



**Banner Student  
Look Up  
Information  
Training**

(Updated February, 2008)

# Table of Contents

<b>SEE ACADEMIC STANDING (SHAINST, SHATERM, SGASTDQ)</b> .....	<b>1</b>
SEE ACADEMIC STANDING – END OF TERM .....	1
SEE ACADEMIC STANDING – CURRENT .....	2
SEE ACADEMIC STANDING – SNAPSHOT (END OF TERMS) .....	2
<b>SEE THE ASSIGNED INSTRUCTOR FOR CLASS(ES)</b> .....	<b>3</b>
SEE ASSIGNED INSTRUCTOR (BANNER ADMIN).....	3
SEE ASSIGNED INSTRUCTOR (PUBLIC ACCESS) .....	4
<b>SEE THE REGISTRATION AUDIT TRAIL (SFASTCA)</b> .....	<b>5</b>
INTERPRETING THE AUDIT TRAIL.....	6
<b>SEE CLASS ROSTER(S) (SFASLST, TOOLKIT)</b> .....	<b>9</b>
SEE CLASS ROSTER (BANNER ADMIN) .....	9
SEE CLASS ROSTER (BLACKBOARD/WEBCT TOOLKIT).....	10
SEE CLASS ROSTER (BANNER SELF-SERVICE: INSTRUCTORS OF RECORD ONLY).....	10
<b>SEE CONTACT INFORMATION (SOADDRQ, SPATELE, GOAEMAL, SPAEMRG)</b> .....	<b>12</b>
SEE CONTACT INFORMATION: ADDRESS(ES) .....	13
SEE CONTACT INFORMATION: PHONE NUMBER(S) .....	13
SEE CONTACT INFORMATION: EMAIL ADDRESS(ES) .....	13
SEE CONTACT INFORMATION: EMERGENCY CONTACTS .....	14
<b>SEE CURRICULUM DESIGNATION (SGASTDN)</b> .....	<b>14</b>
SEE CURRICULUM DESIGNATION .....	15
<b>SEE CLASS(ES) ENROLLMENT (COUNTS) (SSASECT)</b> .....	<b>17</b>
SEE ENROLLMENT COUNTS (BANNER ADMIN OPTION 1) .....	17
SEE ENROLLMENT COUNTS (BANNER ADMIN OPTION 2).....	18
SEE ENROLLMENT COUNTS (PUBLIC ACCESS).....	18
<b>FIND A PERSON</b> .....	<b>20</b>
FINDING PERSONS: SOAIDNS.....	21
FINDING PERSONS: IMPORTANT NOTES.....	22
<b>SEE GPAS (SOAHSCH, SHATERM, SHASUBJ, CAPP, SZFSHTM)</b> .....	<b>23</b>
SEE GPA: TRANSFER WORK.....	23
SEE GPA: GAPPED (AUBURN ONLY) .....	24
SEE GPA: WITHIN MAJOR/PROGRAM .....	25
SEE GPA: OVERALL .....	27
SEE GPA: BY SUBJECT AREA.....	27
SEE GPA: HIGH SCHOOL .....	28
SEE GPA: UNGAPPED.....	29
<b>SEE GRADES (SFASLST, SHATERM, SHACRSE, SHASUBJ)</b> .....	<b>30</b>
SEE GRADES – BY CLASS ROSTER (BANNER ADMIN) .....	30
SEE STUDENT GRADES (BANNER ADMIN): .....	31
<b>SEE HOLDS FOR A STUDENT (SOAHOLD)</b> .....	<b>33</b>

SEEING HOLDS (FROM REGISTRATION) .....	33
SEEING HOLDS (FROM HOLD SCREEN) .....	34
IMPORTANT INFORMATION REGARDING HOLDS .....	34
<b>FINDING MEETING TIME/PLACE FOR CLASS(ES).....</b>	<b>34</b>
<b>FINDING ROOM SIZES (CAPACITIES) .....</b>	<b>35</b>
FINDING ROOM CAPACITIES .....	35
<b>FIND A ROOM USAGE (SSAMATX).....</b>	<b>36</b>
SIMPLE ROOM USAGE SEARCH .....	36
ROOM ASSIGNMENTS BY CLASS/COURSE .....	37
ROOM USAGE BY DAY OF THE WEEK.....	38
ROOM USAGE FOR NON-CLASS RELATED USES .....	38
EXTRACTING ROOM USAGE INFORMATION.....	39
EXTRACTING QUERY DATA FROM BANNER .....	40
IMPORTING DATA INTO EXCEL (2007).....	41
<b>SEE STUDENT SCHEDULES (SFAREGQ) .....</b>	<b>44</b>
SEE STUDENT SCHEDULE (BANNER ADMIN).....	44
SEE STUDENT SCHEDULE (AU ACCESS).....	45
<b>SEE TEST SCORES (SOATEST) .....</b>	<b>46</b>
SEE TEST SCORES .....	46
<b>SEE TRANSFER WORK (SHATRNS, SHATERM).....</b>	<b>47</b>
SEE TRANSFER WORK .....	48
SEE TRANSFER WORK: TOTAL TRANSFER GPA (ALL TRANSFER INSTITUTIONS) .....	49
<b>SEE TRANSCRIPT INFORMATION (SHATERM).....</b>	<b>50</b>
SEE TRANSCRIPT INFORMATION .....	50
<b>RUNNING REPORTS IN BANNER ADMIN .....</b>	<b>52</b>
<b>CLASS SCHEDULE REPORT (SSRSECT).....</b>	<b>52</b>
ACCESSING THE CLASS SCHEDULE REPORT.....	53
CREATING AN ELECTRONIC CLASS SCHEDULE REPORT .....	53
<b>SCHEDULED SECTION TALLY REPORT.....</b>	<b>59</b>
CREATING AN ELECTRONIC SCHEDULED SECTION TALL REPORT.....	59
<b>PREPARING BANNER REPORTS AS TEXT FILES.....</b>	<b>63</b>
SAVING BANNER REPORTS FOR FORMATTING .....	63
SAVING BANNER REPORTS – STEP BY STEP.....	64
SAMPLE SCHEDULE REPORT OUTPUT .....	67
<b>QUICK REFERENCE: .....</b>	<b>70</b>
NAVIGATION IN BANNER .....	70
SEE ACADEMIC STANDING .....	71
SEE ASSIGNED INSTRUCTOR.....	71
SEE THE REGISTRATION AUDIT TRAIL.....	71
SEE CLASS ROSTERS.....	72
SEE CONTACT INFORMATION.....	72
SEE CURRICULUM DESIGNATION .....	73

SEE ENROLLMENT COUNTS .....73  
FIND A PERSON .....74  
SEE GPAs .....74  
SEE GPA: UNGAPPED.....75  
SEE GRADES.....75  
SEEING HOLDS.....76  
FINDING MEETING TIME/PLACE FOR CLASS(ES) .....76  
FINDING ROOM CAPACITIES .....76  
FINDING ROOM USAGE .....77  
EXTRACTING ROOM USAGE INFORMATION.....77  
SEEING A STUDENT SCHEDULE.....78  
SEE TEST SCORES .....78  
SEE TRANSFER WORK .....78  
SEE TRANSCRIPT INFORMATION .....79  
RUNNING REPORTS IN BANNER ADMIN (SAMPLES).....79

# See Academic Standing (SHAINST, SHATERM, SGASTDQ)

There are three different ways of seeing a student’s academic standing in Banner Admin. The first is the academic standing as of the end of a specific term. The second is the current academic standing, and the last is via a snapshot of all terms the student has been enrolled. Regardless of the particular view of academic standing, the codes you will see will be the same. Those codes are listed below, with their meanings.

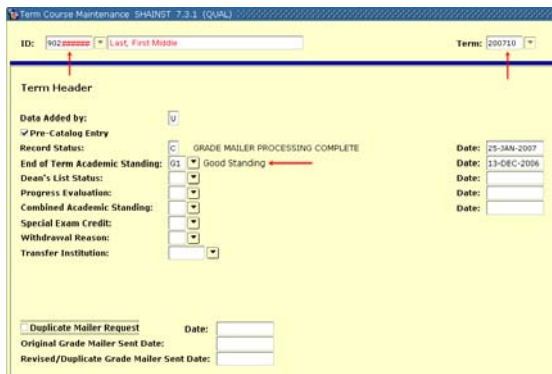
**WARNING:** Information that is found on SHAINST, SHATERM, and SGASTDQ is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

## Academic Standing Codes

00	Default	CW	Continued Warning
1P	Appeal – 1st Suspension	G1	Good Standing
1S	1 <sup>st</sup> Acad Suspension	G2	Good Standing
2P	Appeal – 2 <sup>nd</sup> Suspension	G3	Good Standing
2S	2 <sup>nd</sup> Acad Suspension	GR	Graduate
AE	Academic Dismissal	LW	Last Warning
AP	Appeal – Dismissal	PR	Professional
AW	Academic Warning	RE	Good Standing - Release

## See Academic Standing – End of Term

1. Enter “SHAINST” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName and term code in the appropriate fields.
3. “Next Block” into the “Term Header” block of the form.



The Academic standing is listed in the “End of Term Academic Standing field. Note that this academic standing is for the end of the term that was entered in the “Term” field of the key block.

## See Academic Standing – Current

1. Enter “SHATERM” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. Enter the appropriate “Course Level” code in the “Course Level Codes by Person” field. Use the drop down list if you need to see the available codes for a particular student.
4. Leave the “Start Term” field blank.
5. “Next Block” into the “Current Standing” Block of the form.

Term Sequence Course History SHATERM 7.3 (QUAL)

ID: 902##### Last, First Middle Course Level Codes by Person: GR Start Term: [ ]

Current Standing

First Term Attended: 200310  
Last Term Attended: 200720

Academic Standing: G1 Good Standing ←  
Academic Standing Override: [ ]  
Progress Evaluation: [ ]  
Progress Evaluation Override: [ ]  
Combined Academic Standing: [ ]  
Combined Academic Standing Override: [ ]

The academic standing is listed in the “Academic Standing” field.

## See Academic Standing – Snapshot (End of Terms

1. Enter “SGASTDQ” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. “Next Block” into the “Student Summary” field of the form.

General Student Summary SGASTDQ 7.3.1 (QUAL)

ID: 902##### Last, First Middle Level: [ ] Campus: [ ] College: [ ] Degree: [ ]  
Term: [ ] Program: [ ] Field of Study Type: [ ] Field of Study Code: [ ]

Student Summary

From Term		To Term	Student Status	Student Type	Residence	Code	Term	Override Code	Override Term	Code	Override Term	Code	Override Term
200720	999999		AS	G	R	G1	200720						
200710	200720		AS	C	R	G1	200710						
200630	200710		AS	C	R	G1	200630						
200620	200630		AS	C	R	G1	200620						
200610	200620		AS	C	R	G1	200610						
200530	200610		AS	C	R	G1	200530						
200520	200530		AS	C	R	G1	200520						

The academic standing snapshot for each term is located in the “Academic Standing --- Code” field. Note that the academic standing code has the effective term listed immediately to the right of it on the form. This is the academic standing as of the end of the effective term listed.

The “Override” “Code” and “Term” fields are located immediately to the right of the populated “Code” and “Term” fields. These fields are used to indicate when a student has had an override to his or her academic standing. The most common reason for this to occur is when a student is suspended.

When a student is suspended, the “Academic Standing” code will be 1S (or 2S if appropriate) with the effective term listed to the right. In order for that student to be able to resume studies at Auburn, that academic standing must be appealed. If a student does not appeal the suspension, that student will be prevented from registering for courses during the next registration period.

Therefore, the 1S academic standing code will be “Overridden” to AW or other appropriate code. This will permit the student to register during the next registration period. When the override is entered, the effective term for the override is also entered.

## See the Assigned Instructor for Class(es)

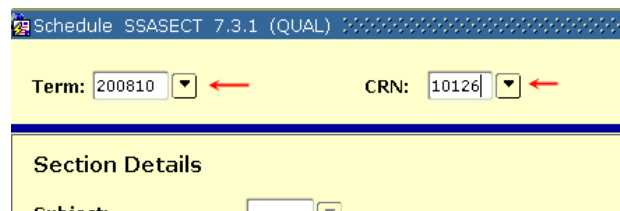
---

There are two ways to see the assigned instructor for classes. The first requires access to Banner Admin, the second uses information that’s been made publically available to all members of the Auburn Community.

### See Assigned Instructor (Banner Admin)

Most general information about individual classes is stored on the SSASECT form in Banner Admin. To see the assigned instructor:

1. Enter “SSASECT” in the “Go To...” field of the main menu in Banner Admin, then strike the <enter> key.
2. Enter the appropriate term code in the “Term” field.
3. <TAB> to the “CRN” field, then enter the appropriate CRN for the desired class section.

A screenshot of a web browser window displaying the Banner Admin SSASECT form. The browser title bar shows "Schedule SSASECT 7.3.1 (QUAL)". The form has a yellow background. At the top, there are two dropdown menus: "Term:" with the value "200810" and "CRN:" with the value "10126". Red arrows point to the right of each dropdown. Below these fields is a section titled "Section Details" with a "Subject:" dropdown menu.

4. “Next Block” until you are in the “instructor” block.
5. The assigned instructor and his/her Banner ID number will be displayed. Multiple instructors may also be displayed if appropriate to that class section. Note: If no instructor has been assigned (the instructor block is blank), “TBA” will be printed in the public access view

of the assigned instructor.

Schedule SSASECT 7.3.1 (QUAL)

Term: 200810 CRN: 10126

Instructor SSASECT 7.3.1 (QUAL)

Session Indicator	ID	Instructor
01	902008312	Wolf, Sara E.

## See Assigned Instructor (Public Access)

1. From the AU Homepage, log in to AU Access.
2. Click on the “Employee Services” tab.
3. Scroll down to the “Quick Links” channel.
4. Click on the “Schedule of Courses” link.
5. Select the appropriate term from the “Term” dropdown menu list, then click the “Submit” button.

Select Term or Date Range

Search by Term:

Fall 2007

Submit Reset

6. Select at least one subject. You can select multiple subjects by either <shift>+clicking (continuous list) or <ctrl>+clicking (discontinuous list).
7. If you want a single course, enter the course number in the “Course” field. Otherwise, leave “Course” blank for all classes within a particular subject area.
8. Click the “Class Search” button.

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Click the Class Search button when your selection is complete.

Subject: Accounting  
Adult Education  
Aerospace Engineering

Course Number:

Title:

Credit Range: hours to hours

Part of Term: Non-date based classes only

Instructor: All  
Abbas, Hassan  
Abell, Ellen Elizabeth

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Class Search Reset

9. The results are listed by Subject, then course number, then in CRN order. Assigned instructors may be seen by scrolling to the right and

looking under the “Instructor” column. Note: “TBA” will be printed for those classes that do not have an assigned instructor.

**Sections Found**


**Mathematics**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor
SR	15606	MATH	6000	001	A	3.000	MATHEMATICAL MODELING: CONTINUOUS	TR	09:30 am-10:45 am	27	0	27	0	0	0	TBA
SR	15624	MATH	6010	001	A	3.000	VECTOR CALCULUS	TR	03:30 pm-04:45 pm	22	0	22	0	0	0	Greg A. Harris (P)



## See The Registration Audit Trail (SFASTCA)

To see the registration audit trail in Banner Admin:

1. Enter “SFASTCA” in the “Go To...” field of the main menu in Banner Admin.

Go To...  

2. Enter the appropriate term code in the “Term” field.
3. <tab> to the “ID” field and enter the appropriate student username. You may use either the AU username or the Banner 902 number.

Term Code:    
 ID:   Hearn, Sidney T.

4. “Next Block” into the body of the form.
5. The registration activity for that student will be displayed. Multiple transactions can be viewed by using the scroll bar at the right side of the screen.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
1	200810	15731	VMED	5601	005	A	GR	S	3.000	3.000	3.000	TEMP

Course Status	Status Date	Add Date	Message	User	Activity Date	Error Flag
RE	16-APR-2007	16-APR-2007	LEVEL RESTRICTION	WOLFS1	16-APR-2007 15:38	F

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
2	200810	15742	VMED	5601	006	A	GR	S	3.000	3.000	3.000	TEMP

Course Status	Status Date	Add Date	Message	User	Activity Date	Error Flag
RE	16-APR-2007	16-APR-2007	LEVEL RESTRICTION	WOLFS1	16-APR-2007 15:38	F

SFASTCA is a searchable form. That means that users can enter a new query (using F7 on the keyboard or the “new query” button, or “Query, New” from the menu) to locate activities that are specific to a particular course, date, user, etc. Any of the fields are able to be used as searching parameters.

