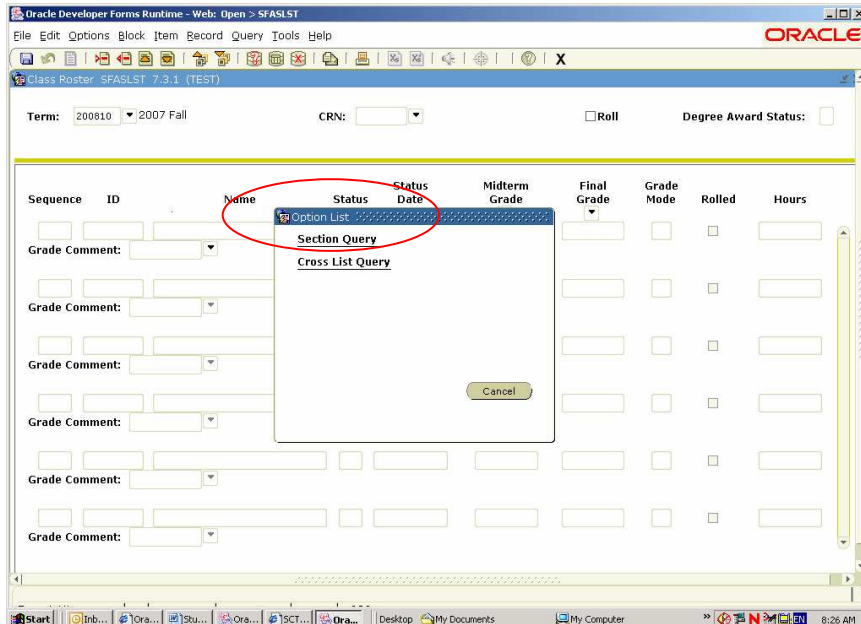
Enter Subject and Course number (course numbers are 4 digits) and press Execute Query icon **or F8**
