



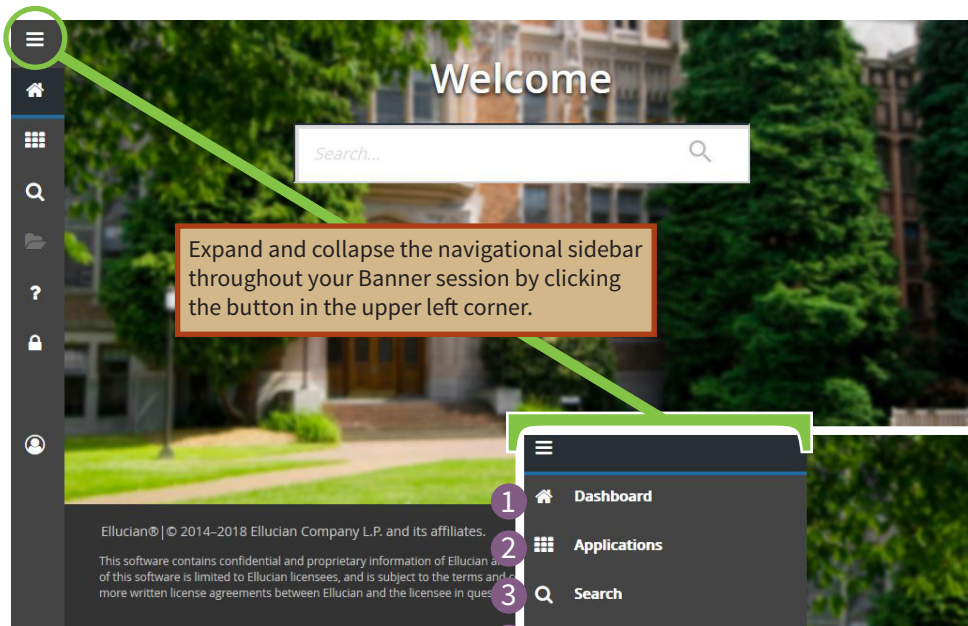
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Banner 9 Transition - Quick Reference

Introducing Application Navigator

Banner 9 is a major upgrade to the Banner Student System, providing a completely new look and feel. It is easily compatible with all mobile devices. It introduces the **Application Navigator**, a single web page to access both forms and self-service menus within a web browser.

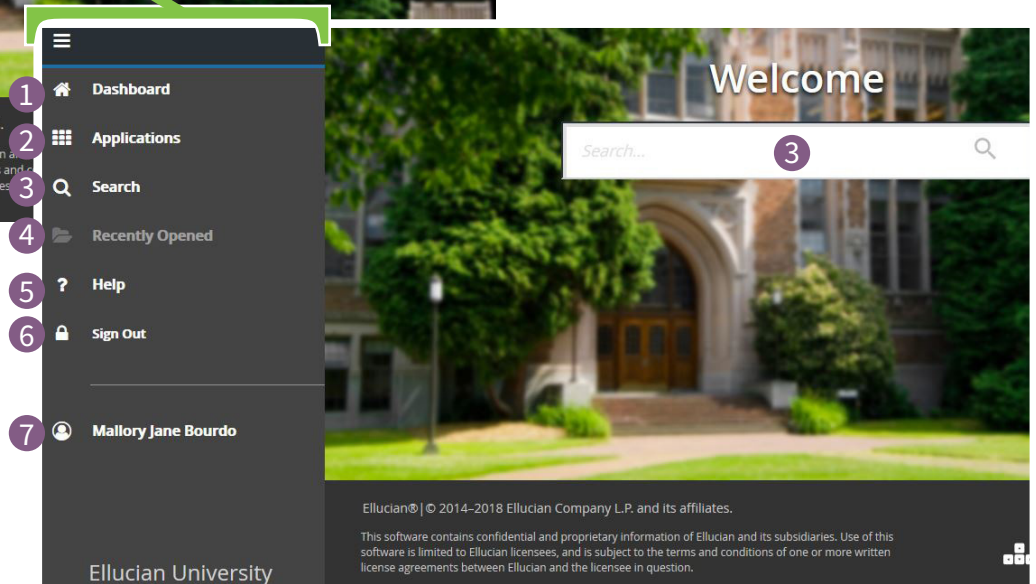
Landing/Welcome Page



- 1 **Dashboard**
takes you to the Welcome screen
- 2 **Applications**
search through the tree of all Student, Financial Aid, and General pages
- 3 **Search**
search for pages (forms) by page name (e.g. SPAIDEN) or by any word in a page description (e.g. Student Course Registration)
- 4 **Recently Opened**
view a list of all recently opened pages, and quickly access and re-open from the list
- 5 **Help**
based on the Banner page you have open at the time, this link opens an ellucian webpage providing information and help specific to the Banner page
- 6 **Sign Out**
log out of the application
- 7 **Banner User**
the name of the person logged into the Banner session

