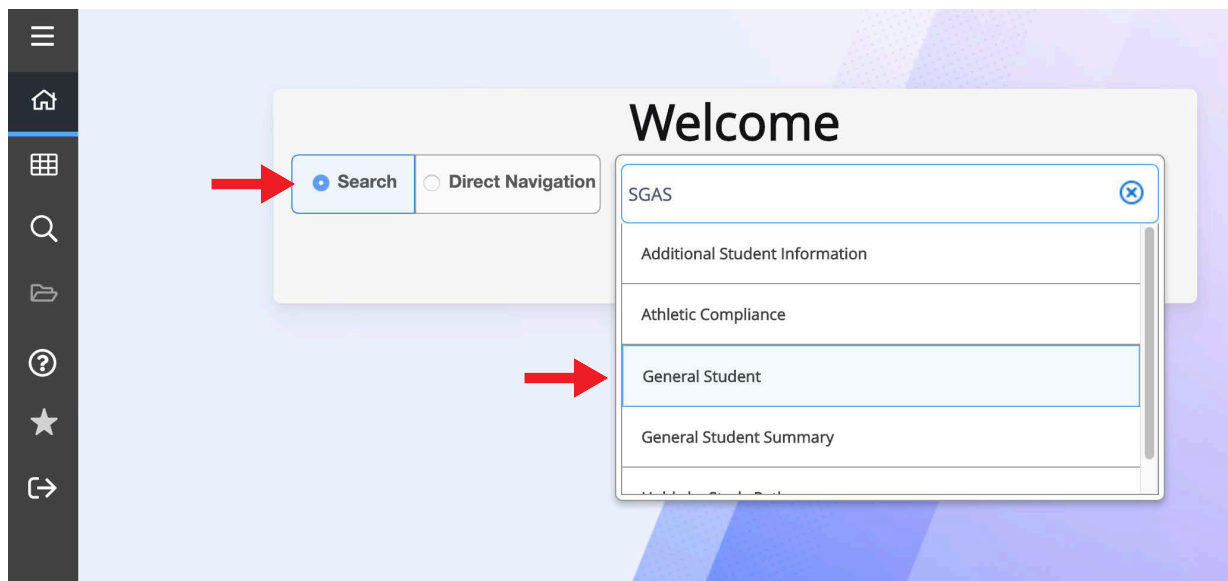


## Banner 9 Navigation – Student Advisors

This document details step by step how to navigate in Banner 9 through **two** processes commonly used by Student Advisors. The methods shown are designed to be applied in a generic way to other Banner 9 *pages* (formally called *forms* in Banner 8).

### General Student (SGASTDN)

From the Dashboard/Homepage in Banner 9, ensure "Search" is selected and begin to type the letters of either the page code or the page title if the page code is not known. The example below shows how the application searches automatically as you enter letters – by entering *SGAS*, we can see page options available and we select SGASTDN (note: scrollbar on the right shows more options).



This will bring up the SGASTDN key block (*see on next page*)

In the SGASTDN key block:

If you have their U Number handy, enter it into the “ID” field and click “Go”, alternatively, to locate the employee without having their U Number, 1) click the three dots “...” at the end of the ID field to open the Option List popup (shown below) and 2) click “Person Search”:

Once the *Person Search Form (SOAIDEN)* loads, 3) enter some of their details into the appropriate fields, here we are searching on a ‘fake’ student using their name: *Mickey Mouse* and 4) click “Go”

From the returned results, 5) double click within the selected student’s record / line:

Continued over page

... and you will be redirected to the SGASTDN page where the U Number will populate the ID field. 6) Click “Go” on the right-hand side of the page:

ellucian General Student SGASTDN 9.3.12 (TSTR)

ID: U01522719 ... Student Summary

Mouse, Mickey

Term: ... View Current/Active: ☐ Curricula

6 Go

This loads the details for the student in SGASTDN as seen below.

Note that the “Learner” section is shown first by default. To Advance to the next section (Curricula), 7a) click the **Next Section** down arrow (in grey) just above the “Record 1/2” in the page footer. Alternatively, 7b) click directly on the “Curricula” tab to the right of the “Learner” tab and that will also load the “Curricula” section.

ellucian General Student SGASTDN 9.3.12 (TSTR)

ID: U01522719 Mouse Term: View Current/Active Curricula: ☐ Start Over

**Learner** Curricula 7b Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

GENERAL LEARNER

From Term 201870 To Term 999999

New Term 201870 ... Fall 2018 Residence N ... In State (New York) Student Centric Cycle ...

Student Status AS ... Active Fee Assessment ... Full or Part Time ☐ Full Time ☐ Part Time ☒ None

Student Type F ... First Time Class FR Freshmen

Additional Information

Site ... Block ...