## Interpreting the Audit Trail

There are several pieces of information that are displayed on the registration audit trail. Refer to the illustration below for the location of field names that are explained. Some fields may have different information displayed for you than appears in this illustration. Where possible, the various values are provided for your reference. Questions relating to specific information that is displayed to users should be directed to the Registrar’s Office

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
1	200810	15731	VMED	5601	005	A	GR	S	3.000	3.000	3.000	TEMP

Course Status	Status Date	Add Date	Message	User	Activity Date	Error Flag
RE	16-APR-2007	16-APR-2007	LEVEL RESTRICTION	WOLFS1	16-APR-2007 15:38	F

### Sequence Number

The order in which Banner attempted to complete the transaction

### Term

The term code for the term in which the transaction took place

### CRN

The CRN for the course the transaction covers

### Subject

The 4 letter code of the class the transaction covers (ie. ENGL = English)

### Course

The course number of the class the transaction covers

### Section

The 3 character code for the specific section the transaction covers

### Level

The level for which the student is enrolled in the section covered by the transaction.

UG = Undergraduate

GR = Graduate

PR = Professional (ie. Nursing, Vet School, Pharmacy)

**Grading Mode**

The type of grade that is attached to that student in that particular course covered by the transaction.

S = Standard Letter Grades

P = Satisfactory/Unsatisfactory (Pass/Fail)

A = Audit

T = Thesis/Dissertation

N = Non-graded (ie. Many labs in the sciences have "N" grade types)

**Attempted Hours**

The Count in Attempted Hours checkbox is used to indicate if the credit hours in a course to which the grade has been assigned should be added to the student's hours attempted. When checked ('Y'), the hours will count in attempted hours.

When unchecked ('N'), the hours will not count in attempted hours.

**Credit Hours**

The number of hours the student will receive for the course.

**Bill Hours**

The number of hours the student will be charged for the course.

**Source**

The source of the information from within Banner.

TEMP = Temp table. This location is where data is stored while Banner works to resolve registration issues. Information from the TEMP table does not get stored permanently on a student's schedule, but is still visible in the audit trail. TEMP table information indicates that an attempt has been made to accomplish some task (ie. Registration, dropping, etc.).

BASE = Base table. This is the permanent location for information in Banner that relates to a student's schedule. BASE table information indicates that a transaction has been successfully completed (ie. Registration, dropping, etc.)

**Course Status**

The registration status for the course as it relates to the student's schedule.

RE = Registered via Banner Admin

RW = Registered via the Web (this is what will be listed when students successfully register for a class.)

DD = Drop/Delete

DW = Dropped via the Web (this is what will be listed when students successfully drop a class)

**Status Date**

The date that the registration status was assigned.

### Add Date

The date the class was added to the student's schedule. Also the first date that the transaction occurred.

### Message

Information regarding possible errors that may be associated with that transaction.

“Class Restriction” = Usually indicates that the class is limited only to students in a certain classification (Juniors and above, for example).

“College Restriction” = Usually indicates that the class is restricted to student enrolled in a particular college (College of Business students only, for example).

“CORQ\_XXX### Error” = Co requisite error. Banner enforces co-requisites that have built from the catalog. Banner expects the student to register for classes that are co-requisites at the same time.

“Degree Restriction” = Usually means that the class is limited to students enrolled for a particular degree (this restriction is likely not used very often at Auburn).

“Duplicate Course Section Error” = The student or someone else attempted to register for two sections of the same class. Banner prevents this. Students enrolling in special topics courses have had this error frequently. Most of the causes have been corrected, however.

“Level Restriction” = Usually indicates that an undergraduate student attempted to register for a professional or graduate level course.

“Major Restriction” = The student does not have the correct major attached to their record in order to be eligible for enrollment in this class.

Prereq & Test Score Error” = The student is missing a pre requisite or test score that is required prior to enrollment in this course.

“Program Restriction” = The student does not have the proper program code attached to their record to be eligible for enrollment in this course.

“Repeat Hours Restriction” = The student attempted to register for too many hours of this course (This may not be an error that is encountered very often at Auburn).

“Repeat Limit Restriction” = the student attempted to register too many times for this course (this may not be an error that is encountered very often at Auburn).

“Special Approval Required” = This course requires some sort of special approval. Usually this is department level or instructor approval.

“Time Conflict\_##### Error” = The student's schedule has a class that conflicts with the class being requested from Banner. This will happen most often when a student attempts to register for a class that begins at the same minute of the day as another class ends (ie. Conflict = Class A ends at 3:00 pm; Class B begins at 3:00 pm.)

“Reserve Closed” = The limit for the reserved seats for students who meet the level (UG, GR, PR, etc.), Major, or Class (FR, SO, JR, SR, etc.) has been reached.

### User

The user who initiated the transaction in Banner.

AU formatted usernames (ie. WOLFSA1) indicate that a person with Banner Admin access initiated the transaction.

WWW2\_USER = the student initiated the transaction via the Web.

### Activity Date

The last date that activity took place on that transaction.

### Error Flag

Whether an error was given to the student or user attempting to initiate the transaction.

F = An error message was given to the user

O = An override was given in response to an error message.

W = An error warning was given to the student or user, but registration was not blocked.

D = the class was dropped from the student's schedule

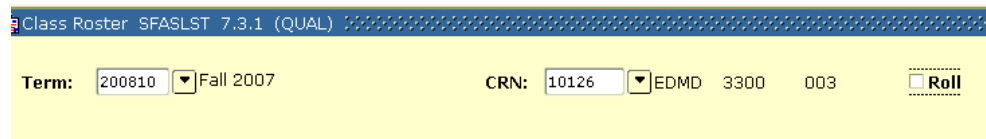
## See Class Roster(s) (SFASLST, Toolkit)

There are three ways for a class roster to be accessed. The first is through Banner Admin, the second is via the Blackboard (WebCT) Toolkit, and the third is via Banner Self-Service (for instructors of record only).

**WARNING:** Information that is found on SFASLST as well as roster information is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

### See Class Roster (Banner Admin)

1. Enter "SFASLST" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the appropriate term code and CRN in the corresponding fields.



Class Roster SFASLST 7.3.1 (QUAL)

Term:   CRN:    Roll

3. "Next Block" into the form.
4. The class roster is displayed (6 names per screen). The full roster can be viewed by scrolling through the list. Note: The "sequence" field displays the order in which the corresponding student was enrolled in the course. Gaps in the sequence indicate that that particular student dropped the course. So, a course may have a limit of 25 students, but have students

with 26, or 27 showing in the “Sequence” field. This indicates that 2 students registered for, then dropped the course. See the starred entries on the illustration below for an example. Notice that whomever was registered 5<sup>th</sup> for this class dropped the class. That Sequence number is not reused.

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Rolled	Hours
1	902098265	Coker, Mandy M.	RE	05-MAR-2007			S	<input checked="" type="checkbox"/>	2.000
Grade Comment: [Redacted]									
2	902144917	Dean, Katherine E.	RE	05-MAR-2007			S	<input type="checkbox"/>	2.000
Grade Comment: [Redacted]									
3	902129278	Dooley, Lauren R.	RE	05-MAR-2007			S	<input type="checkbox"/>	2.000
Grade Comment: [Redacted]									
★ 4	902098547	Gibson, Laura B.	RE	05-MAR-2007			S	<input type="checkbox"/>	2.000
Grade Comment: [Redacted]									
★ 6	902088658	Mitchum, Lauren A.	RE	05-MAR-2007			S	<input type="checkbox"/>	2.000
Grade Comment: [Redacted]									
7	902129129	Rape, Tabetha L.	RE	05-MAR-2007			S	<input type="checkbox"/>	2.000
Grade Comment: [Redacted]									

**WARNING:** Notice that midterm and final grade columns are on these results. Grades are highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

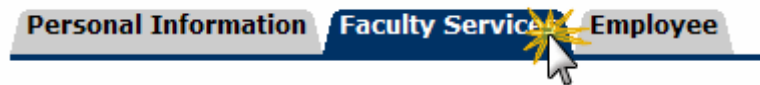
## See Class Roster (Blackboard/WebCT Toolkit)

1. From the AU Homepage, click on “Employees.”
2. Click on the “Blackboard (or WebCT) Toolkit” link.
3. Log in with your regular username and password.
4. Click on the “Class rolls/email” link.
5. Select the appropriate term, department/interest area; course number, section, call number and/or instructor information, then click the “Search” button.
6. Highlight the specific class that is desired, then click the “View Class Roll” button. Note: You can also elect to send the entire class an email from this screen. Emails sent from this tool will be delivered to the students’ TigerMail address(es).

## See Class Roster (Banner Self-Service: Instructors of Record Only)

1. From the AU Homepage, click on the “Employees” tab.
2. Click on the “AU Access” link.
3. Log in with your regular username and password.
4. Click on the “Employee Services” tab.
5. Click on the “Banner Self-Service” icon/link.

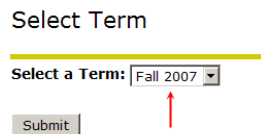
- Click on the “Faculty Services” tab.



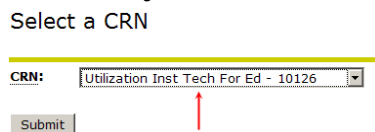
- Click on the “Summary Class List” link (or “Detail Class List” link).



- Select the appropriate term, then click the “Submit” button.



- Select the appropriate class from the CRN dropdown menu, then click the “Submit” button. Note: Class titles are supplied in the dropdown menu for your convenience.



- The roster of that class will be displayed. Note: Envelope icons at the end of each student’s entry indicate a link to that student’s email. You may elect to send individual students email using this tool. If you selected “Detail Class List” you will see both a “Record Number” and a “Registration Number.” The “Record Number” is the place that student occupies in the alphabetical listing of all students enrolled in that course. The “Registration Number” is the order in which the student was enrolled in the course (the first person to enroll will have “1” as the Registration Number, even if they have 23 as the “Record Number” for their last name beginning with Y or Z).

Summary Class List

Your Information Here  
Fall 2007  
Apr 25, 2007 02:02 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

UTILIZATION OF INSTRUCTIONAL TECHNOLOGY FOR EDUCATORS - EDMD 3300 003  
CRN: 10126  
Duration: Aug 16, 2007 - Dec 13, 2007  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	18	7
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Coker, Mandy M.	902098265	**Registered**	Undergraduate	2.000	⊗
2	Cooper, Leigh B.	902066002	**Registered**	Undergraduate	2.000	⊗
3	Daniels, Dethayia G.	902184529	**Registered**	Undergraduate	2.000	⊗
4	Dean, Katherine E.	902144917	**Registered**	Undergraduate	2.000	⊗
5	Dooley, Lauren R.	902129278	**Registered**	Undergraduate	2.000	⊗

Detail Class List

Your Information Here  
Fall 2007  
Apr 25, 2007 02:06 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

UTILIZATION OF INSTRUCTIONAL TECHNOLOGY FOR EDUCATORS - EDMD 3300 003  
CRN: 10126  
Duration: Aug 16, 2007 - Dec 13, 2007  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	18	7
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	Coker, Mandy M.	902098265	**Registered**	1

Current Program

Program-Undergraduate  
Level: Undergraduate

## See Contact Information (SOADDRQ, SPATELE, GOAEMAL, SPAEMRG)

**WARNING:** Information that is found on SOADDRQ, SPATELE, GOAEMAL and SPAEMRG is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

There are many codes that are used to describe the type of address associated with a person in Banner. However, only a few are routinely applied to student records. Those codes are listed below.

- LO Local
- MA Mailing
- N1 & N2 Next of Kin(s)
- PR permanent

## See Contact Information: Address(es)

1. Enter "SOADDRQ" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the "ID" field.
3. "Next Block" into the body of the form.

## See Contact Information: Phone Number(s)

1. Enter "SPATELE" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the "ID" field.
3. "Next Block" into the "Telephone" tab of the form.

## See Contact Information: Email address(es)

1. Enter "GOAEMAL" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the "ID" field.

3. “Next Block” into the “Email” tab of the form.

E-mail Address: GOAEMAL 7.2 (CONV)

ID: 902##### Last, First Middle

**E-mail**

E-mail Type: AU Auburn University E-Mail

E-mail Address: user@auburn.edu

Preferred  Inactivate  Display on Web  URL

Comment: Activity Date: 27-JAN-2007 User: SCTCVT

E-mail Type: PE Personal E-Mail(Applicants Only)

E-mail Address: user@yahoo.com

Preferred  Inactivate  Display on Web  URL

Comment: Activity Date: 27-JAN-2007 User: SCTCVT

## See Contact Information: Emergency Contacts

1. Enter “SPAEMRG” in the “Go To...” field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. “Next Block” into the “Emergency Contact” tab of the form.

Emergency Contact: SPAEMRG 7.0 (QUAL)

ID: 902##### Joe Student

**Emergency Contact**

Priority: 1

Contact Last Name: Last First Name: First Middle Initial: E

Relationship: F Father

Address Type: Street Address

Street Line 1: Street Line 2: Street Line 3:

City: State or Province: VA Virginia

ZIP or Postal Code: ##### Nation: US UNITED STATES

Telephone: 555-5551212

Last Update

User: WWW2\_USER

Activity Date: 02-AUG-2006

**Note:** The information on this form is self-supplied by students and employees via self-service. If this form is blank, the user did not provide the information.

## See Curriculum Designation (SGASTDN)

Only the office of the registrar has the authority to view or run official student transcripts. However, advisors may need to see a list of courses taken, with grades, in order to provide accurate guidance to students. That information is available in Banner Admin on the SHATERM form.

**WARNING:** Information that is found on SHATERM is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

## See Curriculum Designation

1. Enter “SGASTDN” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. Leave the “Term” field blank to have information related to all enrolled terms for that student available to you.
4. “Next Block” into the desired tab of the form.

### Learner Tab

Term related information is presented with the most current term displaying first. Past terms can be viewed by using the scroll bar (if activated) or the down arrow key on the keyboard. The students program code is listed in the “Program” field of the “Curricula Summary – Primary” block for the form. The student’s major is listed in the “Field of Study” field of the “Field of Study Summary” block of the form.

Note: the scroll bar on the right side of the “Curricula Summary” block of the form will be activated if the student has a double-major. If this is the case, you will need to use the scroll bar to see which major is listed as the second one of the double-major.

### Curricula Tab (Curriculum)

Detailed information about the student’s curriculum is presented, with the option of viewing various terms via the “Record” field. By using the right and left pointing arrows in the “Record” field, you can see the curricula that were assigned to the student for various terms.

Learner		Curricula	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
Curriculum		Field of Study					
Curriculum		Record 1 of 7					
Current:	<input type="checkbox"/> Y	Replace:	<input type="checkbox"/>	Update:	<input type="checkbox"/>	Duplicate:	<input type="checkbox"/>
Activity:	ACTIVE	Roll Learner:		<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Default			
Key Sequence:	99	Rolled to Outcome:		<input type="checkbox"/>			
Term:	200720 Spring 2007	User ID:		STUCVT			
Catalog Term:	200710 Fall 2006	Activity Date:		01-FEB-2007			
Priority:	1	Start Date:		<input type="text"/>			
Program:	ED_BX_PRE	End Date:		<input type="text"/>			
Level:	UG Undergraduate	End Term:		<input type="text"/>			
Campus:	A Auburn Main Campus	Student Type:		<input type="text"/>			
College:	ED College of Education	Site:		<input type="text"/>			
Degree:	BX Program-Undergraduate	Rate:		<input type="text"/>			
Admission Type:	ST Conversion Code	Leave of Absence:		<input type="text"/>			
Admission Term:	200720 Spring 2007	From Date:		<input type="text"/>			
Application:	<input type="text"/>	To Date:		<input type="text"/>			
Matriculated Term:	200720 Spring 2007	Expected Graduation Date:		<input type="text"/>			
		Graduation Term:		<input type="text"/>			
		Graduation Year:		<input type="text"/>			

### Curricula Tab (Field of Study)

Detailed information about the student's field of study is presented on the "Field of Study" tab of the "Curricula" tab. The student's 4-letter "major" is listed in the "Field of Study" field. As with the Curricula tab, you can scroll through various terms to see the majors that might have been attached to a student throughout his or her attendance at Auburn.

Learner		Curricula	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
Curriculum		Field of Study					
Curriculum		Record 1 of 7					
Current:	<input checked="" type="checkbox"/> Y	Activity:	ACTIVE	Term:	200720	Key Seq:	99
Priority:	1	Program:	ED_BX_PRE	Catalog:	200710	Level:	UG
		Campus:	A	College:	ED	Degree:	BX
Field of Study		Attached Concentrations:		Inactivate: <input type="checkbox"/>			
Current:	<input checked="" type="checkbox"/> Y	Type:	MAJOR	Field of Study:	SCEC Pre-Early Childhood	Start Date:	<input type="text"/>
Activity:	ACTIVE	Priority:	1	Department:	CTCH Curriculum & Tead	End Date:	<input type="text"/>
Status:	INPROGRESS	Catalog:	200710	Attached to Major:	<input type="checkbox"/>	User ID:	STUCVT
Term:	200720	End Term:	<input type="text"/>	Full or Part Time:	<input type="checkbox"/>	Activity Date:	01-FEB-2007

### Academic and Graduation Status, Dual Degree Tab

Detailed information about the student's academic status and graduation status are presented on the "Academic and Graduation, Dual Degree" tab.