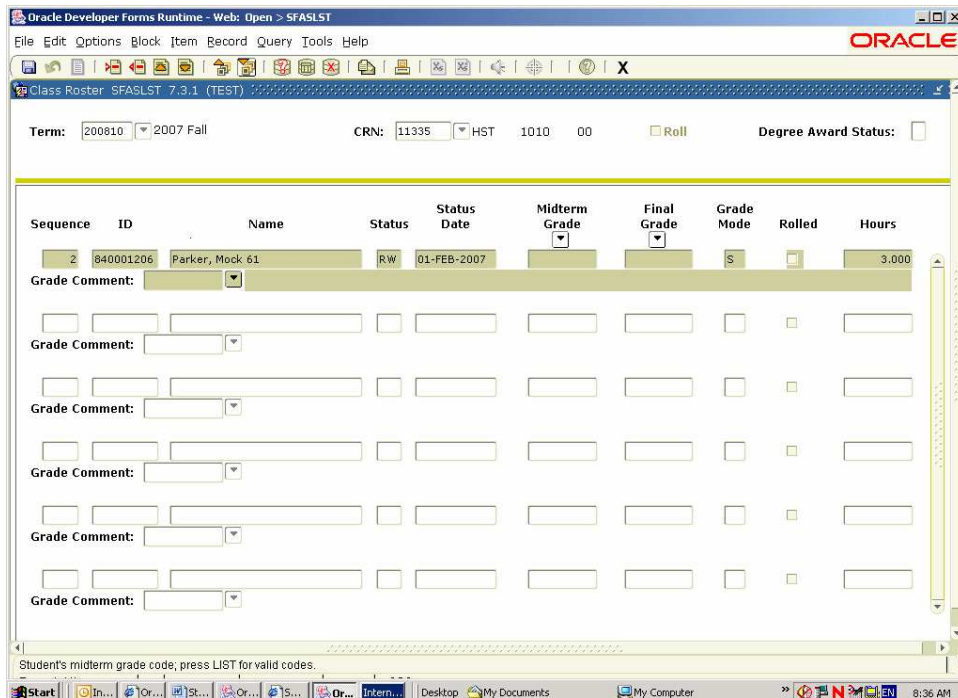
Use scroll bar on right, highlight desired course and press the Select icon
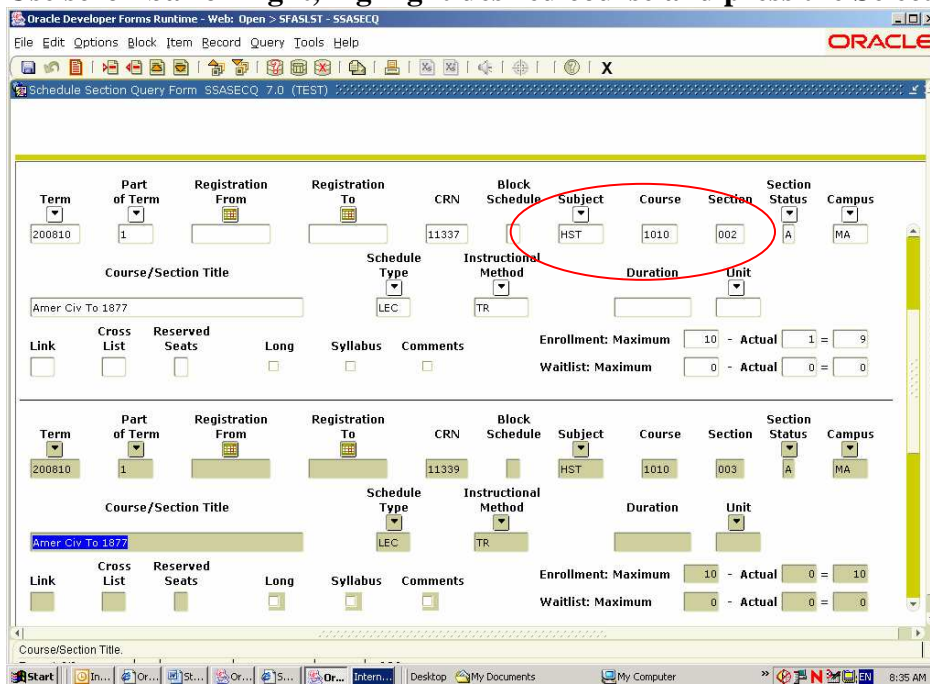
Viewing Class Roster …