Session ... Citizenship Y U.S.Citizen

1 of 2 Record 1 of 2

CURRICULA SUMMARY - PRIMARY

| Priority | Term   | Program          | Catalog | Level         | Campus        | College                 | Degree             | End | Outcome Key |
|----------|--------|------------------|---------|---------------|---------------|-------------------------|--------------------|-----|-------------|
| 1        | 201870 | Basic Accounting | 201870  | Undergraduate | New York City | Adult & Continuing E... | Pre Baccalaurea... |     |             |

1 of 1 Record 1 of 1

FIELD OF STUDY SUMMARY

Attached to Major Details

| Priority | Term   | Type  | Field of Study | Department                     | Attached to Major |
|----------|--------|-------|----------------|--------------------------------|-------------------|
| 1        | 201870 | Major | Accounting     | Adult and Continuing Education |                   |

1 of 1 Record 1 of 1

7a

Activity Date 17-Oct-2018 02:47:07 PM Activity User JHURLEY\_TMP

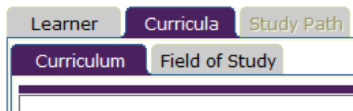
Record: 1/2 SGBSTDN.SGBSTDN\_TERM\_CODE\_EF... ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE

Curricular section shown next page

## The Curricular section loads.

Note that in Banner 9, the *Curriculum* and *Field of Study* are now in separate sections stacked vertically. In Banner 8 they were presented as two separate tabs under the Curricular tab:

## Banner 8 comparison:



## New Banner 9 configuration:

The screenshot shows the Banner 9 configuration interface for a student's curriculum and field of study. The interface is divided into several sections:

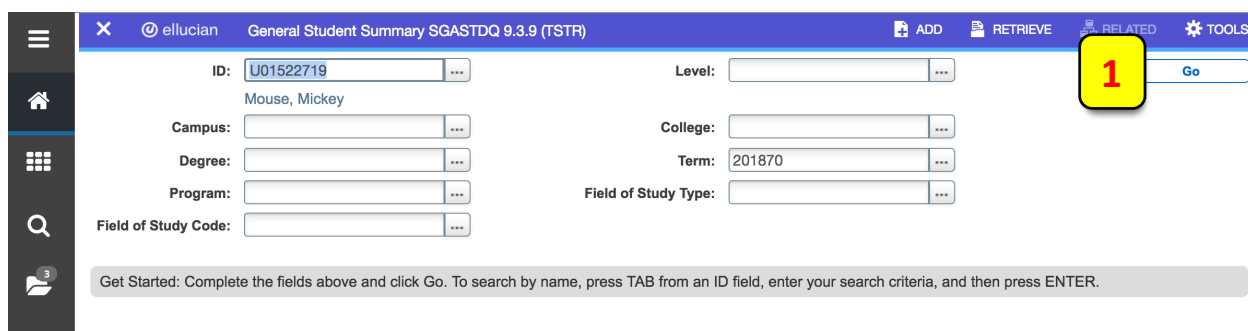
- Header:** Includes the student ID (U01522719), name (Mouse, Mickey), term (201870), and a 'View Current/Active Curricula' checkbox. There are also buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'.
- Navigation:** A sidebar on the left contains icons for home, search, and other functions. The top navigation bar includes tabs for 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'.
- Curriculum / Field of Study:** This section contains two main sub-sections:
  - CURRICULUM:** Includes buttons for 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'. Below these is a table with columns: 'Current', 'Activity', 'Key Sequence', 'Term', 'Term Description', 'End Term', and 'End Term Description'. The table shows one record with 'ACTIVE' status, key sequence '99', term '201870', and term description 'Fall 2018'. Below the table is a pagination bar showing '1 of 3' records and '1 Per Page'.
  - FIELD OF STUDY:** Includes buttons for 'Attached Concentrations' and 'Inactivate'. Below these is a table with columns: 'Current', 'Activity', 'Status', 'Term', 'Type', 'Type Description', 'Priority', and 'Catalog'. The table shows one record with 'ACTIVE' status, 'INPROGRESS' status, term '201870', type 'MAJOR', type description 'Major', priority '1', and catalog '201870'. Below the table is a pagination bar showing '1 of 1' records and '3 Per Page'.
- Field of Study Details:** This section contains a table with columns: 'Field of Study', 'Department', 'Attached to Major', 'Full or Part Time', 'Start Date', 'End Date', and 'Rolled'. The table shows one record with 'ACC' field of study, 'ACE' department, 'Accounting' type, 'Adult and Continuing Education' type description, 'Start Date' and 'End Date' fields, and a 'Rolled' checkbox.

The bottom of the interface includes a status bar with 'Activity Date 17-Oct-2018 02:47:07 PM', 'Activity User JHURLEY\_TMP', and a 'SAVE' button. The footer contains the text 'EDIT Record: 1/3 SORLCUR.SORLCUR\_CACT\_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.'.

Next page: SGASTDQ

## General Student Summary (SGASTDQ)

From the Dashboard/Homepage in Banner 9, type SGASTDQ and click “Go” or hit the “Enter” key on the keyboard. The SGASTDQ Key-Block will load. As we were already working with Mr. Mouse, his U Number will auto-populate the “ID” field. In some cases, Banner will jump directly to the detail page shown directly beneath the below Key-Block image, but if not, 1) click “Go” on the right-hand side of the page.