Learner	Curricula	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
<b>Academic Status</b> Academic Term: 200720 Academic Status: G1 Good Standing Academic Standing Override: <input type="checkbox"/> <input type="checkbox"/> Academic Status Override Term: <input type="checkbox"/> <input type="checkbox"/>		<b>Graduation Status</b> Expected Graduation Date: 10-MAY-2010 Graduation Term: 201020 Graduation Year: 2010		<b>Dual Degree</b> Degree: <input type="checkbox"/> <input type="checkbox"/> Level: <input type="checkbox"/> <input type="checkbox"/> College: <input type="checkbox"/> <input type="checkbox"/> Department: <input type="checkbox"/> <input type="checkbox"/> Major: <input type="checkbox"/> <input type="checkbox"/>		
Progress Evaluation: <input type="checkbox"/> <input type="checkbox"/> Progress Evaluation Override: <input type="checkbox"/> <input type="checkbox"/> Progress Evaluation Override Term: <input type="checkbox"/> <input type="checkbox"/>						
Combined Academic Standing: <input type="checkbox"/> <input type="checkbox"/> Combined Academic Standing Override: <input type="checkbox"/> <input type="checkbox"/> Combined Academic Standing Override Term: <input type="checkbox"/> <input type="checkbox"/>						

## See Class(es) Enrollment (Counts) (SSASECT)

### See Enrollment Counts (Banner Admin Option 1)

Most general information about individual classes is stored on the SSASECT form in Banner Admin. To see the enrollment counts for a specific class:

6. Enter "SSASECT" in the "Go To..." field of the main menu in Banner Admin, then strike the <enter> key.
7. Enter the appropriate term code in the "Term" field.
8. <TAB> to the "CRN" field, then enter the appropriate CRN for the desired class section.

Schedule SSASECT 7.3.1 (QUAL)

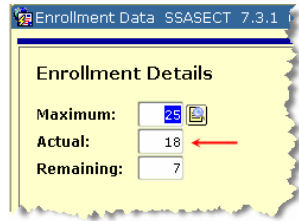
Term: 200810 CRN: 10126

Section Details

Subject:

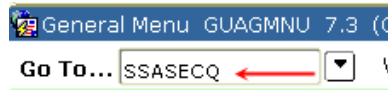
9. "Next Block" until you are in the "section details" block.
10. Select "Section Enrollment Info" from the "Options" menu. Enrollment counts are displayed in the "Enrollment Details" block. Note that the limit is listed as the "Maximum" and the other numbers indicate how many students are enrolled in the course (actual) and how many empty

seats remain in the course (Remaining).

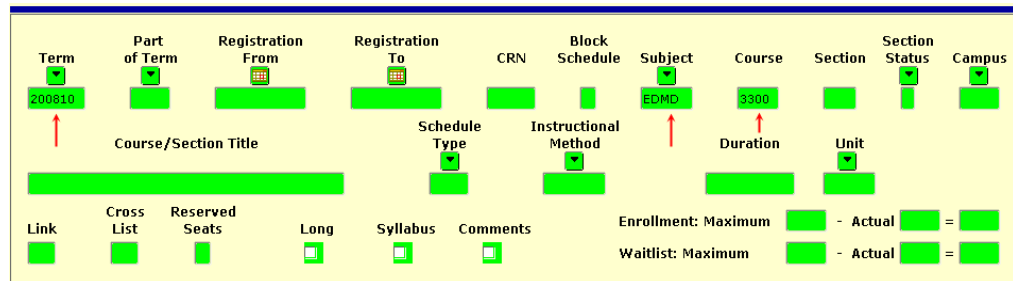


## See Enrollment counts (Banner Admin Option 2)

1. Enter "SSASECQ" in the "Go To..." field of the main menu in Banner Admin.

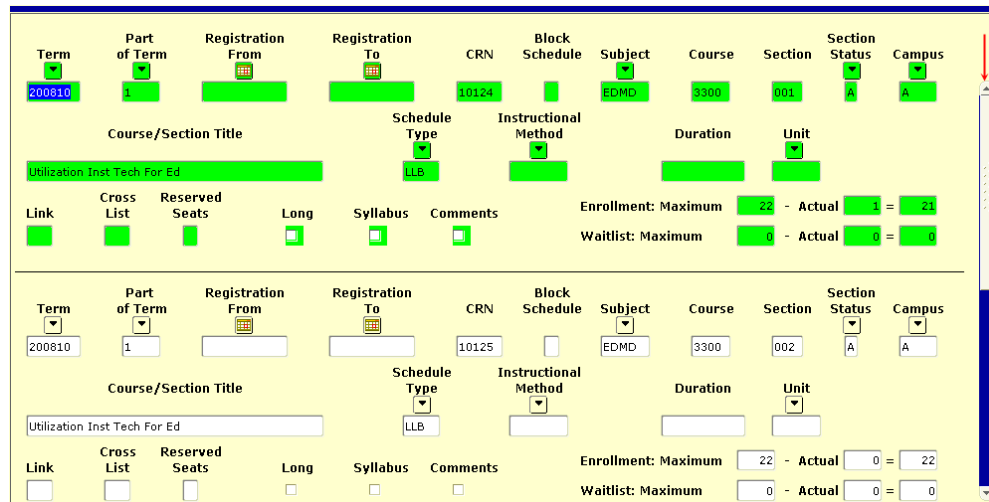


2. Enter the desired query information, then "Execute" the query.



In this example, the query will return any section of EDMD 3300 from the 200810 term (Fall, 2007).

3. General information is displayed. Multiple sections that meet the search criteria can be accessed by using the scroll bar at the right side of the screen.



## See Enrollment Counts (Public Access)


10. From the AU Homepage, log in to AU Access.

11. Click on the “Employee Services” tab.
12. Scroll down to the “Quick Links” channel.
13. Click on the “Schedule of Courses” link.
14. Select the appropriate term from the “Term” dropdown menu list, then click the “Submit” button.  
Select Term or Date Range

---

**Search by Term:**  
 ←

15. Select at least one subject. You can select multiple subjects by either <shift>+clicking (continuous list) or <ctrl>+clicking (discontinuous list).
16. If you want a single course, enter the course number in the “Course” field. Otherwise, leave “Course” blank for all classes within a particular subject area.
17. Click the “Class Search” button.

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Click the Class Search button when your selection is complete.

**Subject:**  ←  
 Adult Education  
 Aerospace Engineering

**Course Number:**  ←

**Title:**

**Credit Range:**  hours to  hours

**Part of Term:**  
 Non-date based classes only

**Instructor:**  ←  
 Abbas, Hassan  
 Abell, Ellen Elizabeth

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

18. The results are listed by Subject, then course number, then in CRN order. Enrollment information is listed immediately to the right of the meeting time information. Cap = Capacity/Maximum; Act= Actual number of enrolled students; Rem = Remaining open seats.

Accounting															
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem
SR	12715	ACCT	2110	001	A	3.000	PRINCIPLES OF FINANCIAL ACCOUNTING	MWF	08:00 am-08:50 am	90	87	3	1	0	0
C	12722	ACCT	2110	002	A	3.000	PRINCIPLES OF FINANCIAL ACCOUNTING	MWF	09:00 am-09:50 am	90	90	0	2	0	0
SR	12728	ACCT	2110	003	A	3.000	PRINCIPLES OF FINANCIAL ACCOUNTING	MWF	10:00 am-10:50 am	90	88	2	0	0	0
C	13404	ACCT	2110	004	A	3.000	PRINCIPLES OF FINANCIAL ACCOUNTING	MWF	11:00 am-11:50 am	90	90	0	0	0	0
SR	13415	ACCT	2110	005	A	3.000	PRINCIPLES OF FINANCIAL ACCOUNTING	MWF	12:00 pm-12:50 pm	90	89	1	0	0	0
C	13425	ACCT	2110	006	A	3.000	PRINCIPLES OF FINANCIAL ACCOUNTING	TR	11:00 am-12:15 pm	0	19	-19	3	0	0

Notes: 1: this class has 3 open seats; 2: This class is closed; 3: This class is closed, and is “over enrolled” with more students enrolled than are permitted by the capacity.

## Find A Person

If you need to find the username or 902 number for a specific person, but that person has a very common name (such as “Smith”) you can perform a “person search” from any “ID” field in Banner INB (Banner Admin):

ID:

In order to perform a person search:

1. Click the “search” button next to the “ID” field in any form.

ID:


2. Click the “Person Search” link.



3. <TAB> to the “Last Name” field and type the last name. Be sure to use proper capitalization. You can perform the search at this point, but if the name is very common, such as “Smith,” you’ll want to also <tab> to the First Name field and enter the first name as well. Remember that you can also use the “%” character as a wildcard. So, if you’re looking for Talitha Smith (as in the illustration below), you would enter “Smith” in the “Last Name” field, and “T%” in the “First Name” field.

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
<input type="text"/>	<input type="text" value="Smith"/>	<input type="text" value="T%"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- When you're ready for Banner to go look for the person, "Execute" the query. (Use the menu, keyboard, or button option for your navigational choice).

Menu: "Query, Execute"    Keyboard: F8    Button: 

- The illustration below shows the results of the query of "Smith, T%".

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
902333426	Smith	T	Alma	13-APR-1963		
902234140	Smith	T	Ann	29-SEP-1963		
902293871	Smith	T	Chad	30-MAR-1974		
902243258	Smith	T	Dozier	15-JUN-1967		
902231436	Smith	T	Edith	07-JUL-1961		
902333425	Smith	T	Vera	13-FEB-1960		
902155578	Smith	TaShara	Y	06-JUL-1981		
902155578	Smith	TaShara		06-JUL-1981	N	SIS
SMITHTY	Smith	TaShara		06-JUL-1981	I	GID
902360209	Smith	Tadd	A	26-MAY-1973		
902130857	Smith	Taffy	A	27-JUN-1987		
902004971	Smith	Talitha	S	27-APR-1964		
SMITHTS	Smith	Talitha	S	27-APR-1964	I	GID
902196881	Smith	Tally	C	13-SEP-1958		
902153486	Smith	Tamara	F			FPAY

Note that the Last and First names, the middle initial and the birth date are all identical for the two records for Talitha. Also note that the "Change Indicator" field for the record that contains the 902 number in the "ID" field is blank. This means that that is the original record for Talitha. Talitha's username is "SMITHTS," you can use her username or her 902 number to access her records.

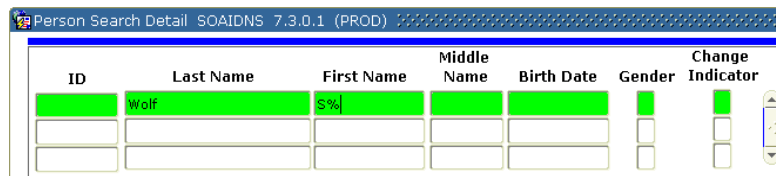
## Finding Persons: SOAIDNS

Sometimes it is difficult to tell the difference between all potential matches to a search of "John Smith." The use of the student's major or program can provide valuable additional information to aid Banner users in selecting the proper name.

- Enter "SOAIDNS" in the "Go To..." field of the main menu in Banner Admin, then strike the <ENTER> key.



- Enter the desired information in the search fields provided. Be sure to use capital letters when entering name information. The use of the Banner Wildcard symbol (%) will yield a larger list of results. Note: Only the highlighted fields are available for use in searching for persons on this form.



3. “Execute” the query by using either the keyboard (F8), menu (Query, Execute), or toolbar button options.
4. Use the information provided in the results lists to select the proper 902 number for the desired person as you need.

Person Search Detail: SOAIDMS 7.3.0.1 (PROD)

ID	Last Name	First Name	Middle Name	Birth Date	Gender	Change Indicator	Soundex Search
902032548	Wolf	Stephen	J	26-DEC-1983	M		Sounds like...Last Name First Name
902032588	Wolf	Stephen	James	26-DEC-1983	M		
902266446	Wolf	Stephen	P	12-NOV-1989	M		

Type	Street	City	State or Province	ZIP or Postal Code	Telephone	From Date	To Date	Inactive Indicator
MA	9495 River Lake Drive	Roswell	GA	30075	770 5186759	11-JAN-2007		
N1	9495 River Lake Drive	Roswell	GA	30075	770 5186759	28-JAN-2007		
N2	9495 River Lake Drive	Roswell	GA	30075	770 5186759	28-JAN-2007		

Term	Status	Residence	Class	Full or Part Time	Activity Date	Registration Terms
200810	Active	Non-Resident	Senior		11-JUN-2007	200910 - Fall 2007

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	200810	BU_BSBA_LOGT	200310	Undergraduate	Auburn Main Campus	College of Business	Science in Business

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200810	MAJOR	Logistics	Aviation and Supply Chain Mngt	
1	200810	MINOR	Marketing		

Key:

- 1) Banner Number and name information.
- 2) Birthdate information
- 3) Active scroll bars that indicate longer lists of information available
- 4) Address(es). Be aware that addresses are considered sensitive information and should not be shared with unauthorized people.
- 5) Curricula information: major, program, etc.

## Finding Persons: Important Notes

The ability to search for and find a person is directly related to the accuracy of the information that has been entered into Banner. Therefore, it is important to be persistent when searching for persons in Banner, as the name may have simply been entered differently than your search strategy.

For example:

- Spacing and common misspelling issues in names (i.e., Mc Donald vs. McDonald vs. MacDonald, etc.)
- First name and middle name in same field (this is especially true for names that have unfamiliar formats, such as some for international students)
- Inversion of first and last name in fields (Blake Edwards vs. Edwards Blake)
- Addition of suffix on last name (Bill Smith Jr – where the “Jr” is included as a part of the last name, instead of in a separate field when his information was first entered into Banner).

It is also important to remember that the wildcard symbol (%) can be used anywhere in a search string. Some acceptable examples of search strings using the wildcard in a variety of positions are:

- Search string: Wit% J% (Last Name, First Name)  
Returns include: Joseph Wit, James Witte, Jennifer Witten
- Search String: S%h A% (Last Name, First Name)  
Returns include: Adam Scarborough, Ankur Shah, Adam Smith
- Search String %al % (Last Name, First Name)  
Returns include: Jules Ackal, Ablani Al, Trevor Bal

## **See GPAs (SOAHSCH, SHATERM, SHASUBJ, CAPP, SZFSHTM)**

---

There are several different ways of seeing a GPA in Banner Admin. The most important distinction to understand is that GPA is calculated “live” in Banner. Therefore, an UNGAPPED GPA is not viewable in Banner Self-Service nor in Banner Admin. Ungapped GPA information must be acquired from a report that is written outside of Banner.

The following viewing options are available for GPAs. Transfer, Gapped (Auburn Only), Within Major/Program, All Auburn, Overall, by Subject Area, from the High School (if this information was entered during the admissions processing procedures and lastly Ungapped cumulative GPA.

**WARNING:** Information that is found on SOAHSCH, SHATERM, SHASUBJ, SZFSHTM and CAPP is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

### **See GPA: Transfer Work**

4. Enter “SHATERM” in the "Go To..." field of the main menu in Banner Admin.
5. “Next Block” into the “Current Standing” block of the form.

The screenshot shows a web application window titled "Term Sequence Course History SHATERM 7.3 (QUAL)". It includes a search bar for ID and name, and a table of academic data. The table has columns for Attempted Hours, Passed Hours, Earned Hours, GPA Hours, Quality Points, and GPA. The data is organized into three rows: Institution, Transfer, and Overall.

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	30.000	30.000	30.000	27.000	105.00	3.89
Transfer:	.000	.000	.000	.000	.00	.00
Overall:	30.000	30.000	30.000	27.000	105.00	3.89

The transfer GPA is listed in the middle line at the bottom of the block. Note that the transfer GPA will only be accurate if the transfer work has been posted correctly. Questions about listed “earned hours” in the transfer line should be directed to the admissions person appropriate for the student (Graduate School or Admissions office).

It is important to note that the GPA listed on SHATERM is the *most recently calculated* GPA. That means that during certain times in the semester such as when grades are being submitted and rolled to academic history, this GPA may change on a day to day basis. There may be instances as well, when the GPA will seem to change “overnight,” especially when students have had “IN” grades cleared. Whenever a grade is rolled to academic history, the GPA fields are updated to reflect the current GPA.

Students may find this confusing at first, especially when the first semester’s grades are entered by faculty. Students should not assume that the GPA they see on Self-Service is “final” until they can see grades from each course that they’ve taken during any particular semester.

## See GPA: Gapped (Auburn Only)

1. Enter “SHATERM” in the "Go To..." field of the main menu in Banner Admin.
2. “Next Block” into the “Current Standing” block of the form.
1. The “Institution” line lists the GPA calculated over all courses that were taken at Auburn. This calculation is a gapped calculation.