You are returned to SFASLST

Perform next block [icon] **to display list**

To view another class roster click the **Rollback** icon [icon] or **Shift F7**

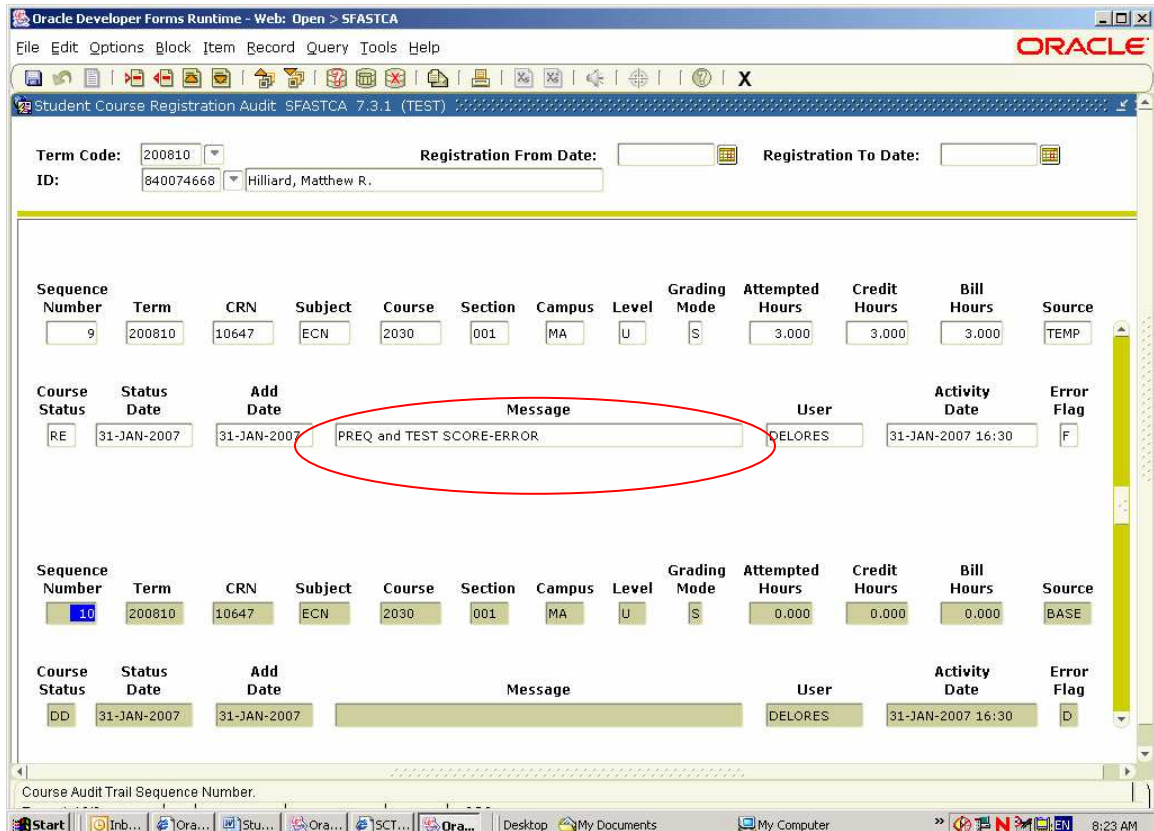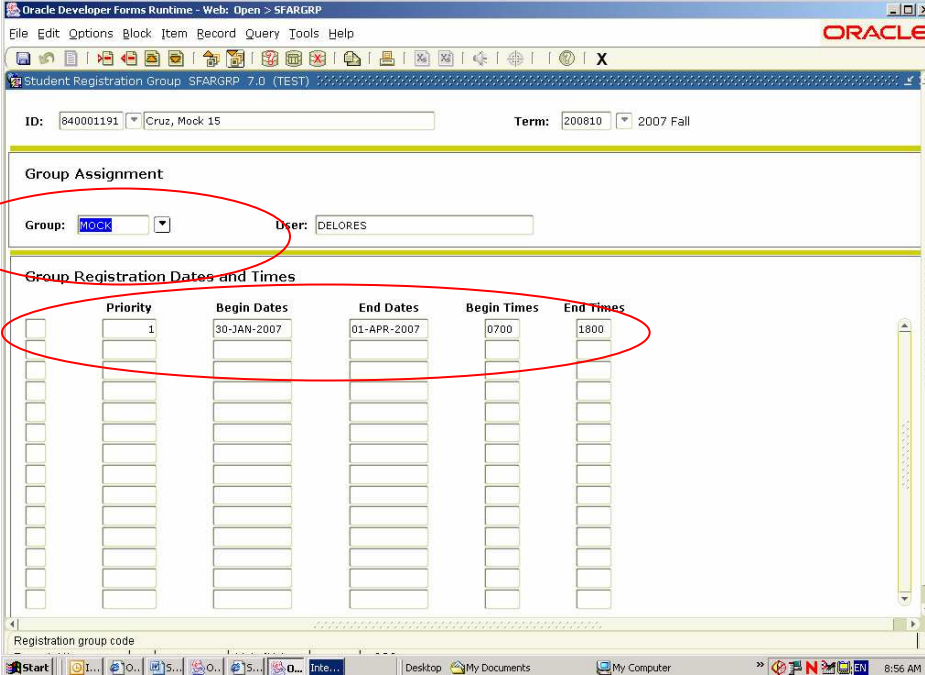To return to the General Menu click the **Exit** icon [icon] or **CTRL Q**

Viewing Student's Time Ticket

From the General menu type **SFARGRP** and press enter
In the ID field enter the student's id or perform a name search and enter a TERM

Click the next block icon

Viewing Student's Alternate PIN

From the General menu type **SPAAPIN** and press enter
In the ID field enter the student's id or perform a name search and enter a TERM