General Student Summary SGASTDQ 9.3.9 (TSTR)

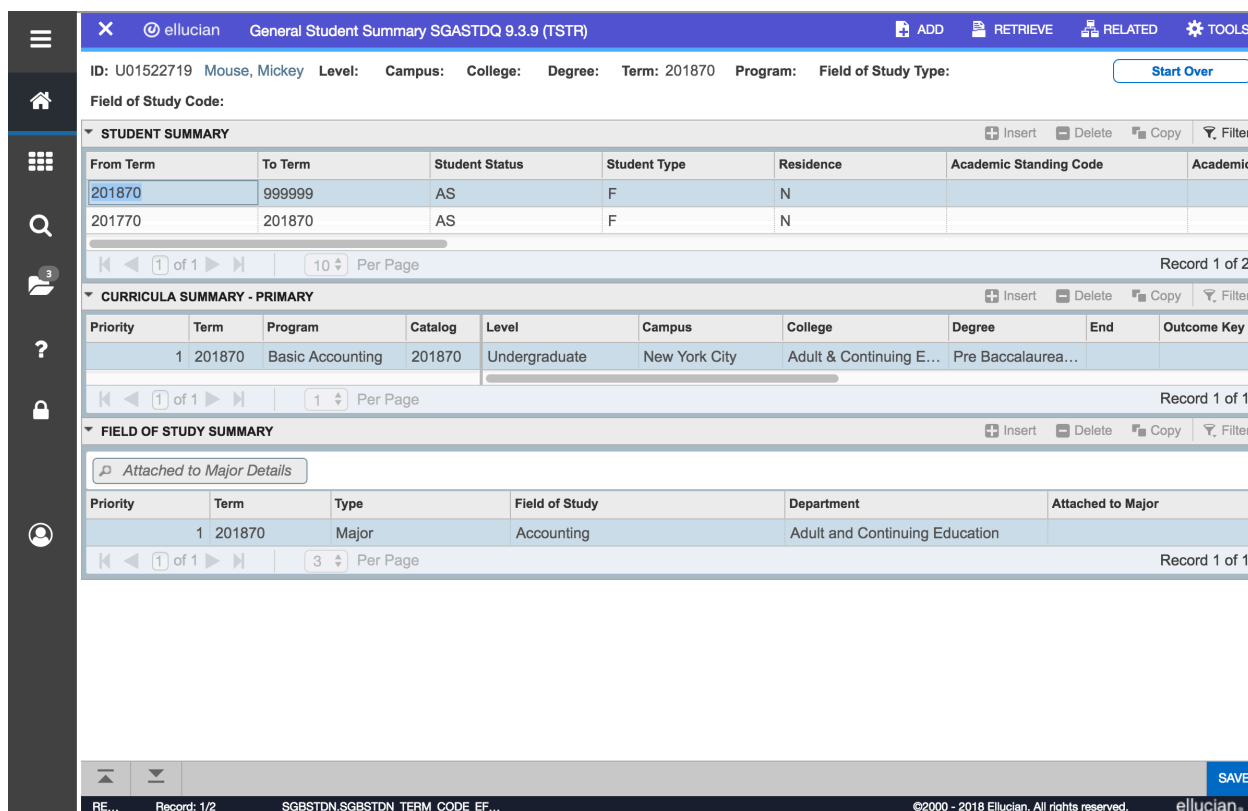
ID: U01522719 Level: Campus: College: Degree: Term: 201870 Program: Field of Study Code:

Mouse, Mickey

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.

Here is the detail within the *General Student Summary* page:



General Student Summary SGASTDQ 9.3.9 (TSTR)

ID: U01522719 Mouse, Mickey Level: Campus: College: Degree: Term: 201870 Program: Field of Study Code: Start Over

Field of Study Code:

**STUDENT SUMMARY**

| From Term | To Term | Student Status | Student Type | Residence | Academic Standing Code | Academic |
|-----------|---------|----------------|--------------|-----------|------------------------|----------|
| 201870    | 999999  | AS             | F            | N         |                        |          |
| 201770    | 201870  | AS             | F            | N         |                        |          |

Record 1 of 2

**CURRICULA SUMMARY - PRIMARY**

| Priority | Term   | Program          | Catalog | Level         | Campus        | College                 | Degree             | End | Outcome Key |
|----------|--------|------------------|---------|---------------|---------------|-------------------------|--------------------|-----|-------------|
| 1        | 201870 | Basic Accounting | 201870  | Undergraduate | New York City | Adult & Continuing E... | Pre Baccalaurea... |     |             |

Record 1 of 1

**FIELD OF STUDY SUMMARY**

Attached to Major Details

| Priority | Term   | Type  | Field of Study | Department                     | Attached to Major |
|----------|--------|-------|----------------|--------------------------------|-------------------|
| 1        | 201870 | Major | Accounting     | Adult and Continuing Education |                   |

Record 1 of 1

SAVE

RE... Record: 1/2 SGBSTDN.SGBSTDN\_TERM\_CODE\_EF... ©2000 - 2018 Ellucian. All rights reserved. ellucian

End of document.