**Current Standing**

First Term Attended:   
 Last Term Attended:  Academic Standing is "as of" the Last Term attended

Academic Standing:  Academic Warning

Academic Standing Override:   
 Progress Evaluation:   
 Progress Evaluation Override:   
 Combined Academic Standing:   
 Combined Academic Standing Override:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	<input type="text" value="1"/> 39.000	<input type="text" value="2"/> 4.000	<input type="text" value="3"/> 4.000	<input type="text" value="4"/> 19.000	<input type="text" value="5"/> 13.00	<input type="text" value="6"/> .68
Transfer:	<input type="text" value="65.000"/>	<input type="text" value="65.000"/>	<input type="text" value="65.000"/>	<input type="text" value="65.000"/>	<input type="text" value="190.00"/>	<input type="text" value="2.92"/>
Overall:	<input type="text" value="104.000"/>	<input type="text" value="69.000"/>	<input type="text" value="69.000"/>	<input type="text" value="84.000"/>	<input type="text" value="203.00"/>	<input type="text" value="2.42"/>

Notes:

1. The number of hours the student has registered for over time
2. The number of hours the student has passed over time
3. The number of hours the student has earned over time (usually the same as the number of passed hours)
4. The number of hours that count in the student's GPA. If the student has GAPPED any grades, this number will be lower than the attempted hours number.
5. The number of quality points (4 per credit hour of "A", etc.) the student has earned.
6. The GPA: #5 ÷ #4

**See GPA: Within Major/Program**

In order to see a GPA of "within major" classes, a Compliance (CAPP) must be run. This is done via Banner Self-Service, and will not be available until Spring, 2008.

1. Log in to AU Access.
2. Click on the Employee Services Tab.
3. Click on the "Banner Self Service" Link.
4. Click on the "Faculty Services" tab.
5. Click on the "Term Selection" link.

Faculty and Advisors

- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Summary Wait List](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Add or Drop Classes](#)
- [Active Assignments](#)

6. Select the appropriate term, then click the "Submit" button.

7. Click on the “Student Information” link.

### Faculty and Advisors

[Student Information Menu](#)  
[Term Selection](#)  
[CRN Selection](#)  
[Faculty Detail Schedule](#)  
[Week at a Glance](#)  
[Detail Class List](#)  
[Summary Class List](#)  
[Summary Wait List](#)  
[Midterm Grades](#)  
[Final Grades](#)  
[Add or Drop Classes](#)  
[Active Assignments](#)

8. Click on the “ID Selection” link.


### Student Information

[Term Selection](#)  
[ID Selection](#)  
[Student Address and Phones](#)  
[Student E-mail Address](#)  
[Student Schedule](#)  
[Academic Transcript](#)  
[Degree Evaluation](#)  
[Advisee Listing](#)  
[View Test Scores](#)  
[View Holds](#)

9. Enter the desired student’s AU UserName in the “Student or Advisee ID” field. Be sure to use ALL CAPS when entering this information, then click the “Submit” button.

Student and Advisee ID Selection

---

 You may enter:

1. The ID of the Student you want to process. Then select Submit. T
2. Only Faculty may enter partial names in the Student and Advisee s

Student or Advisee ID:

OR

*You MUST use All Caps for the UserNames*

**Student and Advisee Query**

Last Name:


First Name:

Search Type:  Students  
 Advisees  
 Both  
 All


10. Confirm that you've selected the correct student, then click the "Submit" button.

#### Student Verification

---

 Please select Submit if the person you chose is correct. If this is incorrect, choose the ID



**Sidney T. Hearn** is the name of the student or advisee that you selected.

Submit 

11. Click on the "Degree Evaluation" link.

#### Student Information

---

[Term Selection](#)  
[ID Selection](#)  
[Student Address and Phones](#)  
[Student E-mail Address](#)  
[Student Schedule](#)  
[Academic Transcript](#)  
[Degree Evaluation](#)   
[Advisee Listing](#)   
[View Test Scores](#)

12. Click the "Generate New Evaluation" link at the bottom of the screen.
13. Complete the compliance process as you were taught to do in your CAPP training.

## See GPA: Overall

1. Enter "SHATERM" in the "Go To..." field of the main menu in Banner Admin.
2. "Next Block" into the "Current Standing" block of the form.
3. The "Overall" line lists the calculated GPA for all courses that have been included in the GPA, including transfer work. This is a gapped calculation of GPA.

## See GPA: By Subject Area

**Note:** Seeing a GPA by subject area is NOT the same as the within major GPA.

1. Enter "SHASUBJ" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the appropriate student ID in the "ID" field and the desired subject code (EDMD, ENGL, MATH, etc.) in the "Subject Code" field to see information beginning at that subject and continuing to the end in an alphabetical arrangement. OR Leave the "Subject Code" blank to see the

total list of subjects in alphabetical order.

Subject Sequence History SHASUBJ 7.3.1 (QUAL)

ID: 902 ##### Last, First Middle Level: GR Start with Subject:

3. “Next Block” past the “Current Standing” block and into the “Subject GPA and Course Information” block of the form.

Subject GPA and Course Detail Information SHASUBJ 7.3.1 (QUAL)

Subject: MUSI

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	31.000	30.000	30.000	30.000	112.00	3.73
Transfer:	.000	.000	.000	.000	.00	.00
<b>Total:</b>	<b>31.000</b>	<b>30.000</b>	<b>30.000</b>	<b>30.000</b>	<b>112.00</b>	<b>3.73</b>

**Institutional Courses**

Term	Subject	Course	Title	Grade	Mode	Hours	Repeat	Campus
200310	MUSI	7160	Seminar In Music History	A	S	2.000	<input type="checkbox"/>	<input type="checkbox"/>
200310	MUSI	7900	Ind Study-Ensemble	A	S	1.000	<input type="checkbox"/>	<input type="checkbox"/>
200310	MUSI	7900	Ind Study-Special Project	A	S	3.000	<input type="checkbox"/>	<input type="checkbox"/>
200320	MUSI	7130	Band Arranging II	A	S	3.000	<input type="checkbox"/>	<input type="checkbox"/>

**Transfer Courses**

Term	Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Use the scroll bar if available in the “Subject” block or the down arrow on the keyboard to scroll through the available list of subjects that the student has taken. Note that the attempted, passed, earned hours information as well as GPA information is calculated only across the courses that fall within a specific subject code. Institutional (Auburn) courses that have been taken are listed in the “Institutional block. Transfer courses that have been articulated to Auburn courses are listed in the “Transfer” block. Grades for the corresponding courses are viewable in these blocks of the SHASUBJ form.

## See GPA: High School

1. Enter “SOAHSCH” in the “Go To...” field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.

- “Next Block” into the “High School Details” block of the form.

High School Information SOAHSCH 7.3.1 (QUAL)

ID: 902 ##### Last, First Middle

High School Details | High School Subjects | High School Address

**High School Details**

High School: 010689 Clay-Chalkville High School Enrollment Planning Service Code:

Graduation Date: 25-MAY-2006

Transcript Received Date: 21-AUG-2006

Class Rank and Size:  /  Percentile:  GPA:

Diploma:

College Preparation

Admissions Request: HSTF Final High School Transcript

The HS GPA (if captured) is listed in the “GPA” field. Note: This is an entered value, that is entered at the time the application is processed during the admissions process.

Please note as well that the graduate date listed on this form is the HS graduation date. It is supplied by the student at the time the application is completed online. It may or may not be accurate, depending on how accurate the student was while entering information in the online application.

### See GPA: UnGapped

- Enter “SZFSHTM” in the “Go to...” field of the main menu in Banner Admin.
- Enter the desired UserName in the “ID” field.
- Enter the correct course level code in the “Course Level Codes by Person” field. UG = Undergraduate; GR = Graduate; PR = Professional.

Term Sequence Course History Form SZFSHTM 7.1 (QUAL)

ID: 902 ##### Student, Joe Course Level Codes by Person: UG Start Term:

- “Next Block” into the “Current Standing” block of the form.

Current Standing

First Term Attended: 200630

Last Term Attended: 200730

Academic Standing: AW Academic Warning

Academic Standing Override:

Progress Evaluation:

Progress Evaluation Override:

Combined Academic Standing:

Combined Academic Standing Override:

Academic Standing is “as of” the Last Term attended

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	① 39.000	② 4.000	③ 4.000	④ 19.000	⑤ 13.00	⑥ .68
Transfer:	<input type="text" value="65.000"/>	<input type="text" value="65.000"/>	<input type="text" value="65.000"/>	<input type="text" value="65.000"/>	<input type="text" value="190.00"/>	<input type="text" value="2.92"/>
Overall:	<input type="text" value="104.000"/>	<input type="text" value="69.000"/>	<input type="text" value="69.000"/>	<input type="text" value="84.000"/>	<input type="text" value="203.00"/>	<input type="text" value="2.42"/>
Unadjusted GPA:	⑦ Cum Hours <input type="text" value="26"/>	⑧ Gap Hours <input type="text" value="7"/>			⑨ <input type="text" value="13"/>	⑩ <input type="text" value=".5"/>

Notes:

1. The number of hours the student has registered for over time
2. The number of hours the student has passed over time
3. The number of hours the student has earned over time (usually the same as the number of passed hours)
4. The number of hours that count in the student's GPA. If the student has GAPPED any grades, this number will be lower than the attempted hours number.
5. The number of quality points (4 per credit hour of "A", etc.) the student has earned.
6. The GPA: #5 ÷ #4
7. The number of hours the student has earned *including* any GAPPED hours.
8. The number of hours the student has GAPPED (removed from the GPA calculation and GPA hours).
9. The number of quality points the student has earned (should be the same as #5).
10. The UNGAPPED GPA: #9 ÷ #7 (This will likely be LOWER than the value in #6).

## See Grades (SFASLST, SHATERM, SHACRSE, SHASUBJ)

There are two ways for grades to be accessed. The first is by class roster (for all students enrolled in a specific class section, the next is for a specific student and specific term. As always, students may see their own grades via Banner Self-Service.

**WARNING:** Information that is found on SFASLST, SHATERM and SHACRSE is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

### See Grades – by Class Roster (Banner Admin)

Grades for classes that were taken prior to Fall, 2007 semester are historical and can be found in an external report outside of Banner. Seeing grades by class in the manner described below is only effective for classes offered Fall 2007 and later.

5. Enter "SFASLST" in the "Go To..." field of the main menu in Banner Admin.
6. Enter the appropriate term code and CRN in the corresponding fields.

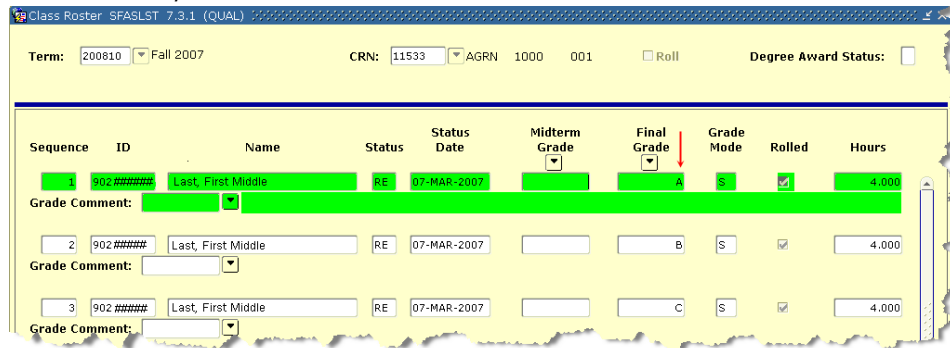
Class Roster SFASLST 7.3.1 (QUAL)

Term:   Fall 2007

CRN:   AGRN 1000 001

7. "Next Block" into the form.
8. The class roster is displayed (6 names per screen). If grades have been submitted for the selected course, they will appear in the "Midterm

Grade” and/or “Final Grade” columns.



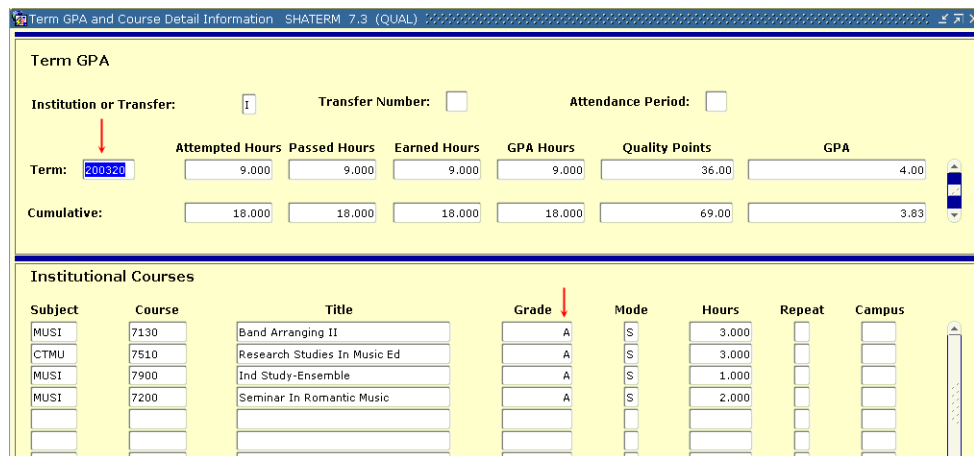
**See Student Grades (Banner Admin):**

**By Student -- All Auburn Courses Taken**

7. Enter “SHATERM” in the “Go To...” field of the main menu in Banner Admin.
8. Enter the ID of the desired student.
9. Select the appropriate “Course Level Code” from the drop down list in the “Course Level Codes by Person” field.
10. Leave “Start Term” field blank.



11. “Next Block” into the “Current Standing” block of the form.
12. “Next Block” into the “Term GPA” block of the form.
13. Use the scroll bar (if available) or the down arrow key on your keyboard to navigate through the terms that are available for the desired student. Grades are available in the “Grade” column for each class listed.



Note that the institutional courses information in the “Institutional Courses” block change as you scroll through the available terms.

### By Student - Auburn Courses by Term

1. Enter "SHACRSE" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the ID of the desired student in the "ID" field.
3. Enter the desired term code in the "Term" field.
4. "Next Block" into the body of the form.

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
	200320			GR	12061	CTMU	7510	001	3.000	A	S		Research Studies In Music Ed
	200320			GR	17084	MUSI	7130	001	3.000	A	S		Band Arranging II
	200320			GR	17082	MUSI	7200	001	2.000	A	S		Seminar In Romantic Music
	200320			GR	14771	MUSI	7900	002	1.000	A	S		Ind Study-Ensemble

Each of the columns are self explanatory, except possibly for the "Grading Mode" and "Repeat" columns. For Grading Mode: S= Standard grades (A-F); T = Thesis/Dissertation; P= S/U (pass/fail); N = Non-graded; A = Audit. The "Repeat" field is the "Repeated Course Indicator." It is used to flag students course as repeated for inclusion or exclusion in GPA calculation. The values you might see are: (I)-include, (E)-exclude or (A)-exclude from earned hours but average into GPA.

### By Student - Gapped Courses

1. Enter "SHACRSE" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the "ID" field.
3. Leave the "Term" field blank if you want to see a snapshot of all courses taken at Auburn.
4. "Next Block" into the body of the fom.

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
	200710			UG	12250	CTEE	1010	002	1.000	S	P		Orientation To Teacher Educ
	200710			UG	12473	EDMD	5100	003	3.000	A	S		Media For Children
	200710			UG	14614	MATH	2850	112	3.000	C	S		Math For Elem Education I
	200620			UG	13352	FLSP	1020	018	4.000	W	S		Elementary Spanish II
	200620			UG	15885	POLI	1020	022	3.000	D	S		Political Economy
	200610			UG	12129	CTEC	1010	001	1.000	W	P		Orientation To Teacher Educ
	200610			UG	12371	EDMD	3300	003	2.000	W	S		Utilizing Instructional Tech
	200610			UG	12374	EDMD	5100	002	3.000	XF	S		Media For Children
	200610			UG	12391	EDUC	3000	007	6.000	XF	S		Diversity Learners & Settings
	200610			UG	14466	MATH	2850	112	3.000	XF	S		Math For Elem Education I

The gapped grades are listed with "X" in front of the grade. Be sure to identify the term code associated with the course that has been gapped.

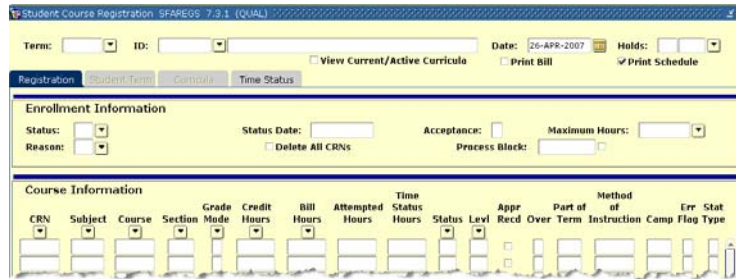
# See Holds For A Student (SOAHOLD)

There are two ways for a person to see the holds that have been placed on a student’s record. The first is through direct access to the hold screen, the second is from the registration screen. Students can also see their holds via Tiger i.