Click the next block icon
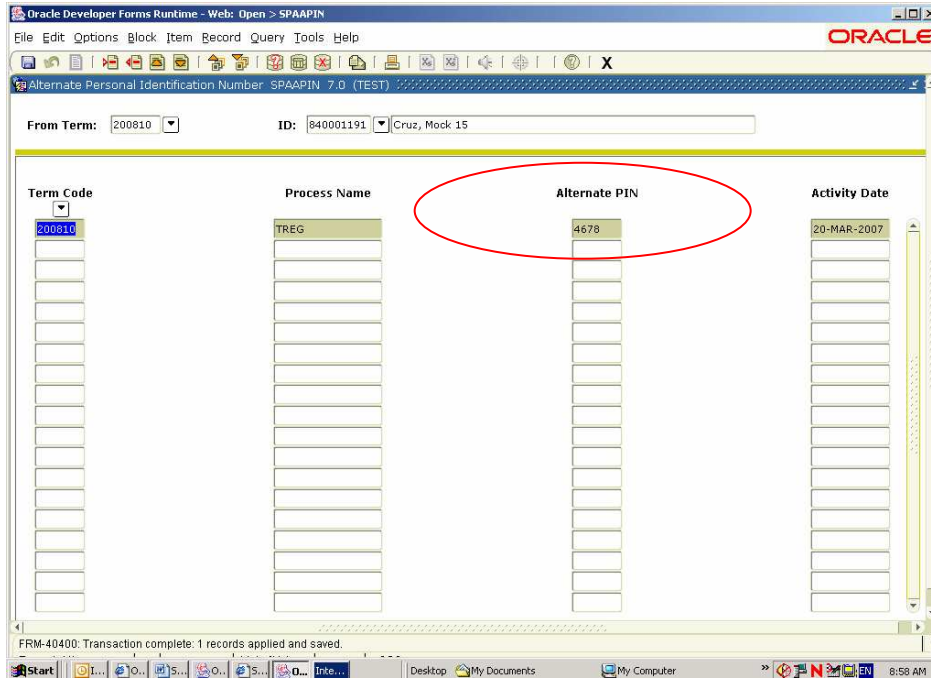
Viewing Student Holds

From the General menu type **SOAHOLD** and press enter
In the ID field enter the student's id or perform a name search.

Click the next block icon
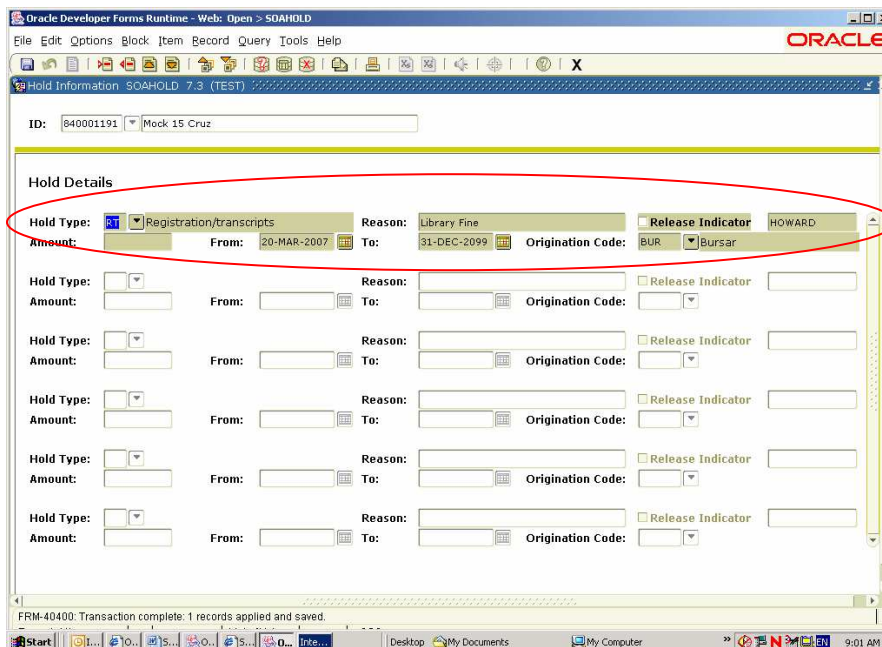
Viewing Student Comments

From the General menu type **SPACMNT** and press enter
In the ID field enter the student's id or perform a name search.