Banner 9 Features

- 'Forms' will be referred to as 'pages'
- Form names will be the same
- Mobile, tablet, and web-browser friendly
- Expand and collapse sections in a page
- Improved filtering options
- Sort and reorder columns
- Ability to find pages by description
- Application Navigator expands to the size of the browser window, and can be enlarged to the size of the computer screen



TIP:

At the beginning of the transition to the upgrade, Banner 8 (former) and Banner 9 (new) will both be accessible at the same time.

Run Banner 8 and Banner 9 side-by-side to familiarize yourself with the changes until you feel comfortable with the new Application Navigator.



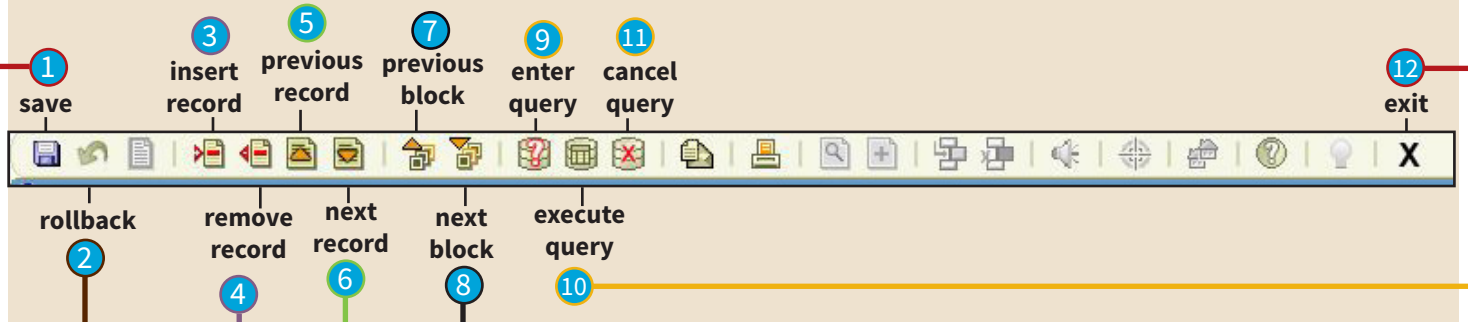
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Banner 9 Transition - Quick Reference

Introducing Application Navigator

Finding Toolbar Functions

Banner 8 Toolbar:



General Person Identification SPAIDEN 9.3.1 (B0004)

ID: 834155525 Test, Carrie M.

ADD RETRIEVE RELATED TOOLS

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

ADDRESS INFORMATION

From Date 09/26/2012 To Date Address Type MA Local Mailing Sequence Number 4

Street Line 1 1903 W Michigan Ave Street Line 2 Street Line 3

City Kalamazoo State or Province MI Michigan ZIP or Postal Code 49008-5200

County MI077 Kalamazoo Nation Telephone Type MA Local Mailing

Area Code Phone Number Extension Inactivate Address Source Delivery Point 03 Correction Digit 9 Carrier Route C095

1 of 14 Per Page Record 1 of 14

Activity Date 09/21/2017 10:40:37 AM Activity User SROSE

EDIT Record: 1/14 SPRADDR.SPRADDR_FROM_DATE [1]

SAVE ellician



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Banner 9 Transition - Quick Reference

Introducing Application Navigator

Basic Navigation

Page Header

- **Page close X icon** - always use this icon to close the page
- **Page title** - includes description, acronym, version, and database
- **Related menu button** - displays a list of pages that can be accessed from this page
- **Tools menu button** - refresh, clear record, and other options controlled by this page
- **Notification Center** (appears to the right of Tools when applicable) - displays notifications for successful save of data, warning messages, error messages, and informational messages

The screenshot displays the Banner 9 Application Navigator interface. At the top, a blue header bar contains a close icon (X), the page title 'General Student SGASTDN 9.3.9 (B0004)', and buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header, there are input fields for 'ID' (containing '834155525') and 'Term'. To the right of the 'ID' field is the text 'Test, Carrie M.' and a 'Student Summary' button. A 'Go' button is located on the far right. Below these fields, there is a 'View Current/Active' checkbox and the word 'Curricula'. A message box in the center states: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The bottom status bar shows 'EDIT', 'Record: 1/1', 'KEY_BLOCK.ID [1]', and the 'ellucian' logo.

