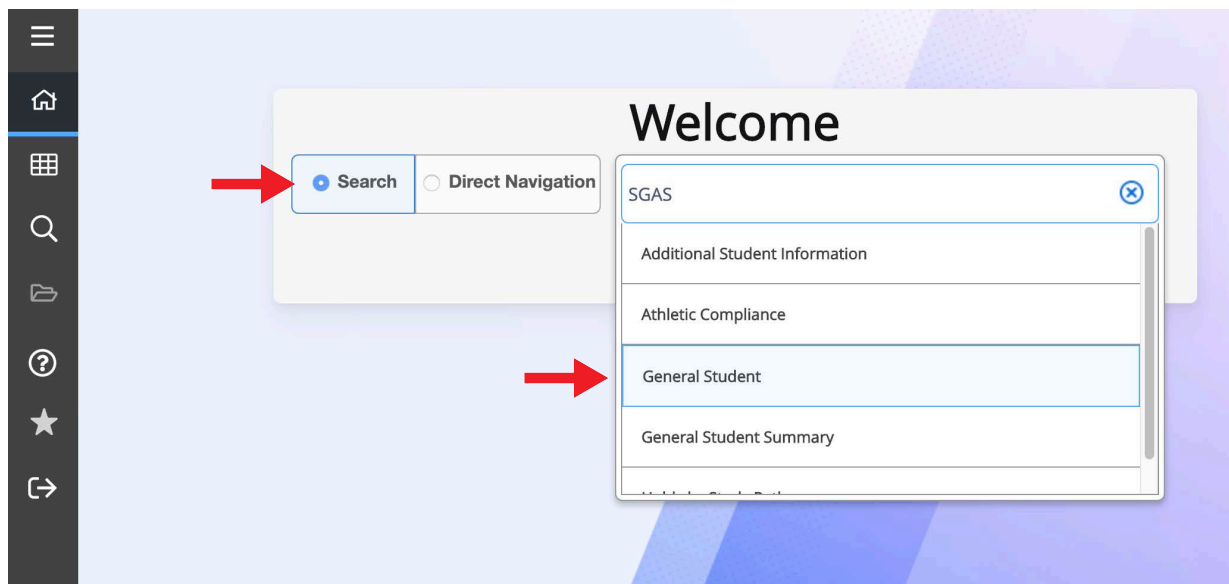


Banner 9 Navigation – Student Advisors

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)

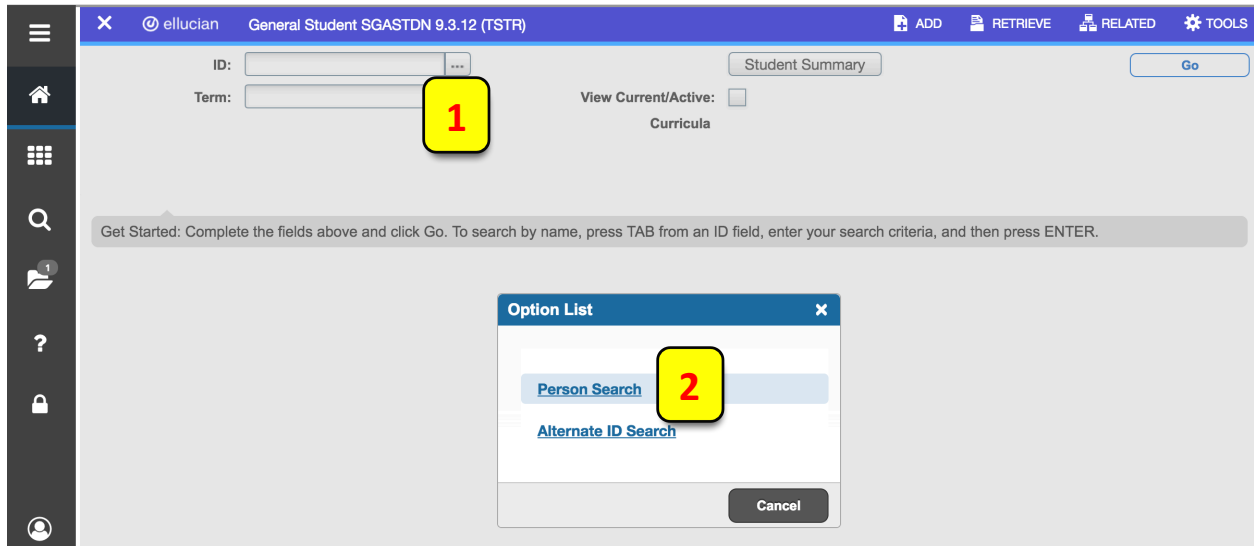
From the Dashboard/Homepage in Banner 9, ensure "Search" is selected and begin to type the letters of either the page code or the page title if the page code is not known. The example below shows how the application searches automatically as you enter letters – by entering *SGAS*, we can see page options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