Click the next block icon

Viewing Academic Transcript

From the General menu type **SHATERM** and press enter
In the ID field enter the student's id or perform a name search.
Select Student's career level. DO NOT ENTER A TERM

Click the next block icon ⬚ to see summary hours and GPA

Viewing Student's Transcript Information …

Click the next block icon [icon] then use scroll bar on right to see term by term information

Note: Institution or Transfer indicator, 'I' UNCP credit, 'T' transfer credit

Repeat indicator, 'E' credit has been excluded, 'A' credit has been averaged into GPA

Viewing Student's UNCP Course Summary

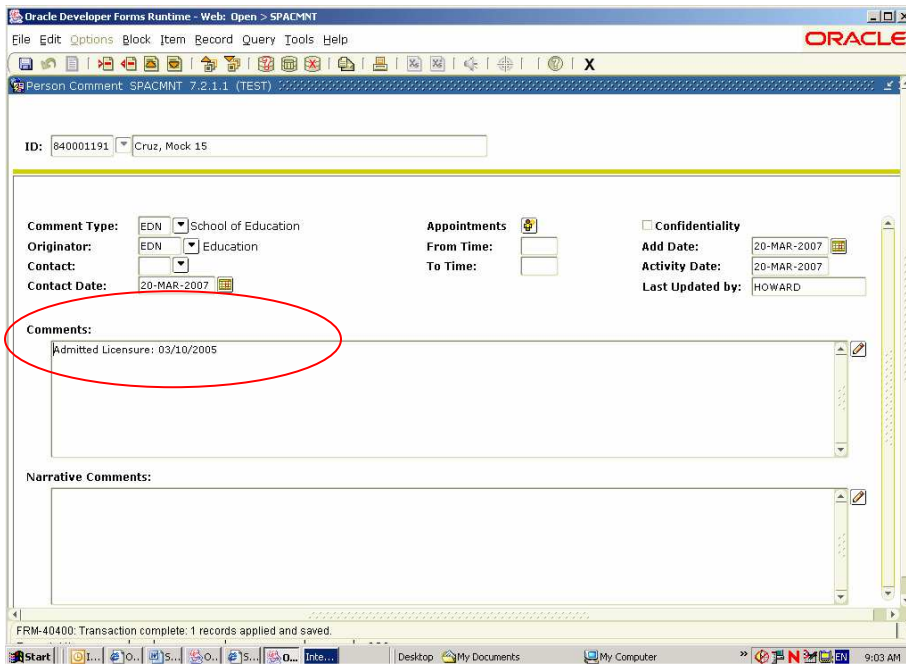**Shows all courses completed by term or if no term entered, all courses for all terms will show.**
From the General menu type **SHACRSE** and press enter.
In the ID field enter the student's id or perform a name search. MAY enter a Term.