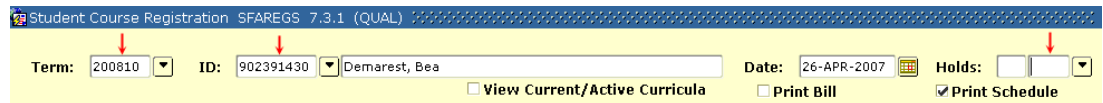
**WARNING:** Information that is found on SOAHOLD is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

## Seeing Holds (From Registration)

1. Enter “SFAREGS” in the “Go To…” field of the main menu in Banner Admin.
2. Click “OK” to the SOADEST error message you see, or exit out of the SOADEST form that appears. The SFAREGS form will display.

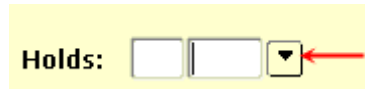


3. Enter the appropriate term in the “Term” field.
4. <TAB> to the “ID” field and enter the student’s username.
5. <TAB> to the “Holds” field.

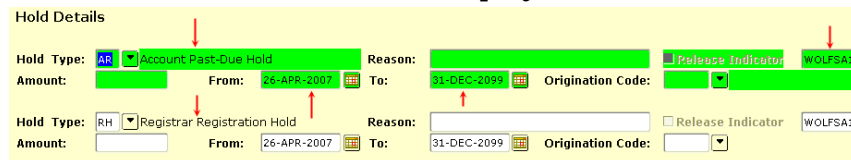


Note: You may use either the student’s 902 number or their username.

6. Click the “Search” button immediately to the right of the “Holds” field.



7. The holds for the student are displayed.



**Notes:**

The username of the person who placed the hold is indicated on this form.

The holds displayed here are ONLY the holds that affect registration. If

no holds are listed here, the student may still see a hold indicator in Self-Service for holds that do not impact registration.

## Seeing Holds (From Hold Screen)

1. Enter “SOAHOLD” in the “Go To...” field of the main menu in Banner Admin.
2. Enter the student’s username in the “ID” field. You may also use the student’s 902 Banner ID number.
3. “Next Block” into the form.
4. The holds for the student are displayed.

ID: 902395430 Bea Demarest

**Hold Details**

Hold Type	Reason	Release Indicator
AB Account Past-Due Hold		WOLFS41
Amount: \$0.00	From: 26-APR-2007 To: 31-DEC-2099	Origination Code: [dropdown]
RH Registrar Registration Hold		WOLFS41
Amount: \$0.00	From: 26-APR-2007 To: 31-DEC-2099	Origination Code: [dropdown]
RT Registrar AD Hold-Trans		VALENC
Amount: \$0.00	From: 25-APR-2007 To: 31-DEC-2099	Origination Code: [dropdown]

## Important Information Regarding Holds

The most recently placed holds will be closer to the top of the list. Holds have a “From” (the date placed) and a “To” (the last date the hold will be applied) date. Most “To” dates will be sometime in the year of 2099; forever, for all practical purposes. Holds that have been removed from a student’s record will have a “To” date that matches the date that the hold was removed. Holds are instantaneously applied and instantaneously removed once the record is saved. This means that if a hold is placed or removed at a particular minute of the day, the action is effective as of that minute. Overnight updates are not necessary for activation or removal of holds.

## Finding Meeting Time/Place For Class(es)

There are two main ways to find the location and time for a particular class. The easiest way to do this is to use the “Schedule Building Report” that is available to anyone who can log in to AU Access. The second way is to use Banner INB to find the same information. The steps for using Banner INB are located in the “See Room Usage...” help file.

Finding Meeting Time/Place for specific courses:

1. From the AU Homepage, log in to AU Access.
2. Click on the “Employee Services” tab.
3. Scroll down to the “Quick Links” channel.
4. Click on the “Schedule of Courses” link.

5. Select the appropriate term from the “Term” dropdown menu list, then click the “Submit” button.

Select Term or Date Range

6. Select at least one subject. You can select multiple subjects by either <shift>+clicking (continuous list) or <ctrl>+clicking (discontinuous list)

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Click the Class Search button when your selection is complete.

Subject:

Course Number:

Title:

Credit Range:  hours to  hours

Part of Term:

Non-Date based classes only

Instructor:

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

7. If you want a single course, enter the course number in the “Course” field. Otherwise, leave “Course” blank for all classes within a particular subject area.
8. Click the “Class Search” button.
9. The results are listed by Subject, then course number, then in CRN order.

## Finding Room Sizes (Capacities)

In order to see the listed room capacities (seat limits) for classrooms, the following steps should be followed. Please note, room capacities are set by the FIRE MARSHALL. While departments can request that a room capacity can be lowered (for instance, a computer classroom has 15 computers, but has a listed capacity of 20) quite easily, requests to increase room capacities must be approved by the FIRE MARSHALL prior to entry into the system. Specific requests to change room capacities should be sent to Samuel Potts via an email memo from the appropriate person of authority (department head, associate dean, etc.).

### Finding Room Capacities

1. Enter “SLARDEF” in the "Go To..." field of the main menu in Banner Admin, then strike the <ENTER> key.
2. Enter the desired building and room number in the appropriate fields of the keyblock. Leave the “Term” field blank.

3. “Next Block” into the body of the form.
4. Note the seating capacity and affiliation of the room in the body of the form. In the example below, the room is listed as having a maximum capacity of 49, and being affiliated with the EFLT department in the College of Education.

Room Definition SLARDEF 7.3.1 (PROD)

Building: HALEY | HALEY Center Room: 1454 Term:

Room Definition

New Term: 000000 From Term: 000000 To Term: 999999

Description: HALEY1454

Capacity: 49 Maximum: 49

Gender:  Male  Female  Not Available

Room Type:  Residence Hall  Classroom  Other

College: ED | College of Education

Department: EFLT | Educ. Found., Ldrshp. & Tech.

Status: AC | Active

Category:

Partition:

Room Rate:

Phone Rate:

Phone:

Utility Rate:

Time Period: (None)

Priority:

Key Number:

Dimensions

Width (feet):

Length (feet):

Area(Square Feet):

## Find A Room Usage (SSAMATX)

Sometimes, it is important to know what classes are scheduled in specific rooms. This may be for special event scheduling or maintenance purposes. In these circumstances, the Room Matrix form can be used to see a room’s usage schedule.

To see a Room’s usage schedule, enter “SSAMATX” in the “Go To...” box of the main menu screen in Banner INB. The resulting query form can be used in a variety of ways. The simplest search is to find all classes that are scheduled into a particular room in a specific building. You can also use SSAMATX to see where all instances of a particular class (ie. ENGL 1100) are being held. You can also check the checkboxes for various days of the week to see what classes are scheduled in a particular room at a particular time on a specific days.

An important feature of SSAMATX is the ability to search by TERM or by EVENT. Scrolling horizontally along the initial search fields will reveal a “hidden” field, called “TERM.” This field will be used to display the characteristic of the room usage in your search results. It can also be used to tell Banner to limit the search only to full term uses (classes) or events (single day or shorter than full term). If you forget to tell Banner which term you’re searching within, or to only look for events, your results list will include ALL scheduled uses of a particular building/room combination, for all terms that are in Banner. As time progresses, the results lists in this situation will become very large.

### Simple Room Usage Search

1. In the “Building” field, enter the building code for the desired building. Remember, if you don’t know the building code, you can find a list of



3. "Execute" the query using either the menu, button, or keyboard options.
4. The results are listed first by building, then by room, then by time using military time, then by day.

Building	Room	Campus	Meeting Patterns Days Times	Subject	Course	CRN	Cross List
WALCE	116	A	TR 0800-0915	CTCT	2200	10360	GT
WALCE	116	A	TR 0800-0915	CTCT	2203	10361	GT
WALCE	116	A	MW 0900-0950	CTCT	3200	10365	GS
WALCE	116	A	MW 0900-0950	CTCT	3203	10367	GS
WALCE	116	A	F 0900-1045	CTCT	2200	10360	GT
WALCE	116	A	F 0900-1045	CTCT	2203	10361	GT
WALCE	116	A	TR 0930-1045	CTCT	3250	10370	GR
WALCE	116	A	TR 0930-1045	CTCT	3253	10373	GR
WALCE	116	A	MW 1000-1145	CTCT	4200	10274	GO
WALCE	116	A	MW 1000-1145	CTCT	4203	10376	GO
WALCE	116	A	F 1100-1145	CTCT	3250	10370	GR
WALCE	116	A	F 1100-1145	CTCT	3253	10373	GR
WALCE	116	A	TR 1400-1515	CTCT	7010	14187	H1
WALCE	116	A	TR 1400-1515	CTCT	7016	14194	H1

Query Term: 200820

### Room Usage by Day of the Week

1. Enter the appropriate "Building" and "Room" information in those fields.
2. Check the checkbox for the particular day of the week you're interested in finding for that room.

Building	Room	Campus	Mon	Tue	Wed	Thu	Fri	Sat	Sun
HALEY	1454		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Enter desired term in "Term" field if needed.
4. "Execute" the query using menu, button, or keyboard options.
5. The results are listed first by hour in military time, then by day combinations.

Building	Room	Campus	Meeting Patterns Days Times	Subject	Course	CRN
HALEY	1454	A	MW 1100-1215	EDMD	5100	14588
HALEY	1454	A	MWF 1300-1450	FOUN	3100	10206
HALEY	1454	A	M 1600-1850	EDMD	5100	14593

### Room Usage for Non-Class Related Uses

SSAMATX can be used to see the room usage of a specific classroom. In some cases, a room will be "booked" with a CRN that begins with the letter "A" and does not have a corresponding subject and course number to go with it. You may also see "EVENT" entered in the "Term" field, along with dates in the "Begin and End Dates" field that do not match the beginning and ending dates for the semester. These are all indications of room usages that have been scheduled outside of the

normal class schedule.

Building	Room	Campus	Term	Begin and End Dates	Subject	Course	CRN
HALEY	3442	A	200810	16-AUG-2007/13-DEC-2007	RSED	4920	15928
HALEY	3442	A	200810	16-AUG-2007/13-DEC-2007	EDMD	3300	10124
HALEY	3442	A	200810	16-AUG-2007/13-DEC-2007	RSED	4910	15927
HALEY	3442	A	200810	16-AUG-2007/13-DEC-2007	EDMD	3300	10125
HALEY	3442	A	200810	16-AUG-2007/13-DEC-2007	FOUN	8320	10232
HALEY	3442	A	200810	16-AUG-2007/13-DEC-2007	FOUN	7310	10229
HALEY	3442	A	200810	16-AUG-2007/13-DEC-2007	EDMD	7010	10129
HALEY	3442	A	200810	16-AUG-2007/06-DEC-2007	EVENT		A0020
HALEY	3442	A	200810	16-AUG-2007/06-DEC-2007	EVENT		A0020
HALEY	3442	A	200810	18-AUG-2007/18-AUG-2007	EVENT		A0067
HALEY	3442	A	200810	21-AUG-2007/21-AUG-2007	EVENT		A0208
HALEY	3442	A	200810	21-AUG-2007/21-AUG-2007	EVENT		A0086

These are all full-term classes

These are all special events. Note the effective dates for each event.

Note these special CRNs for use in SLAEVNT to find out the specifics of each usage.

In order to see the specific information regarding the use of rooms in this manner, the contact person to call is Joan Bishop. There is also a form that can be accessed in order to get more specifics about these room usages.

1. Make a note of the CRN code that is used to hold the room that is not attached to a specific course. In the example above, that code is "A0020."
2. Enter "SLAEVNT" in the "Go To..." field of the main menu in Banner Admin, then strike the <ENTER> key.
3. Enter the code from SSAMATX in the keyblock of the form.

Event:  Foundations Lab Class

4. "Next Block into the body of the form.

Event: A0020 Foundations Lab Class

Event Details

Description:

System:  Student

Event Type:  Departmental Event

Agency or Commercial ID:

Contact ID:

Address Type:

Phone:

Campus:

Site:

District or Division:

College:

Department:

5. Note the contact information for the event in case further inquiries are needed.

## Extracting Room Usage Information

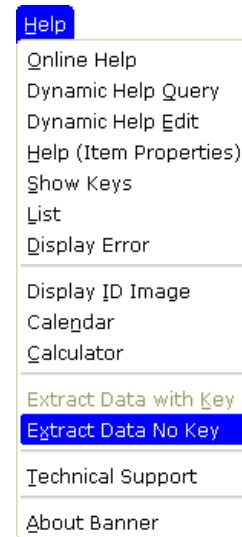
The results from queries to SSAMATX are extractable. This means that users can pull the information from Banner Admin and use it as external data within a spreadsheet program such as Microsoft Excel. It is important to remember when completing this process, however, that the use of the <ctrl> key to control the appearance of pop-up blocking software is VITAL to the success of these procedures.

There are three main steps to extract the results of a query from SSAMATX. First, run the desired query. Be sure to indicate whether you are looking for information about room usage for a particular term or range of dates to ensure that you receive the shortest possible list. This will help avoid confusion. Second, extract the data and save it as a .csv (Comma Separated Values) file that can be read by spreadsheet programs. Last, import the data into the spreadsheet file. There are still users on campus who are using Excel 2003 and some who are now using Excel 2007. The steps in this document assume that you are using Excel 2007. If you are using Excel 2003 the steps are similar but the location of some menus for some procedures is slightly different. Where possible, these differences are indicated in boxed text.

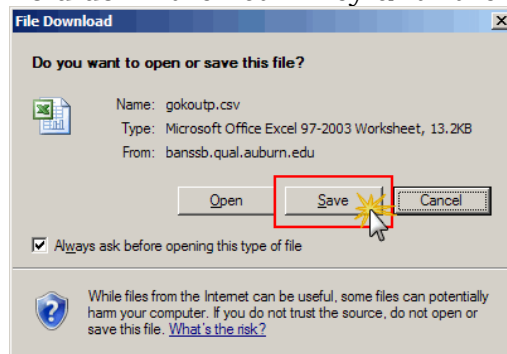
The information provided in the following steps will assume that the user has already run a successful query for room usage. It will continue from the second major step, extracting the data from the query.

## Extracting query data from Banner

1. Once the query results are displayed, select “Extract Data No Key” from the “Help” menu. Be sure to hold down the <ctrl> key until the dialog box for step 2 appears.

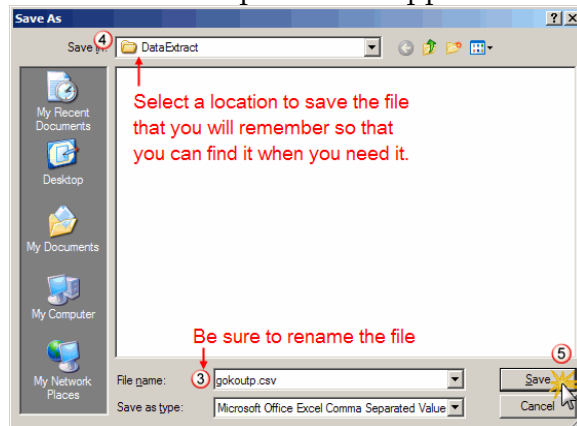


2. Click the “Save” button on the “File Download” dialog box. Be sure to hold down the <ctrl> key until the “Save As” dialog box appears.

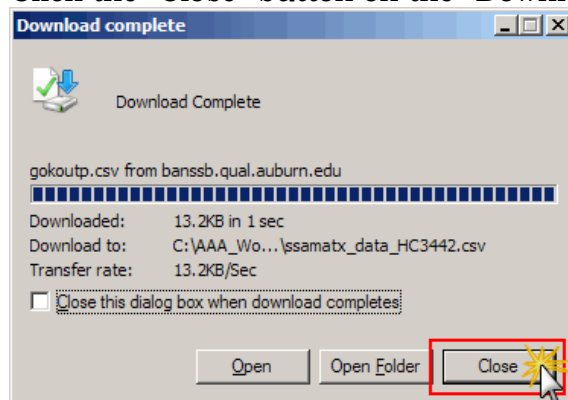


3. Give the file a new name (the provided name is not memorable).

- Change the “Save In...” location to one that you will remember contains the file when you’re finished.
- Click the “Save” button. Be sure to hold down the <ctrl> key until the “Download Complete” box appears.

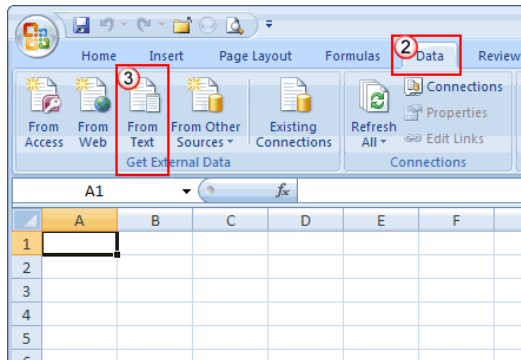


- Click the “Close” button on the “Download Complete” dialog box.



