

INTRODUCTION TO BANNER

Cabrini University
Office of Institutional Research & Effectiveness

CABRINI

TRAINING OBJECTIVES

Understand Banner security policy

Ability to access and sign into Banner

Navigate introductory Banner forms

Ability to find information located in Banner

BANNER DATA PRIVACY

Cabrini collects and maintains personal information from employees and students

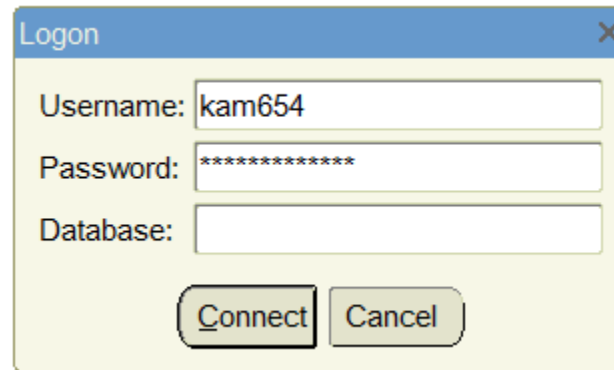
Cabrini employees have a shared responsibility to secure this data

Access and use of this data is governed by federal student privacy laws and state employee laws

Users who mismanage this data can be held liable for security breaches

ACCESSING BANNER

- Banner Link: <https://banner.cabrini.edu/>
- Use Internet Explorer
- Enter username and password
- Leave database blank
- Click Connect
- Click NO to any security warnings



A screenshot of a 'Logon' dialog box. The dialog has a blue title bar with the text 'Logon' and a close button (X). Below the title bar are three input fields: 'Username:' with the text 'kam654', 'Password:' with a masked password '*****', and 'Database:' which is empty. At the bottom of the dialog are two buttons: 'Connect' and 'Cancel'.

NAVIGATING BANNER

Banner Systems

Student

Financial
Aid

HR

Finance

Training will only focus on the Student module

BANNER FORMS

Sections in Banner are called forms

Each form has a unique name based on the following naming convention:

- System identifier (one or two characters)
- Module identifier (one character)
- Object type code (one character)
- Unique identifier (four characters)

| Item Name | System | Module | Object Type | Unique Identifier |
|-----------|------------|-----------|----------------|-------------------|
| SPAIDEN | S- Student | P- Person | A- Application | IDEN- Identity |

The module gives us a clue as to what type of information the form contains

BANNER MENU

Oracle Fusion Middleware Forms Services

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.6.4.D (CCPROD) - Thursday, March 01, 2018 - Last login Thursday, March 01, 2018 07:14:00 PM

Go To: Welcome, Kimberly Malchrowycz. Products: Menu | Site Map | Help Center

My Banner


- Banner**
 - Student [*STUDENT]
 - Alumni/Development Main [*ALUMNI]
 - Finance System Menu [*FINANCE]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]

My Links

- Change Banner Password
- Check Banner Messages
- Banner Bookshelf
- Personal Link 2
- Personal Link 3
- Personal Link 4
- Personal Link 5
- Personal Link 6

My Institution

Banner Broadcast Messages



Oracle Fusion Middleware Forms Services: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.5.3.1 (CCPROD)

ID:

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

ID: Name Type:

Person Override Name Parse

Last Name:
 First Name:
 Middle Name:
 Prefix:
 Suffix:
 Preferred First Name:
 Full Legal Name:

Non-Person

Name:

ID and Name Source

Last Update

User:
 Activity Date:
 Origin:

Original Creation

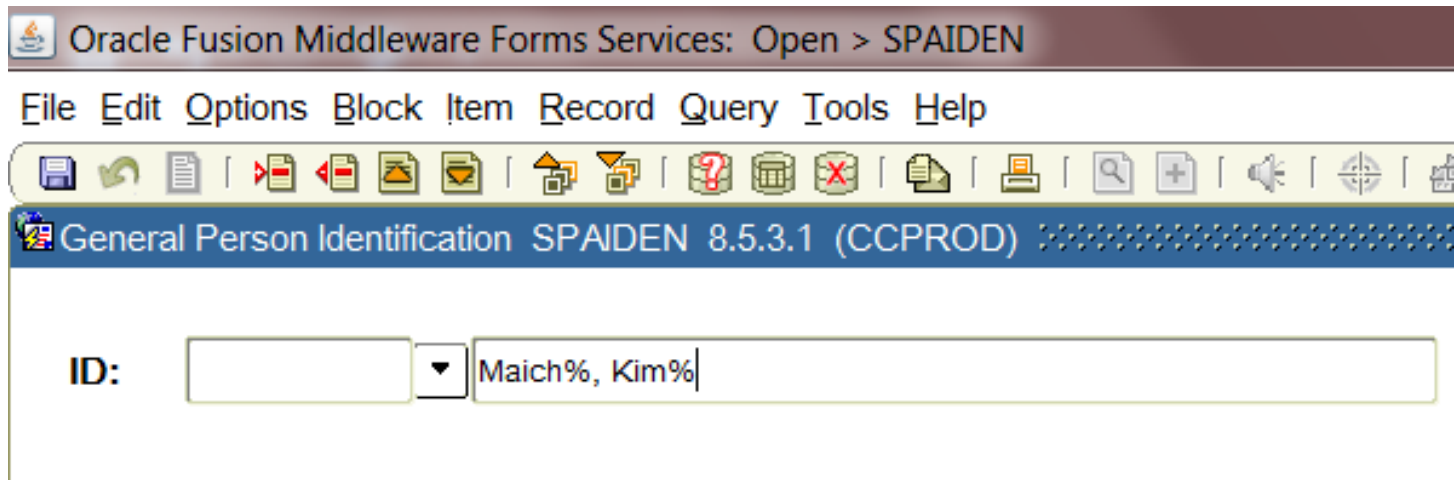
User:
 Create Date:

ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.
 Record: 1/1 <DBC>

This is the only section users can modify. Used as a search feature. You may only change information in the key block when your cursor is in the block hit Tab to move from ID block.

BANNER SEARCH

- If you are unsure of an ID number you can search by name
- A percent sign (%) can be used as a wildcard
- Tab over to the name block and enter as much information as you can to complete the search
- Press enter on the keyboard to execute search



Oracle Fusion Middleware Forms Services: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.5.3.1 (CCPROD)

ID:

BANNER TERMS

Oracle Fusion Middleware Forms Services: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment SIAASGN 8.6.0.1 (CCPROD)

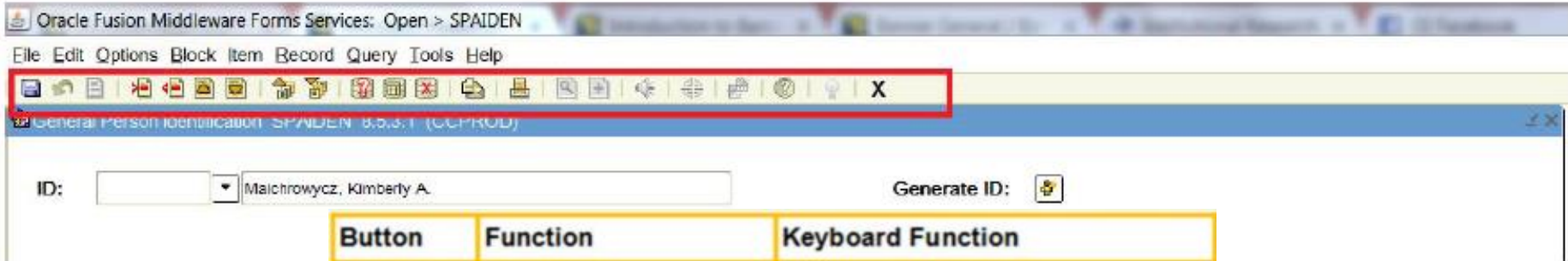
ID: Term:

Term = 4 digit academic start year + 2 digit term code

EXAMPLE: 201720

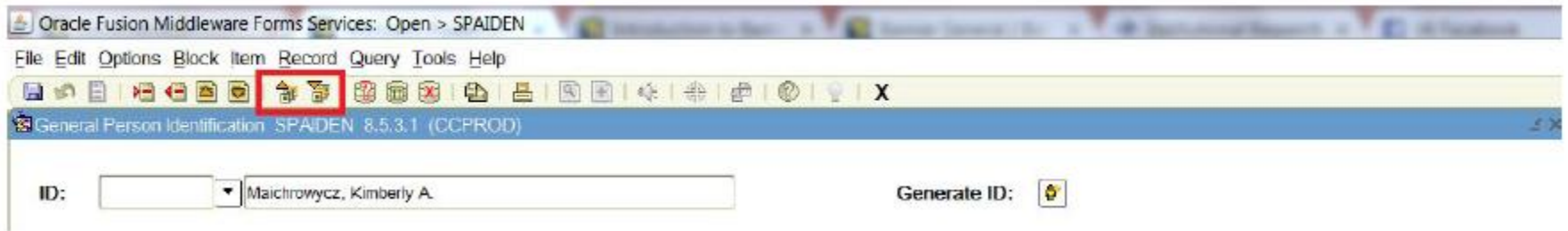
| Term Code | Term Description |
|-----------|------------------|
| 10 | Fall Term |
| 15 | Winterim Term |
| 20 | Spring Term |
| 30 | Summer Term |