Click the next block icon

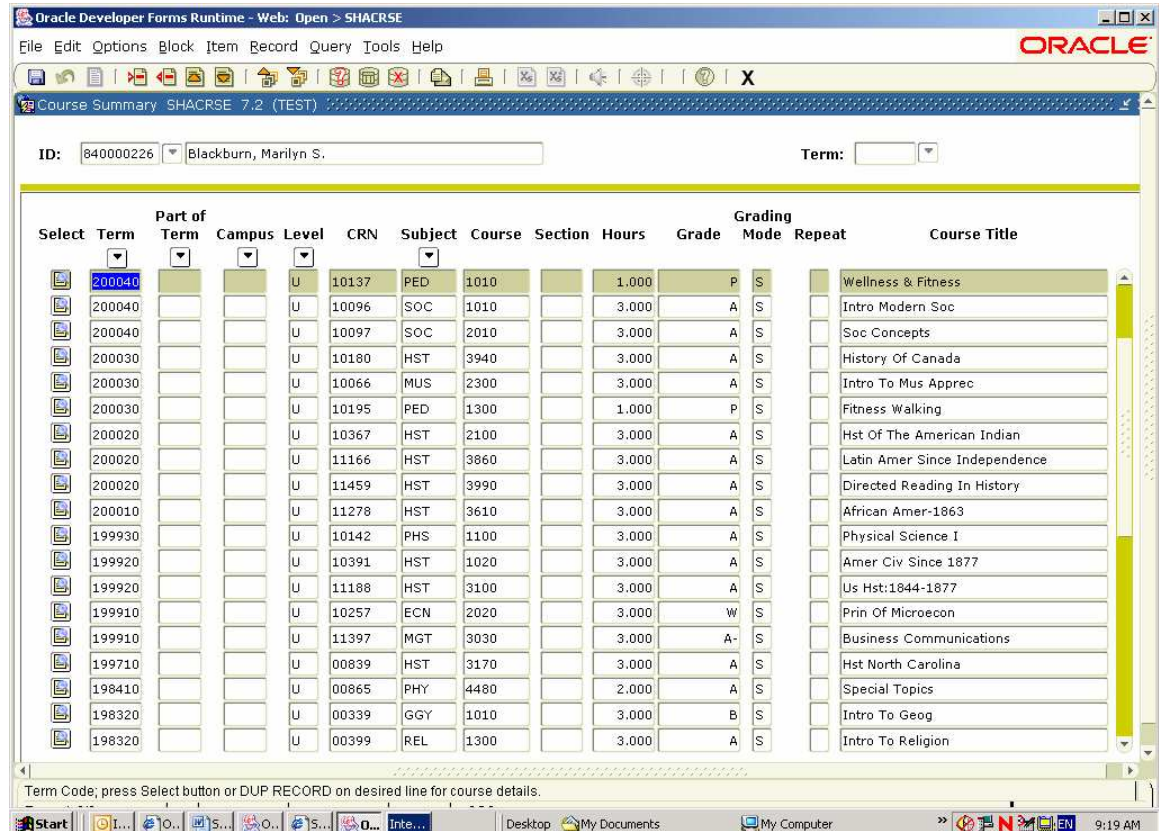| Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
	200040			U	10137	PED	1010		1.000	P	S		Wellness & Fitness
	200040			U	10096	SOC	1010		3.000	A	S		Intro Modern Soc
	200040			U	10097	SOC	2010		3.000	A	S		Soc Concepts
	200030			U	10180	HST	3940		3.000	A	S		History Of Canada
	200030			U	10066	MUS	2300		3.000	A	S		Intro To Mus Apprec
	200030			U	10195	PED	1300		1.000	P	S		Fitness Walking
	200020			U	10367	HST	2100		3.000	A	S		Hst Of The American Indian
	200020			U	11166	HST	3860		3.000	A	S		Latin Amer Since Independence
	200020			U	11459	HST	3990		3.000	A	S		Directed Reading In History
	200010			U	11278	HST	3610		3.000	A	S		African Amer-1863
	199930			U	10142	PHS	1100		3.000	A	S		Physical Science I
	199920			U	10391	HST	1020		3.000	A	S		Amer Civ Since 1877
	199920			U	11188	HST	3100		3.000	A	S		Us Hst:1844-1877
	199910			U	10257	ECN	2020		3.000	W	S		Prin Of Microecon
	199910			U	11397	MGT	3030		3.000	A-	S		Business Communications
	199710			U	00839	HST	3170		3.000	A	S		Hst North Carolina
	198410			U	00865	PHY	4480		2.000	A	S		Special Topics
	198320			U	00339	GGY	1010		3.000	B	S		Intro To Geog
	198320			U	00399	REL	1300		3.000	A	S		Intro To Religion

Term Code; press Select button or DUP RECORD on desired line for course details.