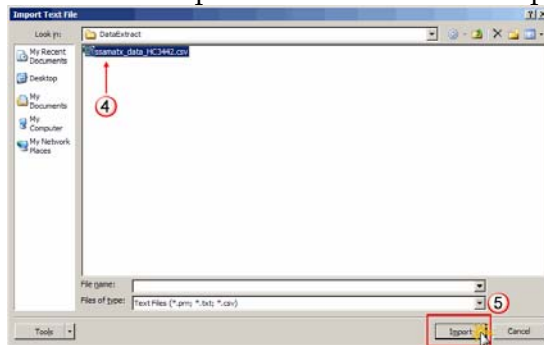
## Importing data into Excel (2007)

- Open a new workbook in Excel 2007.
- Navigate to the “Data” tab.
- Select “From Text” on the “Get External Data” group.

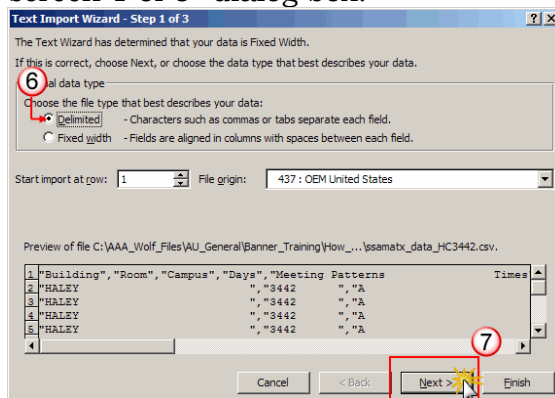


- Locate the .csv file containing the extracted Banner data using the “Import Text File” dialog box. Highlight the desired file.

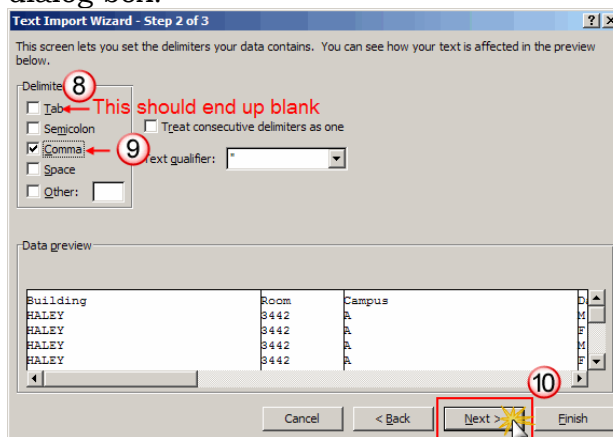
- Click the “Import” button on the “Import Text File” dialog box.



- Click the “Delimited” radio button on the first screen of the “Text Import Wizard” dialog box.
- Click the “Next” button on the first screen of the “Text Import Wizard screen 1 of 3” dialog box.

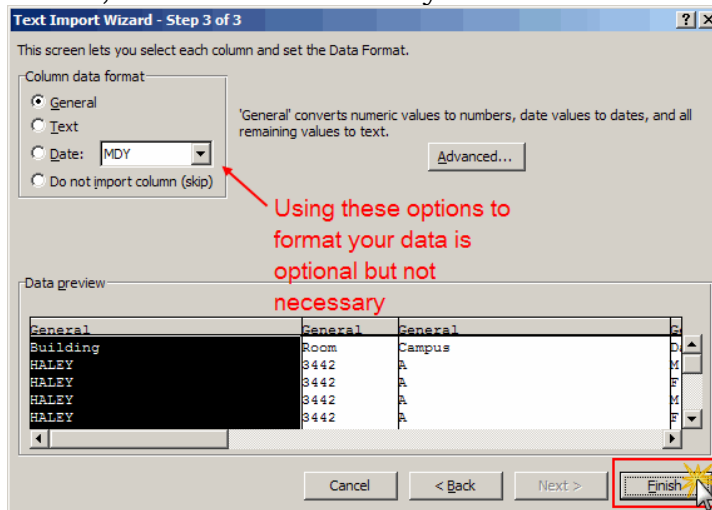


- Uncheck the checkbox next to “Tab” on the “Text Import Wizard screen 2 of 3” dialog box.
- Check the checkbox next to “Comma” on the “Text Import Wizard screen 2 of 3” dialog box.
- Click the “Next” button on the “Text Import Wizard Screen 2 of 3” dialog box.

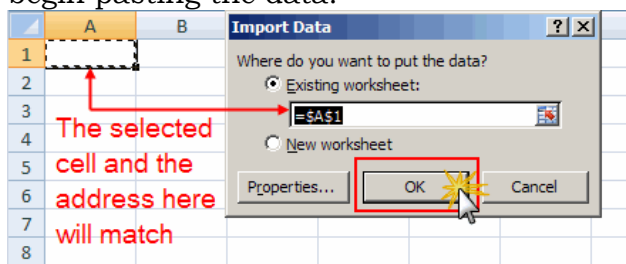


- Click the “Finish” button on the “Text Import Wizard Screen 3 of 3” dialog box. You may also elect to format your columns on this

screen, but it is not necessary for the success of the procedure.



- Click “OK” on the “Import Data” dialog box. You’ll notice that one of the cells in the workbook is selected. This step tells Excel where to begin pasting the data.



- Verify that your data has been imported. At this point, you can format the spreadsheet as you desire for usability and readability. Notice that all data from the query was imported and is visible without having to scroll for screen shots or scroll horizontally in the window.

1	Building	Room	Campus	Days	Meeting Patterns	Times	Term	Begin and End Dates	Subject	Course CRN	Cross List	Function
2	HALEY	3442	A	M	0800-0900		200810	18-AUG-2007/13-DEC-2007	ASED	4920	15928	
3	HALEY	3442	A	F	0900-1200		200810	18-AUG-2007/13-DEC-2007	EDMD	3300	10124	
4	HALEY	3442	A	M	0900-1000		200810	18-AUG-2007/13-DEC-2007	ASED	4910	15927	
5	HALEY	3442	A	F	1300-1800		200810	18-AUG-2007/13-DEC-2007	EDMD	3300	10125	
6	HALEY	3442	A	R	1600-1850		200810	18-AUG-2007/13-DEC-2007	FOUN	8120	10232	
7	HALEY	3442	A	T	1800-1850		200810	18-AUG-2007/13-DEC-2007	FOUN	7310	10229	
8	HALEY	3442	A	M	1700-1950		200810	18-AUG-2007/13-DEC-2007	EDMD	7010	10129	
9	HALEY	3442	A	F	0900-1200		200820	08-JAN-2008/08-MAY-2008	EDMD	3300	12859	
10	HALEY	3442	A	TR	0930-1045		200820	08-JAN-2008/08-MAY-2008	EDMD	3300	13913	
11	HALEY	3442	A	TR	0930-1045		200820	08-JAN-2008/08-MAY-2008	JRNL	4420	11275	
12	HALEY	3442	A	TR	1100-1245		200820	08-JAN-2008/08-MAY-2008	COMM	4100	13243	
13	HALEY	3442	A	F	1300-1800		200820	08-JAN-2008/08-MAY-2008	EDMD	3300	12860	
14	HALEY	3442	A	W	1800-1850		200820	08-JAN-2008/08-MAY-2008	FOUN	8120	12215	
15	HALEY	3442	A	R	1600-1850		200820	08-JAN-2008/08-MAY-2008	FOUN	8340	12217	
16	HALEY	3442	A	M	1600-1850		200820	08-JAN-2008/08-MAY-2008	FOUN	8200	12214	
17	HALEY	3442	A	F	0900-1200		200910	18-AUG-2008/16-DEC-2008	EDMD	3300	10060	
18	HALEY	3442	A	F	1300-1800		200910	18-AUG-2008/16-DEC-2008	EDMD	3300	10061	
19	HALEY	3442	A	T	1600-1850		200910	18-AUG-2008/16-DEC-2008	FOUN	7310	10137	
20	HALEY	3442	A	R	1600-1850		200910	18-AUG-2008/16-DEC-2008	FOUN	8320	10140	
21	HALEY	3442	A	M	1700-1950		200910	18-AUG-2008/16-DEC-2008	EDMD	7010	10065	
22	HALEY	3442	A	F	0900-1200		200920	07-JAN-2009/01-MAY-2009	EDMD	3300	12857	
23	HALEY	3442	A	TR	0930-1045		200920	07-JAN-2009/01-MAY-2009	EDMD	3300	13664	
24	HALEY	3442	A	TR	0930-1045		200920	07-JAN-2009/01-MAY-2009	JRNL	4420	13038	
25	HALEY	3442	A	TR	1100-1245		200920	07-JAN-2009/01-MAY-2009	COMM	4100	13007	
26	HALEY	3442	A	F	1300-1800		200920	07-JAN-2009/01-MAY-2009	EDMD	3300	12858	
27	HALEY	3442	A	M	1600-1850		200920	07-JAN-2009/01-MAY-2009	FOUN	8200	12037	
28	HALEY	3442	A	W	1800-1850		200920	07-JAN-2009/01-MAY-2009	FOUN	8320	13038	
29	HALEY	3442	A	R	1600-1850		200920	07-JAN-2009/01-MAY-2009	FOUN	8340	12040	
30	HALEY	3442	A	F	0900-1200		201010	07-SEP-2009/13-DEC-2009	EDMD	3300	10060	
31	HALEY	3442	A	F	1300-1800		201010	07-SEP-2009/13-DEC-2009	EDMD	3300	10061	
32	HALEY	3442	A	T	1600-1850		201010	07-SEP-2009/13-DEC-2009	FOUN	7310	10137	
33	HALEY	3442	A	R	1600-1850		201010	07-SEP-2009/13-DEC-2009	FOUN	8320	10140	
34	HALEY	3442	A	M	1700-1950		201010	07-SEP-2009/13-DEC-2009	EDMD	7010	10065	
35	HALEY	3442	A	M	0810-1130			16-AUG-2007/08-AUG-2007	EVENT		40124	
36	HALEY	3442	A	W	1200-1400			16-AUG-2007/06-DEC-2007	EVENT		40020	

## See Student Schedules (SFAREGQ)

There are two ways to see a specific student's schedule. The first is in Banner Admin, the second is via AU Access. Students can access their schedules via Tiger *i*.

**WARNING:** Information that is found on SFAREGQ is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

### See Student Schedule (Banner Admin)

1. Enter "SFAREGQ" into the "Go To..." field of the main menu in Banner Admin.

Go To... SFAREGQ

2. Enter the appropriate term in the "Term" field.
3. Enter the appropriate student username in the "ID" field.

Term: 200810  
ID: BLEVI01

Note, once the username is entered in the "ID" field, strike the <enter> key to see the student's name fill the empty field to the right of the "ID" field. The student's 902 (Banner ID) number will replace the username.

Term: 200810  
ID: 902008958 Blevins, Teresa L.

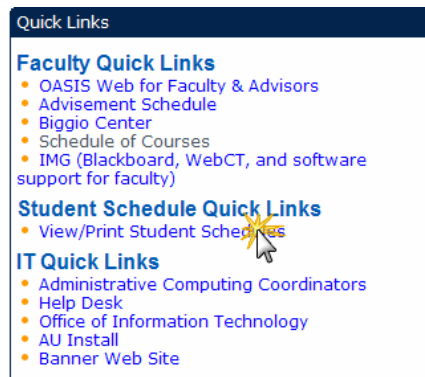
4. "Next Block" into the body of the form.
5. The student's schedule will display.

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time		
200810	10226	FOUN	7300	001	RE	N									1200	1450		
Part of Term:	1		Campus:	A			Start Date:	16-AUG-2007								Instructional Method:		
Grading Mode:	S		Building:	HALEY			End Date:	13-DEC-2007										
Credit Hours:	3.000		Room:	2423			Instructor:	Ross, Margaret E.								<input checked="" type="checkbox"/> Primary		
200810	12263	POLI	5970	001	RE	N												
Part of Term:	1		Campus:	A			Start Date:										Instructional Method:	
Grading Mode:	S		Building:				End Date:											
Credit Hours:	3.000		Room:				Instructor:									<input type="checkbox"/> Primary		

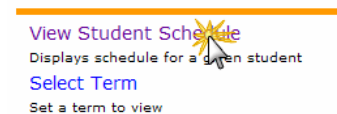
Note the meeting days/times are indicated in these results, as well as the location of the class. Blank fields indicate information that was not provided in the schedule of classes.

## See Student Schedule (AU Access)

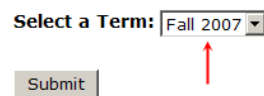
1. From the AU Homepage, click on the “AU Access” link.
2. Log in with your regular username and password.
3. Scroll down to the “Quick Links” channel, then click on the “View/Print Student Schedules” link.



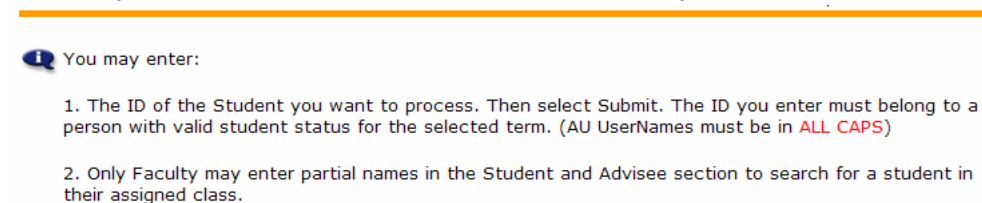
4. Click on the “View Student Schedule” link.



5. Select the appropriate term from the term dropdown menu, then click the “Submit” button.




6. Enter the appropriate username in the “Student or Advisee” field. Note: You **MUST** use all capital letters in this field if you are using usernames. You may also use the student’s 902 number if you know what it is.




Note: You may **NOT** use the “Student and Advisee Query” fields to select a student’s schedule this way.

7. Confirm that you've selected the intended student, then click the "Submit" button.

 You may enter:

1. The ID of the Student you want to process. Then select Submit. The ID you enter must belong to a person with valid student status for the selected term. (AU UserNames must be in ALL CAPS)
2. Only Faculty may enter partial names in the Student and Advisee section to search for a student in their assigned class.


Student or Advisee ID:  

8. The student's schedule will display.

 Fall 2007  
Apr 25, 2007 04:11 pm

Information for [Teresa L. Blevins](#)

### Current Schedule



 Click on the Class for detailed information.

Total Credit Hours: 6.000

#### **ADVANCED PRACTICUM: SUPERVISION - COUN 8910 - 401**

**Status:** \*\*Web Registered\*\* on Apr 15, 2007



Fall 2007 12837 Satisfactory/Unsatisfactory 3.000 Graduate

Class 4:00 pm - 6:50 pm R Haley Center 1126 Lecture Debra C. Cobia (P)  

#### **LEARNING AND CONDITIONING - PSYC 7140 - 001**

**Status:** \*\*Web Registered\*\* on Apr 15, 2007

Fall 2007 15560 Standard Grades 3.000 Graduate

Class 3:00 pm - 4:15 pm MW Haley Center 3212 Lecture M C. Newland (P)  

Note that the semester for which the schedule is current is displayed in the upper right corner of the screen. Also note the meeting time/place information for each course is listed on the same line as the envelope icon. The envelope icons will initiate email to the listed instructor of record.

## See Test Scores (SOATEST)

**WARNING:** Information that is found on SOATEST is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

### See Test Scores

6. Enter "SOATEST" in the "Go To..." field of the main menu in Banner Admin.
7. Enter the desired UserName in the "ID" field.
8. "Next Block" into the body of the form.

Test Score Information SOATEST 7.3.1 (CONV)

Confidential ←

ID: 902 ##### Last, First Middle

Test Code	Description	Test Score	Test Date	Admission Request	Source	Equivalency Indicator	Revised or Recentered
GR01	GRE Verbal Code	520	17-JUL-2002		T	Testing Service	
GR02	GRE Quantitative	420	17-JUL-2002		T	Testing Service	
GR03	GRE Analytical Code	450	17-JUL-2002		T	Testing Service	
GR10	GRE Total	940	17-JUL-2002		T	Testing Service	
A01	ACT English	27	21-OCT-1998		T	Testing Service	
A02	ACT Math	18	21-OCT-1998		T	Testing Service	
A03	ACT Reading	30	21-OCT-1998		T	Testing Service	
A04	ACT Science Reasoning	22	21-OCT-1998		T	Testing Service	
A05	ACT Composite	24	21-OCT-1998	TSTS SAT or ACT Tes	T	Testing Service	
GR01	GRE Verbal Code	490	23-AUG-1998		T	Testing Service	
GR02	GRE Quantitative	290	23-AUG-1998		T	Testing Service	
GR10	GRE Total	780	23-AUG-1998		T	Testing Service	

GR01 Scores must be 3 - NUMERIC characters in range of: 200 - 800

Notes:

If the student has made their own information “confidential” the “Confidential” indicator is located immediately above the “ID” field in the key block of the form. The Test Scores (2) and Test Scores (3) tabs are not being used by Auburn.