Key Block

The first block for (most) pages that determines what data is entered or displayed on the rest of the page.

- Select the **Go** (formerly *Next Block*) button to leave the key block and access the body of the page.
- Return to the Key Block from within the body of the page by clicking the **Start Over** (formerly *Rollback*) button.



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Banner 9 Transition - Quick Reference

Introducing Application Navigator

Basic Navigation

Sections

- **Sections** (formerly *Blocks*) are accessed by scrolling up and down the page.
- Sections can be collapsed or opened by clicking on the **small arrow** on the left side of the section header.
- Section headers include icons for the following actions:
 - **Insert** - insert records in the section
 - **Delete** - delete records in the section
 - **Copy** - copy records in the section
 - **Filter** - filter records in the section

Tabs

General Student SGASTDN 9.3.9 (B0004)

ID: 834155525 Test, Carrie M. Term: View Current/Active Curricula: []

ADD RETRIEVE RELATED TOOLS

Start Over

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

GENERAL LEARNER

From Term 201840 To Term 999999

New Term 201840 ... Fall 2018 Residence In state Resident Student Centric Cycle

Student Status AS ... Active Fee Assessment RDIF ... Rec Initiation Fee Pd or Exmpt Full or Part Time Full Time Part Time None

Student Type C ... Continuing Class SR Senior

Additional Information Site Block

Session Citizenship Y Citizen

1 of 44

Record 1 of 44

CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
1	201840	PDP-Pre-Public ...	201840	Undergraduate		Health & Human Ser...	Pre-Degree Prog...			

Record 1 of 1

FIELD OF STUDY SUMMARY

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201840	Major	Pre-Public Health	Intrdis Health Prog. School of	

Record 1 of 1

Attached to Major Details

Activity Date 11/22/2017 09:57:55 AM Activity User OLIVERK

SAVE

EDIT Record: 1/44 SGBSTDN.SGBSTDN_TERM_CODE_EFF [1] ellucian

Bottom Section Navigation

- **Previous Section button** - takes you backward in the sections (Alt + Page Up)
- **Next Section button** - takes you forward in the sections (Alt + Page Down)
- **Activity Date** - time stamp for the most recent creation or modification to the record
- **Activity User** - BroncoID of the user who made the most recent creation or modification to the record
- **Save button** - saves changes to the record
- **Record** - shows the total number of records in that section, and your position within the records



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Banner 9 Transition - Quick Reference

Introducing Application Navigator

Menu Options

Information, pages (forms), and functions previously located in the Options drop-down menu in Banner 8 can now be found in the Banner 9 **Related** and **Tools** drop-down menus. Functions previously located in the Records drop-down menu in Banner 8 can now be found along the upper right header of the form.

[Banner 8]

Record Query

Previous

Next

Scroll Up

Scroll Down

Clear

Remove

Insert

Duplicate

Lock

[Banner 9]

General Student SGASTDN 9.3.9 (B0004)

ID: 834155525 Test, Carrie M. Term: View Current/Active Curricula: []

ADD RETRIEVE RELATED TOOLS

Start Over

Miscellaneous

Insert Delete Copy Filter

From Term 201840 To Term 999999

New Term 201840 Fall 2018

Student Status AS Active

Student Type C Continuing

Additional Information

Site Session

1 of 44 Per Page

CURRICULA SUMMARY - PRIMARY

Priority Term Program Catalog

1 201840 PDP:Pre-Public 201840

1 of 1 Per Page

Search

Student Mail [SUAMAIL]

All Learner Curricula [SOILCUR]

Graduation Application [SHAGAPP]

Degrees and Awards [SHADEGR]

Assign Advisors to Student [SGAADVR]

Student Cohorts and Attributes [SGASADD]

High School Information [SOAHSCH]

Prior College Information [SOAPCOL]

Sports Participation by Term [SGASPRT]

View Students Schedule of Classes [SFAREGQ]

Term Course Maintenance [SHAINST]

Appointments and Contacts [SOAAPPT]

System Data Summary [GUASYST]

Define Curriculum Rules [SOACURR]

Telephones [SPATELE]

SAVE ellucian

Item Properties

Display ID Image

Exit Quickflow

About Banner

OPTIONS

Student Information

Academic Status

Graduation Status

Curriculum

Study Path

Communication Plan

Miscellaneous Student Information

Dual Degree Information

Student Activities

Veteran Information

SAVE

[Banner 8]

Options Block Item Record Query Tool

Student Information

Student Activities

Veteran Information

Student Comments

Student Mail [SUAMAIL]

All Learner Curricula [SOILCUR]

Graduation Application [SHAGAPP]