BANNER FUNCTIONS



| Button | Function | Keyboard Function |
|--------|-------------------|--|
| | Save | F10 |
| | Roll Back | Shift F7 |
| | Select | Double Click (mouse) |
| | Insert Record | F6 |
| | Remove Record | Shift F6 |
| | Previous Record | Up Arrow key |
| | Next Record | Down Arrow key |
| | Previous Block | Ctrl Page Up |
| | Next Block | Ctrl Page Down |
| | Enter Query | F7 |
| | Execute Query | F8 |
| | Cancel Query | Will happen automatically when form is closed. |
| | View/Sent Message | Currently Unsupported |
| | Print | Shift F8 |

MOVING WITHIN BANNER FORMS



Previous Block and Next Block

- Next Block and Previous Block help you navigate in Banner Forms
- Each Banner Form is made up of Blocks and Fields
- Blocks are denoted by a gold band
- Fields are boxes where information is input and displayed

INTRODUCTORY BANNER FORMS

SPAIDEN

- General person identification
- Name, email, address, phone, etc.

SIAASGN

- Faculty courses taught per term
- Course, credits, course type, contract details


General Person Banner Form

SPAIDEN

Oracle Fusion Middleware Forms Services: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.5.3.1 (CCPROD)

ID: Maichrowycz, Kimberly A. Generate ID: 

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

ID: Name Type:

Person Override Name Parse

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Preferred First Name:

Full Legal Name:

Non-Person

Name:

ID and Name Source

Last Update

User:

Activity Date:

Origin:

Original Creation

User:

Create Date:

ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.
Record: 1/1 | | ... | | <OSC>

Faculty Assignment Banner Form

SIAASGN

Oracle Fusion Middleware Forms Services: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment SIAASGN 8.6.0.1 (CCPROD)

ID: Term: 201720

| CRN | Session | Subject | Course | Section | Session Credit | Institutional Credit | Percentage of Session | Primary Instructor | Override Conflicts |
|----------------------|--------------------------|----------------------|-------------------------|--------------------------|-----------------------|--------------------------|-------------------------|--------------------------|--------------------------|
| <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workload: | | <input type="text"/> | Percent Responsibility: | <input type="text"/> | Generated Credits: | <input type="text"/> | Position Number: | <input type="text"/> | |
| Override Workload: | | <input type="text"/> | Weekly Contact: | <input type="text"/> | FTE: | <input type="text"/> | Position Number Suffix: | <input type="text"/> | |
| Calculated Workload: | | <input type="text"/> | Total Contact: | <input type="text"/> | Contract Type: | <input type="text"/> | Additional Instructors: | <input type="text"/> | |
| Assignment Type: | <input type="text"/> | <input type="text"/> | Compensation Extracted: | <input type="checkbox"/> | Compensation Applied: | <input type="checkbox"/> | | | |
| <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workload: | | <input type="text"/> | Percent Responsibility: | <input type="text"/> | Generated Credits: | <input type="text"/> | Position Number: | <input type="text"/> | |
| Override Workload: | | <input type="text"/> | Weekly Contact: | <input type="text"/> | FTE: | <input type="text"/> | Position Number Suffix: | <input type="text"/> | |
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| Assignment Type: | <input type="text"/> | <input type="text"/> | Compensation Extracted: | <input type="checkbox"/> | Compensation Applied: | <input type="checkbox"/> | | | |
| <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workload: | | <input type="text"/> | Percent Responsibility: | <input type="text"/> | Generated Credits: | <input type="text"/> | Position Number: | <input type="text"/> | |
| Override Workload: | | <input type="text"/> | Weekly Contact: | <input type="text"/> | FTE: | <input type="text"/> | Position Number Suffix: | <input type="text"/> | |
| Calculated Workload: | | <input type="text"/> | Total Contact: | <input type="text"/> | Contract Type: | <input type="text"/> | Additional Instructors: | <input type="text"/> | |
| Assignment Type: | <input type="text"/> | <input type="text"/> | Compensation Extracted: | <input type="checkbox"/> | Compensation Applied: | <input type="checkbox"/> | | | |

Name: Enter a name Last, First, Middle and press enter or tab. Use the wildcard "*" if needed.

Record: 1/1

QUESTIONS

CABRINI