## See Transfer Work (SHATRNS, SHATERM)

Viewing transfer work in Banner Admin can take a little while to become accustomed to. For students who are transferring work from a single institution the transfer work is a bit more straightforward to view. However, there are times when students bring in transfer work from multiple institutions. Additionally, students may have multiple “attendance periods” from each institution. These are roughly equivalent to the terms that were attended at the other institution. However, if a student has attended a single institution for a continuous period of time (even if that period of time covers multiple semesters) the admissions officers may enter those courses under a single attendance period. Therefore, it is important that when viewing transfer work, you be diligent in making sure that all work has been posted to the student’s record. Please be aware, as well, that only work that has been provided via an official transcript from the student will be posted to the record.

**WARNING:** Information that is found on SHATRNS and SHATERM is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

## See Transfer Work

1. Enter "SHATRNS" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the "ID" field.
3. Select the desired "Transfer Institution Number" from the drop down list provided.
4. Select the desired "Attendance Period Number" from the drop down list provided.

Transfer Course Information SHATRNS 7.3 (CONV)

ID: 902 ##### Last, First Middle

Transfer Institution Number: 1

Attendance Period Number: 1

5. "Next Block" past the "Transfer Institution" and "Attendance Period" blocks into the "Transfer Course Detail" block of the form.
6. Use the scroll bar (if activated) or the down arrow key on the keyboard to navigate through the list of courses that were taken at the transfer institution.

Transfer Course Detail SHATRNS 7.3 (CONV)

Sequence Number: 4

Subject: ENGL11

Course Number(s):

Hours: 3.000 Duplicate: Title: Written Composition I

Grade: B Group: Primary:

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
4	UG	200610	✓	ENGL	1100	3.000	B	S			English Composition I

There are different ways that transfer courses can be applied to a student's record. The first (pictured above) is fairly straightforward. In this case, ENG 101 from the transfer institution has been articulated to ENGL 1100 for the Auburn equivalent. However, sometimes, coursework from other institutions isn't as straightforward in interpretation. Notice in the following illustration, the PEND as the articulated course in the "Equivalent Course Detail" block of the form.

Transfer Course Detail SHATRNS 7.3 (CONV)

Sequence Number: 4

Subject: ORI101

Course Number(s):

Hours: 1.000 Duplicate: Title: Orient

Grade: A Group: Primary:

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
4	UG	200610	✓	PEND	0000	1.000	A	S			Orient

In this example, the course ORI101 from the transfer institution has been articulated as PEND, meaning that further analysis is needed before an

accurate articulation can be credited for the student. Another example of the way courses are articulated is when a course from the transfer institution is “split” to fill more than one Auburn articulation. Notice in the following illustration, the PEND for a portion of the articulated courses.

Transfer Course Detail SHATRNS 7.3 (CONV)

Sequence Number: 10  
 Subject: THR114  
 Course Number(s):  
 Hours: 2.000 Duplicate:  Group: 01 Primary:   
 Grade: A Title: Theatre Workshop II

Equivalent Course Detail

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
* 10	UG	200610	<input checked="" type="checkbox"/>	THEA	2030	1.000	A	S	<input type="checkbox"/>	<input type="checkbox"/>	Production Studio I
10	UG	200610	<input checked="" type="checkbox"/>	PEND	0000	1.000	A	S	<input type="checkbox"/>	<input type="checkbox"/>	Theatre Workshop II

In this example, the student took THR114 at the transfer institution, but only 1 credit of it has been applied to Auburn’s THEA 2020. The other credit is still listed as PEND, since further analysis is needed.

7. “Next Block” into the “Attendance Period” block of the form.

Attendance Period GPA SHATRNS 7.3 (CONV)

Attendance Period	Term	Level	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
1	200610	UG	79.000	79.000	79.000	79.000	225.00	2.85

The hours the student attempted, passed, earned and applied toward the GPA are listed in the corresponding fields. The GPA listed in this block is the GPA for the courses that were applied to this attendance period. There is a different procedure for finding the GPA of all transfer work from all institutions.

## See Transfer Work: Total Transfer GPA (All Transfer Institutions)

1. Enter “SHATERM” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. Enter the correct “Course Level” from the drop down list provided in the “Course Level Codes by Person” field.
4. Leave the “Term” field blank.

5. “Next Block” into the “Current Standing” block of the form.

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	29.000	10.000	10.000	9.000	21.00	2.33
<b>Transfer:</b>	79.000	79.000	79.000	79.000	225.00	2.85
Overall:	108.000	89.000	89.000	88.000	246.00	2.80

The “Transfer” information include all transfer work that has been applied to the student’s record.

## See Transcript Information (SHATERM)

Only the office of the registrar has the authority to view or run official student transcripts. However, advisors may need to see a list of courses taken, with grades, in order to provide accurate guidance to students. That information is available in Banner Admin on the SHATERM form. Students can access unofficial copies of their own transcripts via Banner Self-Service.

Some units on campus may have a legitimate need to have copies of student transcripts run for reporting to outside agencies (eg. ROTC Units). In these situations, the unit should provide the registrar’s office with a list of student names, userids, and a statement of release so that the registrar’s office can assist the unit with the acquisition of transcript printouts.

**WARNING:** Information that is found on SHATERM is highly sensitive information and should be treated with the utmost confidentiality as per Auburn University Policy.

### See Transcript Information

1. Enter “SHATERM” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. Enter the appropriate “Course Level Code” in the “Course Level Codes by Person” field. Use the drop down list if you are unsure which codes are available.
4. Leave the “Term” field blank to have all term information available to you.

- “Next Block” into the “Current Standing” block of the form.

Current Standing

First Term Attended: 200510  
Last Term Attended: 200720

Academic Standing: G1 Good Standing

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	95.000	79.000	79.000	77.000	219.00	2.84
Transfer:	21.000	21.000	21.000	21.000	57.00	2.71
Overall:	116.000	100.000	100.000	98.000	276.00	2.82

The student’s GPAs for institution (Auburn) and transfer coursework is displayed, along with the overall GPA. Also displayed is the student’s academic standing.

- “Next Block” into the “Term GPA and Course Detail Information” block of the form.

Term GPA

Institution or Transfer: I Transfer Number: Attendance Period:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Term: 200510	14.000	10.000	10.000	9.000	18.00	2.00
Cumulative:	26.000	22.000	22.000	21.000	51.00	2.43

Subject	Course	Title	Grade	Mode	Hours	Repeat	Campus
BIOL	1020	Principles Of Biology	XD	S	4.000		
SCMH	1990	Pre-Health Prof Orientation	S	P	1.000		
POLI	1020	Political Economy	C	S	3.000		
MATH	1120	Pre-Calculus Algebra	C	S	3.000		
GEOG	1010	Global Geography	C	S	3.000		

Information about student course work is presented on a term by term basis. Use the scroll bar (if activated) on the right side of the screen in the “Term GPA” block of the form to scroll through the list of terms. Note: The “Institution or Transfer” field indicates whether the displayed work was completed at Auburn (I) or is Transfer work (T). The illustration above shows work for the term 200510 (Fall, 2006). This student has a grade that was gapped (BIOL 1020) as indicated by the XD grade, and has a GPA for that term of 2.00. The cumulative GPA is different because there has been transfer work applied to

that same term, as illustrated below.

Term GPA and Course Detail Information SHATERM 7.3 (QUAL)

Term GPA

Institution or Transfer: T      Transfer Number: 2      Attendance Period: 1

Term: 200510      Attempted Hours: 12.000      Passed Hours: 12.000      Earned Hours: 12.000      GPA Hours: 12.000      Quality Points: 33.00      GPA: 2.75

Cumulative:      Attempted Hours: 26.000      Passed Hours: 22.000      Earned Hours: 22.000      GPA Hours: 21.000      Quality Points: 51.00      GPA: 2.43

Transfer Courses

Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
ENGL	1100	English Composition I	B	S	3.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENGL	1120	English Composition II	C	S	3.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HIST	1010	World History I	C	S	3.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMM	1000	Public Speaking	A	S	3.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note that in the illustration above, the same term is displayed as from above, which means that the courses were applied to the Fall, 2006 term. Also note that the number of hours applied is 12, which when added to the 14 from previous, adds to the 26 that are displayed in the “Cumulative field. The “Transfer Number” field indicates which transfer institution is being referenced. In this case, the 2<sup>nd</sup>. If we were to keep scrolling we would find the first institution has been applied to another term. The “Attendance Period” field indicates the period of time the students work was used for posting to the Auburn record.

- Continue scrolling until you reach the desired term of information you seek, or until you reach the end of the list.

## Running Reports in Banner Admin

Various information types are not delivered by the baseline Banner product. Therefore, Auburn has written reports in some cases that will fill information needs. These are usually similar to the reports that were found in WebFocus. Banner reports work the same general way, regardless of the type of information that is being delivered. The following two examples illustrate how to run reports.

Specific information regarding parameters for reports generated at Auburn will be provided to the users who are given access to those reports.

## Class Schedule Report (SSRSECT)

The “Class Schedule” Report can be used to verify the schedule that is built each term, especially during the first three terms of hand-building that must occur with the transition to Banner Student System.

Once sections have been built into the Banner system, the Class Schedule Report can be run. The report can be set to run directly to a printer in your office, or it

can be set to print to an electronic file that can be saved on a shared network drive.

## Accessing the Class Schedule Report

From the General Menu, enter “SSRSECT” in the “Go To...” field. The Class Schedule Report Form will display.

The general areas of this form are numbered in the graphic above. They include:

- 1 The Printer Control Field. This field controls where the output of the report will be stored. You may either have it sent directly to a printer, or you may save it electronically for future reference.
- 2 The Parameter Values. These values control the general appearance of the report.
- 3 The Parameter Value Explanation Area. This area helps explain the various options for each parameter value. Of particular interest is whether or not a value is required for the report to run.

## Creating an Electronic Class Schedule Report

In order to create an electronic file of the class schedule, you must first enter SSRSECT. Second, you must indicate where the report will print in the “Printer” field of the “Printer Control” block. You must then populate values for each of the parameters that are required in the “Parameter Values” block. You are able to save the parameter set if you like, so that you can reuse it in the future. Execute (run) the report by clicking on the “Save” icon.

In order to see the results of the report, you must select “Review Output” from the “Options” menu. Once there, you have the option of viewing the report in a new browser window where you can then save it to your desktop or removable storage media on your computer.

## Generating Class Schedule Report

The first step to generating a class schedule report is to enter SSRSECT from the General Menu. The “Process Submission Controls” screen will appear for SSRSECT.

Process: SSRSECT Class Schedule Parameter Set:

Printer Control  
Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Schedule Term	
02	Part-of-term (% for all)	
03	Order 1-Subj, 2-Call,Div,Dept	
04	Campus (% for all)	
05	Course Status (% for all)	
06	Use Scheduler Results	N
07	Schedule Type (% for all)	%
08	Instructional Method (%=all)	%

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

Submission  
 Save Parameter Set as Name: Description:  Hold  Submit

Destination Printer: DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.  
Record: 1/1 | List of Valu... | <OSC>

“Next Block” to the “Printer Control” block of the form. Then, enter the location where you would like the report results to appear. You have a choice of “database” (you may type it in directly or choose it from the list after clicking on the down-arrow), or another listed printer. If you’d like a specific printer, it will need to appear on the list that you see when you click on the down-arrow next to the “Printer” field.

Process: SSRSECT Class Schedule Parameter Set:

Printer Control  
Printer: Special Print: Lines:

Click for list of printers or "database" option. You can also enter "database" directly into the field.

Parameter Values

“Next Block” into the “Parameter Values” block of the form. Please note that while eight parameters are immediately visible, there are ten on the list. If you’d like to change the last two you’ll need to scroll down the list by using the scroll bar at the right of the screen.

A brief description of each of the parameters follows. Note that at the bottom of the visible list of parameters is a description line that tells you what sorts of values are acceptable for each parameter value. It will also tell you whether that parameter is required for the report to run.

Schedule Term. Use the term code in the yyyytt (i.e. 200810) format that you used when creating the schedule.

- 1 Part-of-term. For Fall and Spring semesters, you can enter “1” for the value, for Summers you may want to select the part of term from the drop down list that appears when you click on the down-arrow at the top of the “Values” column. You can also enter the Banner wildcard symbol:

- %, to get all parts of a term. If you always use %, you'll always get all parts of term, and only have one symbol to remember. Don't forget that you can also use the down-arrow to select the appropriate part of term from the available ones on the provided list.
- 2 Order. This is the order in which the classes on the report will be organized. The parameter value of "1" will yield a report that is organized by subject (the four-letter subject codes), and a value of "2" will yield a report that is organized by College, then Division, then Department.
  - 3 Campus. For most instances, you will likely enter "A" for this value. Note that it must be a capital "A" and not lowercase. If you have a different campus that you'd like to print a schedule for, you can select it from the list that appears when you click the down-arrow at the top of the "Values" column.
  - 4 Course Status. If you enter % (the Banner wildcard) you will get all classes in your report. You can also create a report that will display only active classes, inactive classes, or cancelled classes.
  - 5 Use Schedule Results. This is a pre-populated value. It is not suggested that you change it at this time. It may be useful in the future if Auburn University elects to use an auto-scheduling program to schedule classes.
  - 6 Schedule Type. This is also a pre-populated value. The default value is the wildcard so that all classes (distance, lab, lecture, etc.) will appear on the class schedule report.
  - 7 Instructional Method. This is another pre-populated field for the same reasons as "schedule type."
  - 8 Print long Course Title. This is a pre-populated field, with a default of "No."
  - 9 Print Long Section title. This is the last pre-populated field, with a default of "No."

Enter the appropriate parameter values in the "Values" column of the "Parameter Values" Block. To move from one value field to the next, either use your mouse to click in the next field, or use the down-arrow key on your keyboard.

A sample list of parameter values (with explanations) is illustrated below.

Parameter Number	Parameters	Values
01	Schedule Term	200810 Fall, 2007
02	Part-of-term (% for all)	1 Full term
03	Order 1-Subj, 2-Coll,Div,Dept	1 Sections organized by subject codes
04	Campus (% for all)	A Sections on just the Auburn Main Campus
05	Course Status (% for all)	% All sections (active, inactive & cancelled)
06	Use Scheduler Results	N
07	Schedule Type (% for all)	%
08	Instructional Method (%=all)	%

LENGTH: 5 TYPE: Character O/R: Optional M/S: Single  
Report will include only specified instructional methods

Click to see more acceptable values for each parameter.

Parameters 9 & 10 are at end of list, scroll to view them. Default values, do not change.

Default values, do not change

"Next Block" into the "Submission" Block of the field. Save the report.

Note that at the bottom of the Banner screen you'll see a message indicating your report was successfully generated. There will be two files, one ending in .lis and one ending in .log. You do not need to make a note of these file names. You

should be aware that if you want to view the report, you'll access the ".lis" file in the next process.

### Generating Class Schedule Report - Summary

- 1 Enter SSRSECT.
- 2 Enter the desired printer name in the "Printer" field (most people will likely use "database").
- 3 Enter appropriate parameter values in the "Parameter Values" block.
- 4 Enter the "Submission" block and save the report.
- 5 If you give the parameter set a name, you can access that set of parameters again in the "Process" Block of the form.

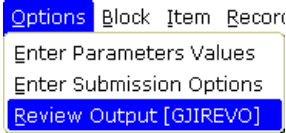
Number	Parameters	Values
01	Schedule Term	
02	Part-of-term (% for all)	
03	Order 1-Subj, 2-Coll,Div,Dept	
04	Campus (% for all)	
05	Course Status (% for all)	
06	Use Scheduler Results	N
07	Schedule Type (% for all)	%
08	Instructional Method (%=all)	%

### Viewing Class Schedule Report

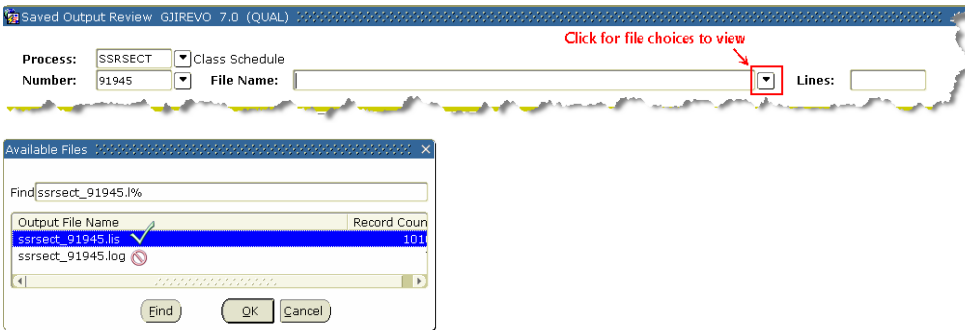
Once you've successfully saved the report and gotten the confirmation message at the bottom of the screen, you can view the report (as long as you sent it to "DATABASE" in the "Printer" field) to verify that the schedule building data entry was accurate.

The first step to viewing a report of the class schedule is to create the report. The steps for that process are described in the above section(s).