Degrees and Awards [SHADEGR]

Assign Advisors to Student [SGAADVR]

Student Cohorts and Attributes [SGASADD]

High School Information [SOAHSCH]

Prior College Information [SOAPCOL]

Sports Participation by Term [SGASPRT]

Term Course Maintenance [SHAINST]

Appointments and Contacts [SOAAPPT]

System Data Summary [GUASYST]

Define Curriculum Rules [SOACURR]

Telephones [SPATELE]

Person Comment [SPACMNT]



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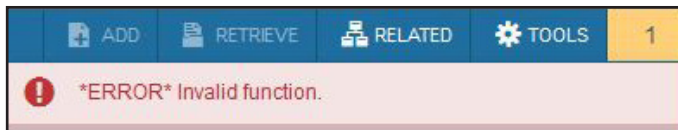
Banner 9 Transition - Quick Reference

Introducing Application Navigator

System Messages

The Notification Center is located to the right of the Tools menu, and only displays **if** there is an active notification. The following types of information are displayed:

Error Messages are red.



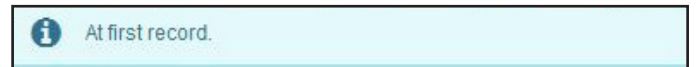
Warning Messages are yellow.



Successful Save of Data Messages are green.



Informational Messages are blue.



To dismiss the notification message, click on the yellow notification box.

Student Course Registration SFAREGS 9.3.10 (B0004)

Term: 201830 ID: 834155525 Test, Carrie M. Date: 08/08/2018 Holds: View Current/Active Curricula: ☐ Print Bill: ☐ Start Course

Print Schedule: ☒

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL ... Eligible to Register Status Date 08/08/2018 Minimum * 0.000 ... Source MHR Reason ... Maximum * 10.000 ... Source MHR Process Block ☐ Delete All CRNs ☐ Acceptance ☐ Confirmed ☒ None ☐ Accept

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Rec
...											<input type="checkbox"/>

Error Flag Status Type

Record 1 of 1

ENROLLMENT TOTALS

Fees * N - Create collector record Date Credit Hours Bill Hours CEU Hours

SAVE

EDIT Record: 1/1 SFTREGS.SFTREGS_CRN [1] ellucian



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Banner 9 Transition - Quick Reference

Introducing Application Navigator

Search/Query

If you need to search or query for the information for a 'field' (e.g. a WIN, a student's name, a course section), select the **button with three dots** to the right of the field.

1

2



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Banner 9 Transition - Quick Reference

Introducing Application Navigator

Search/Query

3

Person Search SOAIDEN 9.3.5 (B0004)

PERSON SEARCH

Active filters:
Last Name : test
First Name : carrie

See the active filters used here.
Click the minus button to remove an active filter.

Click Filter Again to change or add search filters.

Click on any of the column headings to sort the the column alphabetically.

Click on the desired row

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Su
834155525	Test	Carrie	D		Name Change		
834155525	Test	Carrie	Donetello		Name Change		
834155525	Test	Carrie			Name Change		
834155525	Test	Carrie	myname				
834155525	Test	Carrie	do not refund		Name Change		
834155525	Test	Carrie			Name Change		
D840687	Test	Carrie			ID Change		
TESTC	Test	Carrie			ID Change		

Record 1 of 8

Case Insensitive Query Case Sensitive Query

Once desired record is selected from the search results, click Select.

CANCEL SELECT

4

General Student SGASTDN 9.3.9 (B0004)

Toggle Menu

ID: 834155525 Test, Carrie M.

Term: View Current/Active: Curricula

Student Summary

Go

Enter any additional required fields if necessary (e.g. Term) and click Go.

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



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Banner 9 Transition - Quick Reference

Introducing Application Navigator

Common Keyboard Shortcuts

Function	Banner 8 Shortcut (old)	Banner 9 Shortcut (new)
Next Section (<i>formerly Next Block</i>)	Ctrl + Page Down	Alt + Page Down
Previous Section (<i>formerly Previous Block</i>)	Ctrl + Page Up	Alt + Page Up
Next Field/Item	Tab	Tab
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4
Clear One Record	Shift + F4	Shift + F4
Rollback / Start Over	Shift + F7	F5
Clear All in Section		Shift + F5
Insert / Create Record	F6	F6
Delete Record	Shift + F6	Shift + F6
Enter Query	F7	F7
Execute Query	F8	F8
List of Values	F9	F9
Save	F10	F10
Print	Shift + F8	Ctrl + P
First Page		Ctrl + Home
Last Page		Ctrl + End
Today's Date Autofill	any letter key, Enter	any letter key, Enter