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Viewing Student's Subject Summary
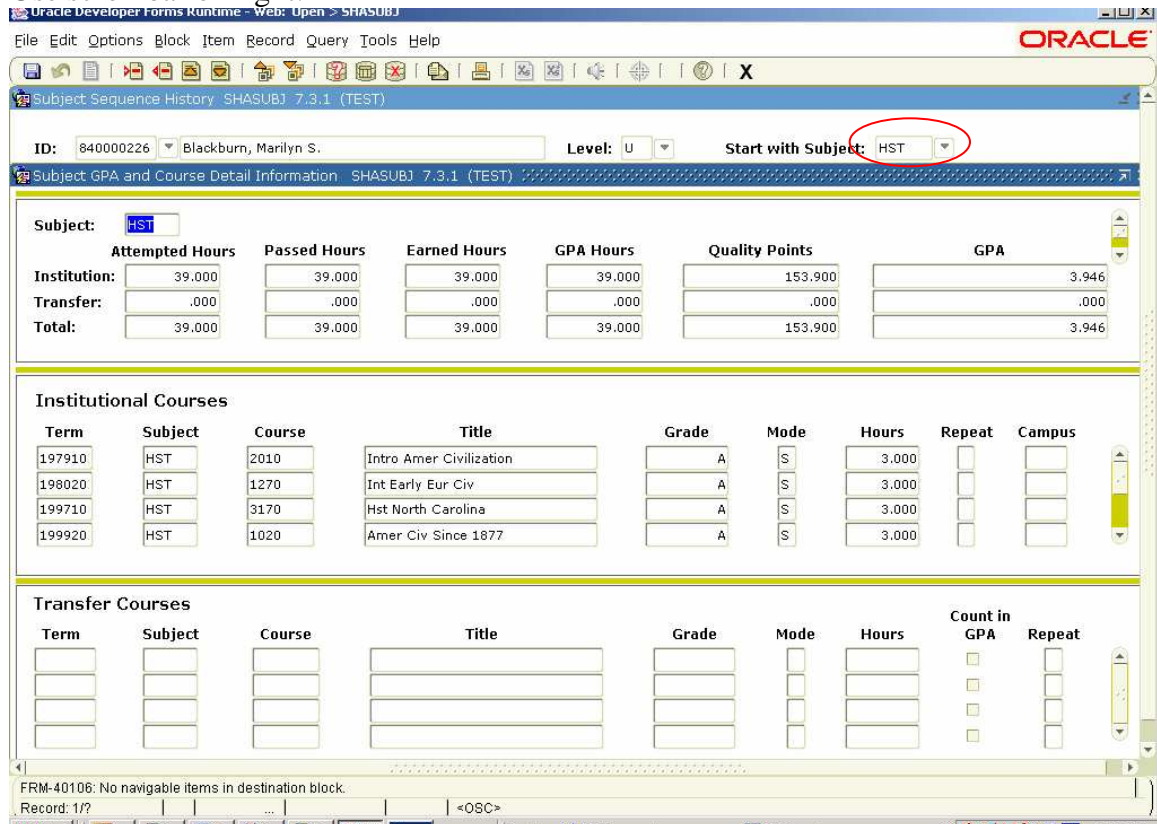**Displays GPA information by Subject.**

From the General menu type **SHASUBJ** and press enter.
In the ID field enter the student's id or perform a name search. MAY enter a subject
or leave blank to see GPA information for all subjects.

Click the next block icon [icon] to display overall summary GPA information.

Click the next block icon [icon] to display by Subject.
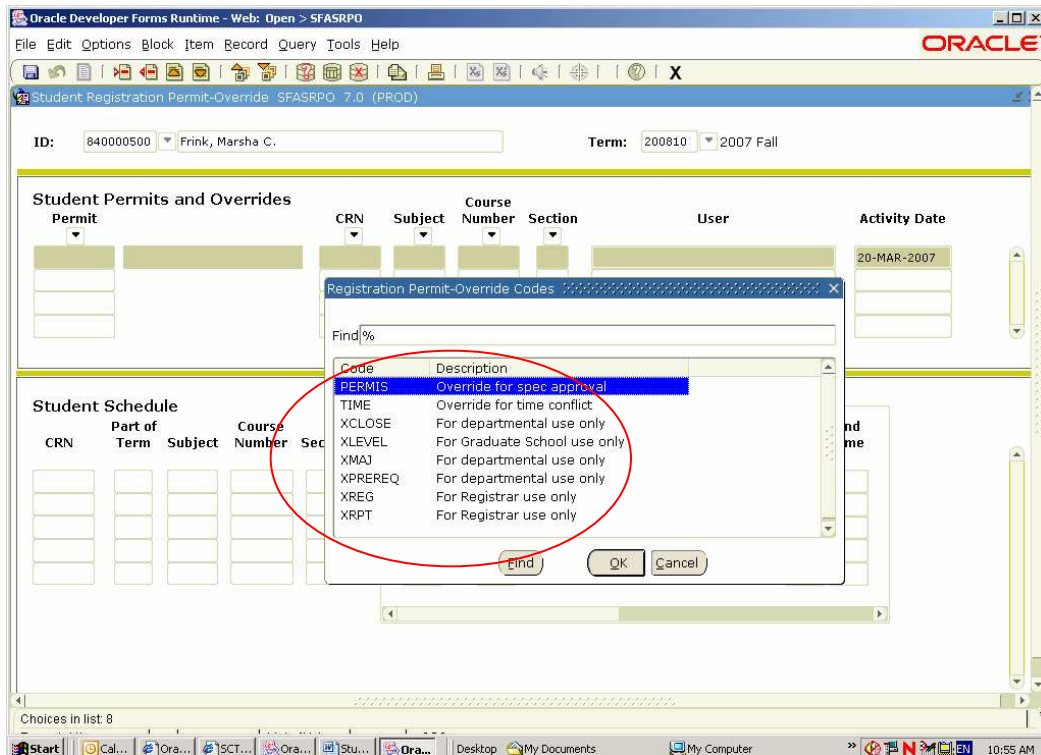Use scroll bar on right.