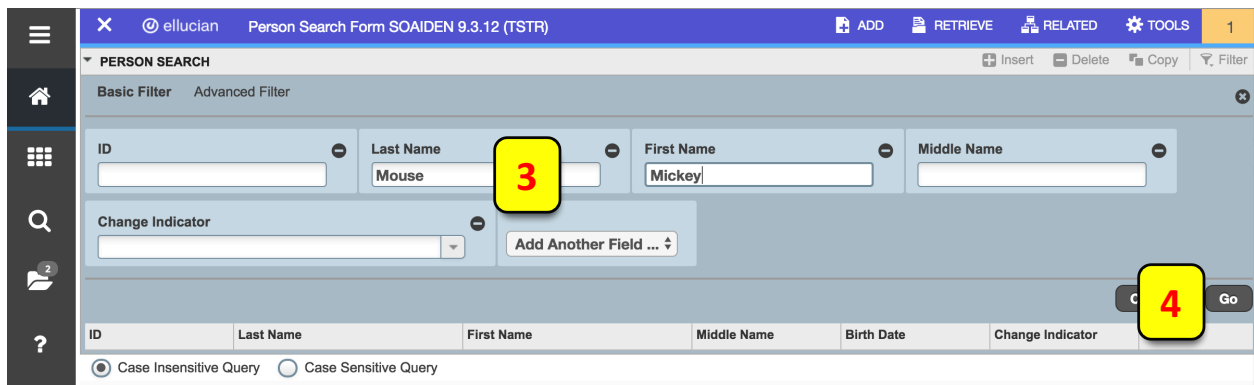
This will bring up the SGASTDN key block (*see on next page*)

In the SGASTDN key block:

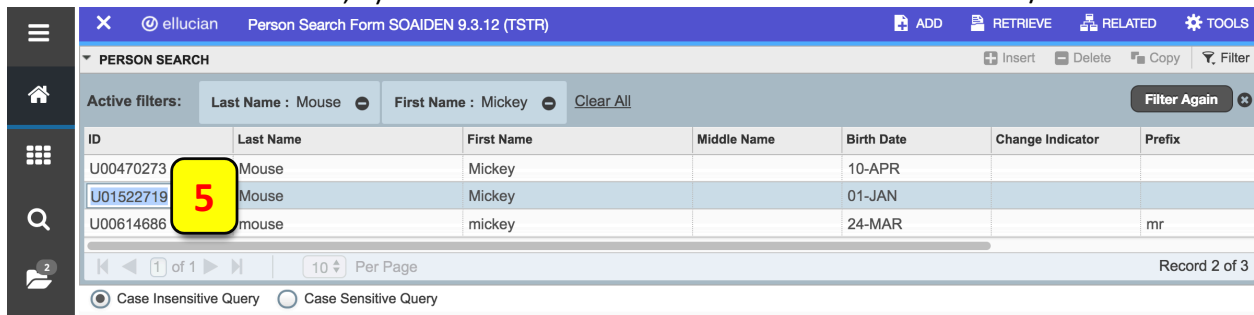
If you have their U Number handy, enter it into the “ID” field and click “Go”, alternatively, to locate the employee without having their U Number, 1) click the three dots “...” at the end of the ID field to open the Option List popup (shown below) and 2) click “Person Search”:



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”

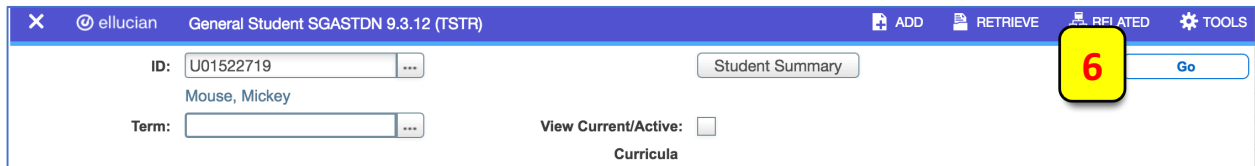


From the returned results, 5) double click within the selected student’s record / line:



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

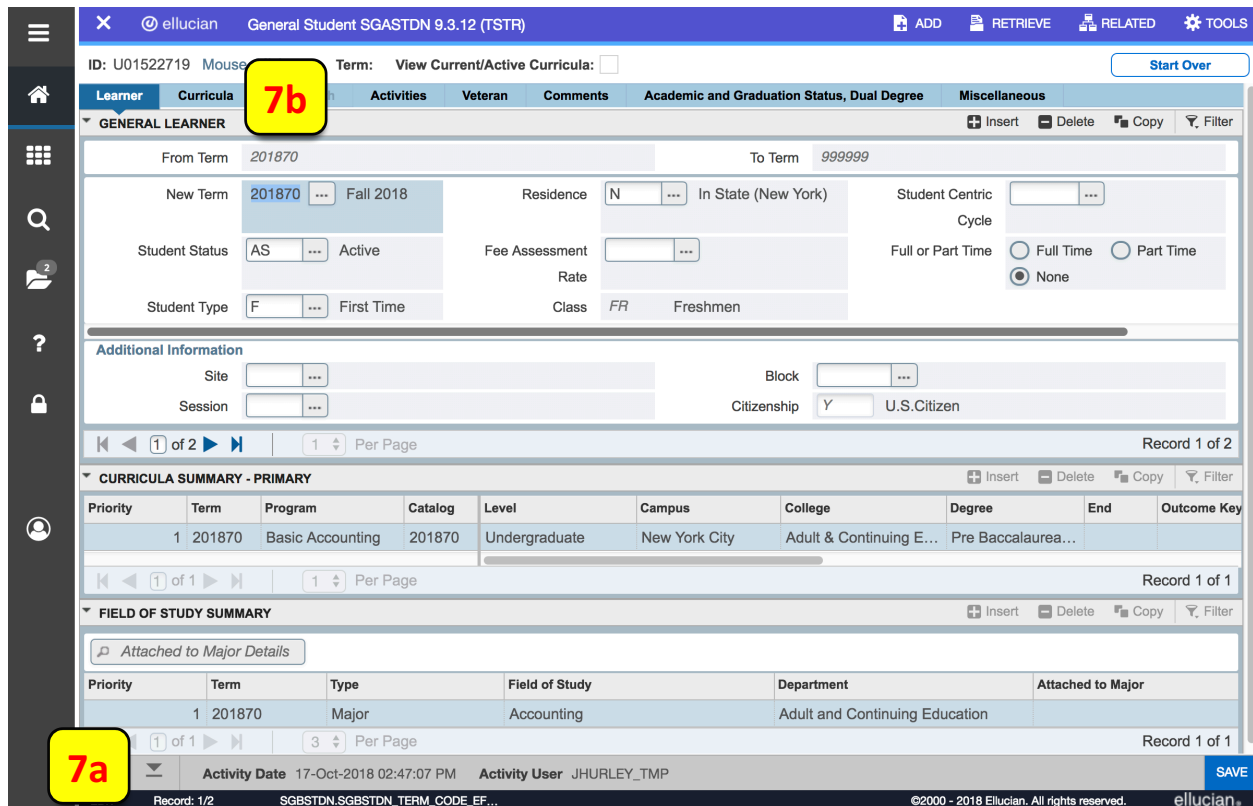
Term: View Current/Active:

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 Rate 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

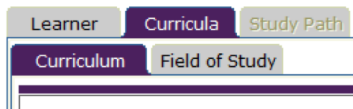
Record: 1/2 SGBSTDN.SGBSTDN_TERM_CODE_EF... ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE

Curricular section shown next page

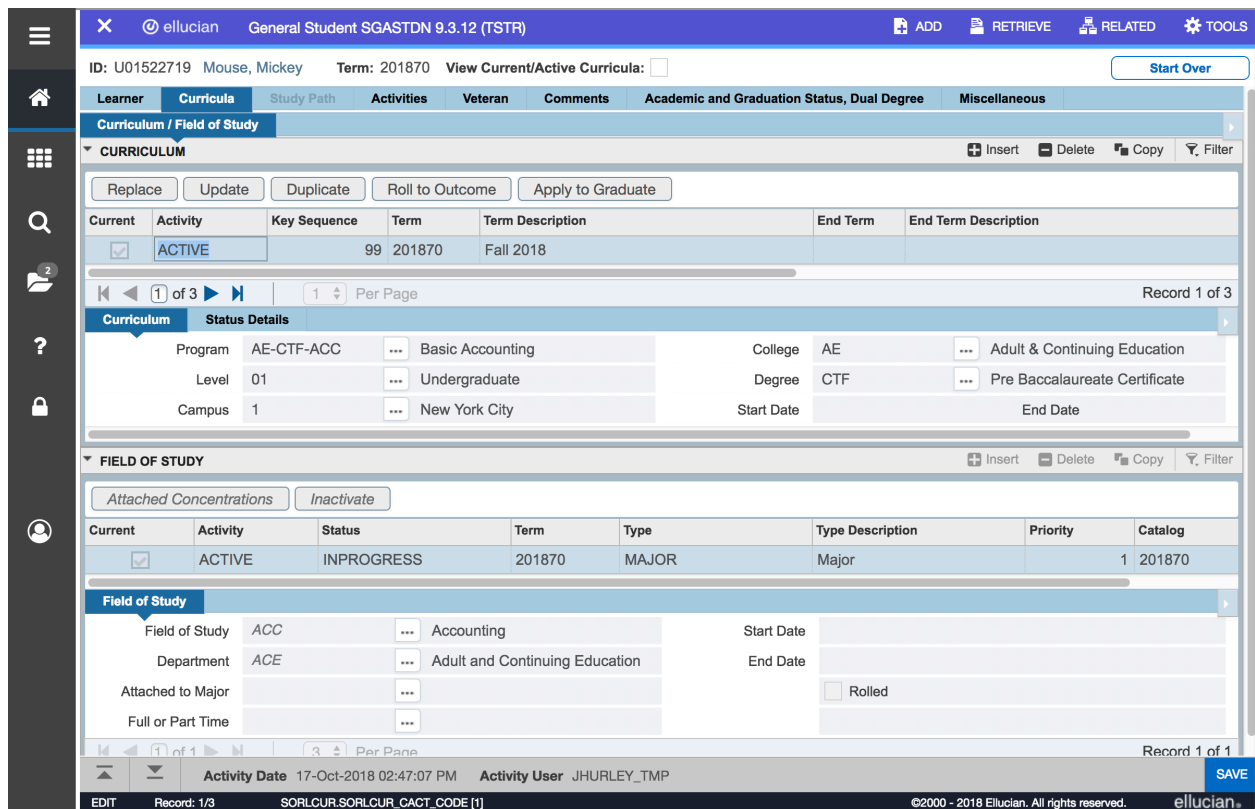
The Curricular section loads.

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 displays the Banner 9 interface for a student record. The top navigation bar includes 'Learner', 'Curricula', and 'Study Path'. The 'Curricula' section is active, showing a table with one record for 'ACTIVE' in Fall 2018. Below this is the 'FIELD OF STUDY' section, which includes a table with one record for 'MAJOR' in 2018. The interface also features a sidebar with navigation icons and a footer with system information.

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201870	Fall 2018		

Program	Level	Campus	College	Degree	Start Date	End Date
AE-CTF-ACC	01	1	AE	CTF		

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201870	MAJOR	Major	1	201870

Field of Study	Department	Attached to Major	Full or Part Time	Start Date	End Date
ACC	ACE				

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.

ellucian General Student Summary SGASTDQ 9.3.9 (TSTR) ADD RETRIEVE RELATED TOOLS

ID: U01522719 Level: ...

Mouse, Mickey

Campus: ... College: ...

Degree: ... Term: 201870

Program: ... Field of Study Type: ...

Field of Study Code: ...

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:

ellucian General Student Summary SGASTDQ 9.3.9 (TSTR) ADD RETRIEVE RELATED TOOLS

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

Field of Study Code:

STUDENT SUMMARY + Insert - Delete Copy Filter

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 + Insert - Delete Copy Filter

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 + Insert - Delete Copy Filter

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

RE... Record: 1/2 SGBSTDN.SGBSTDN_TERM_CODE_EF... ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE

End of document.