Issuing a Student Override

From the General menu type **SFASRPO** and press enter.
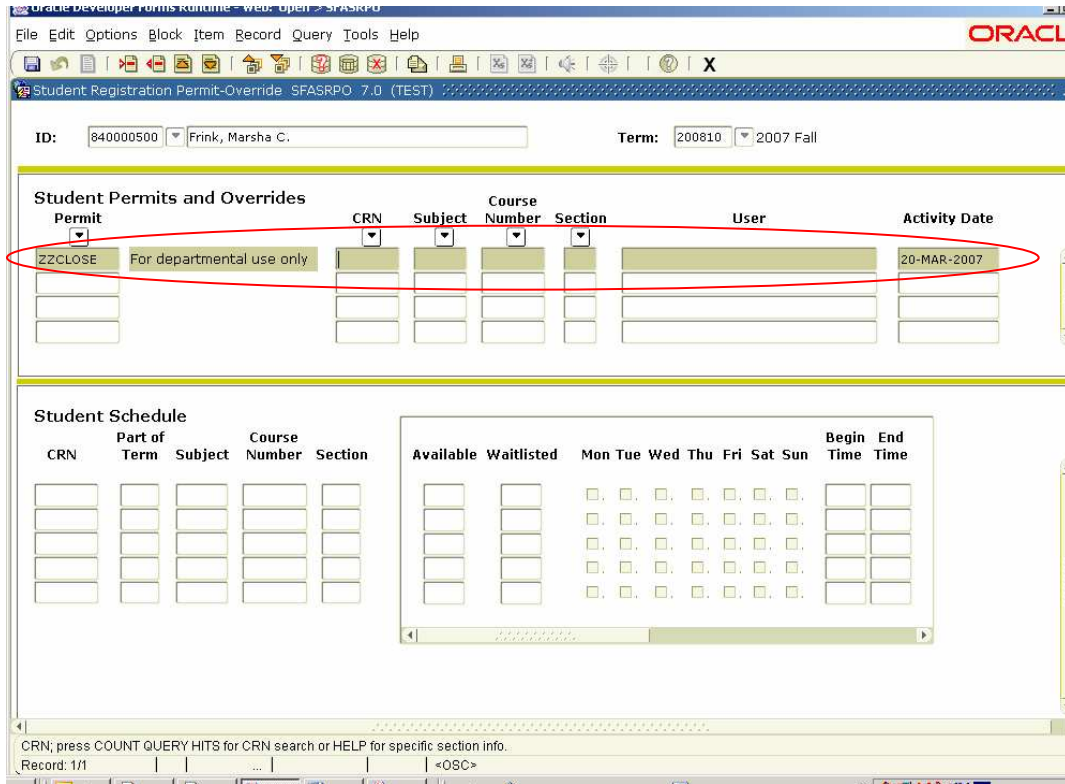In the ID field enter the student's id or perform a name search, enter a Term.

Click the next block icon
Click on the arrow under PERMIT to display values, double click on override you wish to give.

Issuing a Student Override …

If you have the CRN (course reference number), enter the CRN and press tab. If you do not know the CRN, click on arrow under CRN and click 'Search for sections'. If the course is NOT section specific, only enter the Subject and Course Number. Press the save icon **to complete the transaction**