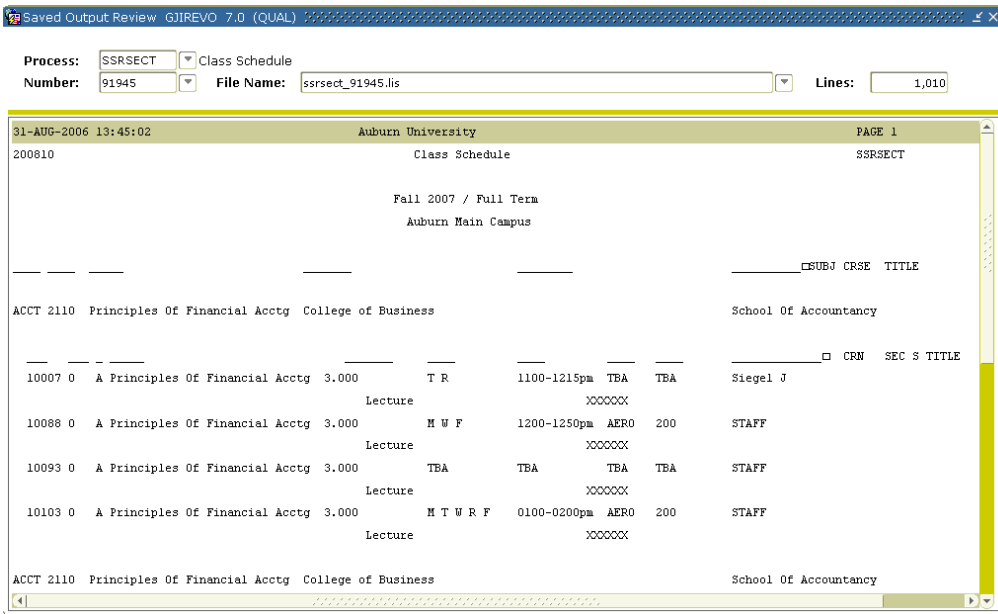
From the SSRSECT form, you should select "Review Output" from the "Options" menu. You will be returning to the "Options" menu several times in this process, but the choices you will see each time will vary slightly from visit to visit.



The “Saved Output Review” screen will appear. You need to tell Banner which report file you’d like to view. You can select the correct file by double-clicking on it from the list that appears when you click on the down-arrow after the “File Name” field. You should select the “.lis” file rather than the “.log” file.



The report of the schedule of class sections will display. While this can be printed from the “File” menu, it may not format correctly for easy review and auditing purposes. Therefore, you may want to “show” the document in a separate browser window. This will allow you save it to a separate file and refer back to it during future review procedures.



### Showing Class Schedule Report

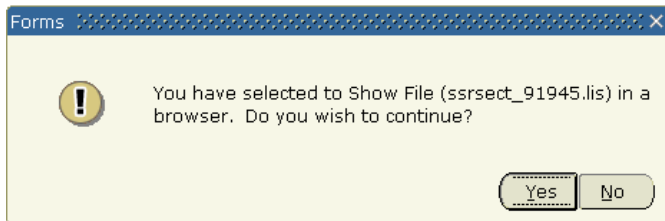
Once you’ve displayed the report in the “Saved Output Review” screen, you can save it to a separate file for later review.

First, while you are viewing the report in the “Saved Output Review” screen, select “Show Document” from the “Options” menu.

Options Block Item Record Query

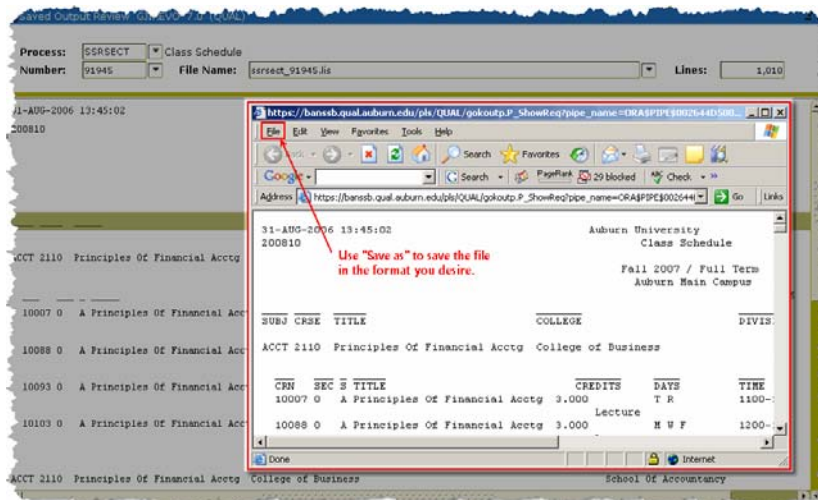
Show Document (Save and Print File)

A confirmation window will appear asking you if you'd like to continue. If you've accidentally selected the wrong file, click "Cancel" and repeat the "Show Document" step and select the correct one. If you have selected the correct one (with the .lis extension), click "Yes" to continue to the next step.



**Warning!** If you have a pop-up blocker activated on your computer, be sure to hold down the "Ctrl" key while you click the "Yes" button. Otherwise, your new browser window will not appear. You may see a reminder bar at the top of your browser window, but you may not. It's more straightforward to use the "Ctrl-click" method in order to show the file in a new browser window.

A new browser window will appear that contains a formatted view of the class schedule report. You can save this as a complete webpage or as a text file that you can review at a later date.



**NOTE:** You may have a printed copy that is more pleasing to the eye if you set your printing orientation to "Landscape" rather than the default "Portrait."

## Scheduled Section Tally Report

Running a “Scheduled Section Tally Report” is done in a similar manner as the “Class Schedule Report,” except the specifics of the report request will be slightly different.

### Creating an Electronic Scheduled Section Tall Report

In order to create an electronic file of the scheduled section tally, you must first enter SSRTALY. Second, you must indicate where the report will print in the “Printer” field of the “Printer Control” block. You must then populate values for each of the parameters that are required in the “Parameter Values” block. You are able to save the parameter set if you like, so that you can reuse it in the future. Execute (run) the report by clicking on the “Save” icon.

In order to see the results of the report, you must select “Review Output” from the “Options” menu. Once there, you have the option of viewing the report in a new browser window where you can then save it to your desktop or removable storage media on your computer.

#### Generating Scheduled Class Tally Report

The first step to generating a class schedule report is to enter SSRTALY from the General Menu. The “Process Submission Controls” screen will appear for SSRTALY.

The screenshot shows a web browser window titled "BANNER ADMIN" displaying the "Process Submission Controls" form for SSRTALY. The form is organized into several sections:

- Process:** SSRTALY (Selected) | Scheduled Section Tally
- Printer Control:**
  - Printer: [Dropdown]
  - Special Print: [Text Field]
  - Lines:
  - Submit Time:
- Parameter Values:** A table with three columns: Number, Parameters, and Values. Each column contains a list of empty input fields for data entry.
- Submission:**
  - Save Parameter Set as
  - Name: [Text Field]
  - Description: [Text Field]
  - Hold
  - \* Submit

At the bottom of the form, there is a status bar indicating "Process Name, press SEARCH for valid processes." and "Record: 1/1".

“Next Block” to the “Printer Control” block of the form. Then, enter the location where you would like the report results to appear. You have a choice of “database” (you may type it in directly or choose it from the list after clicking on the down-arrow), or another listed printer. If you’d like a specific printer, it will need to appear on the list that you see when you click on the down-arrow next to the “Printer” field.

Printer Control Click for list of printers or database. You can also enter "database" directly into the field.

Printer:   Special Print:

Parameter Values

Number	Parameters
--------	------------

“Next Block” into the “Parameter Values” block of the form. There are seven parameters on the parameter value list.

A brief description of each of the parameters follows. Note that at the bottom of the list of parameters is a description line that tells you what sorts of values are acceptable for each parameter value. It will also tell you whether that parameter is “required,” or, must have a value entered for the report to run.

Parameter Values

Number	Parameters	Values
01	Schedule Term	200810 Fall, 2007
02	Part-of-term (% for all)	1 Full term
03	Order 1-Subj, 2-Coll,Div,Dept	1 Sections organized by subject codes
04	Campus (% for all)	A Sections on just the Auburn Main Campus
05	Course Status (% for all)	% All sections (active, inactive & cancelled)
06	Use Scheduler Results	N
07	Schedule Type (% for all)	%
08	Instructional Method (%=all)	%

LENGTH: 5 TYPE: Character O/R: Optional M/S: Single  
Report will include only specified instructional methods

Click to see more acceptable values for each parameter.

Default values, do not change

Parameters 9 & 10 are at end of list, scroll to view them. Default values, do not change.

“Next Block” into the “Submission” Block of the field. Save the report.

Note that at the bottom of the Banner screen you’ll see a message indicating your report was successfully generated. There will be two files, one ending in .lis and one ending in .log. You do not need to make a note of these file names. You should be aware that if you want to view the report, you’ll access the “.lis” file in the next process.

Submission

Save Parameter Set as Name:  Desc:

Log file: ssrsect\_91945.log List file: ssrsect\_91945.lis

Record: 1/1 | <OS

### Generating Scheduled Section Tally Report - Summary

- 1 Enter SSRTALY.
- 2 Enter the desired printer name in the “Printer” field (most people will likely use “database”).
- 3 Enter appropriate parameter values in the “Parameter Values” block.
- 4 Enter the “Submission” block and save the report.
- 5 If you give the parameter set a name, you can access that set of parameters again in the “Process” Block of the form as in the SSRSECT report.



### Showing a Scheduled Section Tally Report

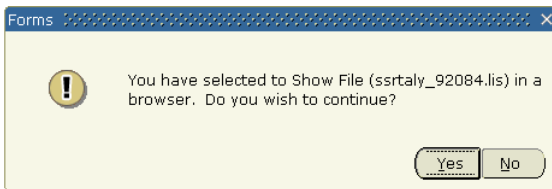
Once you've displayed the report in the "Saved Output Review" screen, you can save it to a separate file for later review.

First, while you are viewing the report in the "Saved Output Review" screen, select "Show Document" from the "Options" menu.

Options Block Item Record Query

Show Document (Save and Print File)

A confirmation window will appear asking you if you'd like to continue. If you've accidentally selected the wrong file, click "Cancel" and repeat the "Show Document" step and select the correct one. If you have selected the correct one (with the .lis extension), click "Yes" to continue to the next step.



A new browser window will appear that contains a formatted view of the class schedule report. You can save this as a complete web page or as a text file that you can review at a later date.



**NOTE:** You may have a printed copy that is more pleasing to the eye if you set your printing orientation to "Landscape" rather than the default "Portrait."



- Page orientation = landscape
- Font size = 8
- Font name = Courier

## Saving Banner Reports – Step by Step

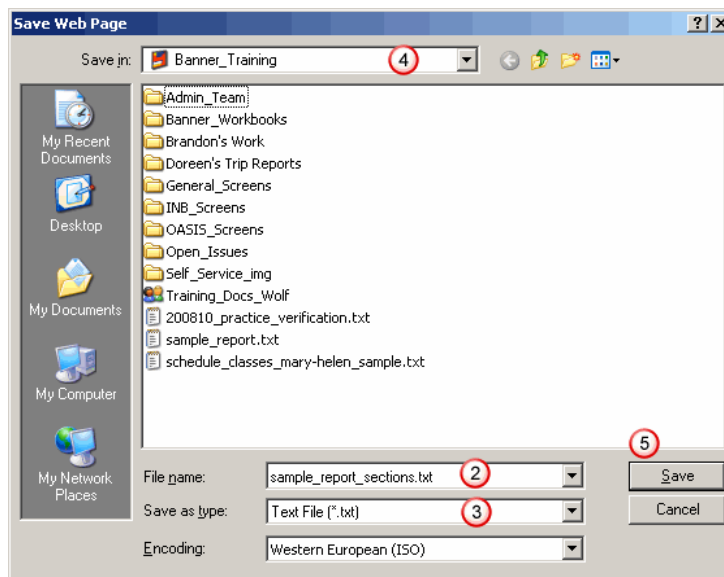
Within the browser window, select “Save As” from the “File” menu.

Change the file name to one you can remember.

Change the file type to “Text File .txt”.

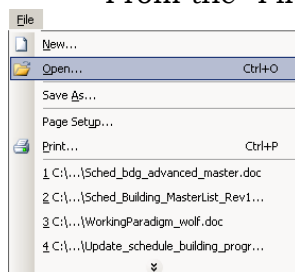
Verify the location where the file will be saved

Click the “Save” button (See illustration below for steps 2-5)



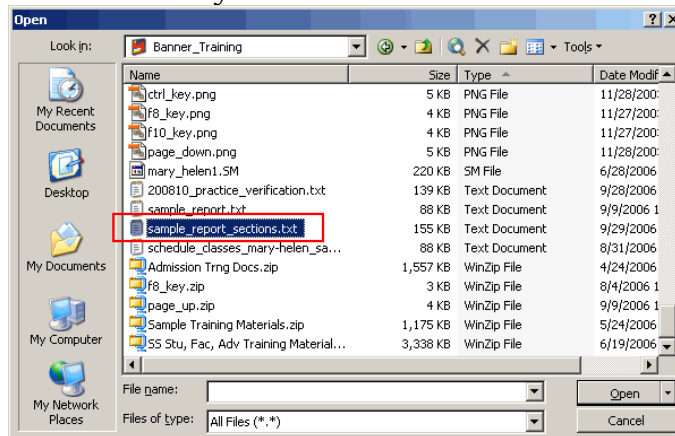
Open your word processor (the illustrations in this document show Microsoft Word features).

From the “File” menu, select “Open.”



Find the text-only document of the report and open it. Don't forget that you might have to look for “all documents” in order to see the file name

of the text file you saved.



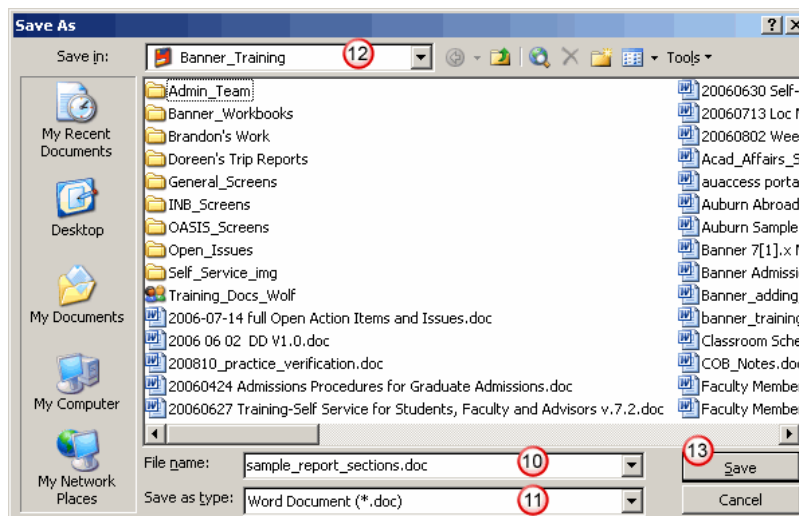
From the “File” menu, select “Save As.”

Give the file a name you will remember.

Change the file type to the word processor type you are using (Word, in this documentation).

Verify the location where the file will be saved

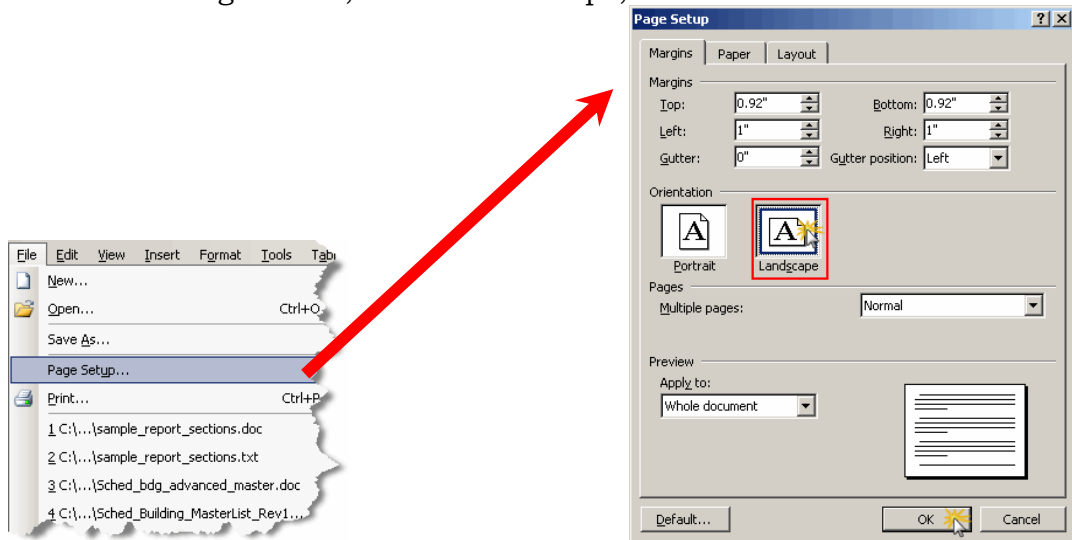
Click the “Save” button. (See illustration below for steps 10-13).



Change the orientation of the page to “Landscape.”

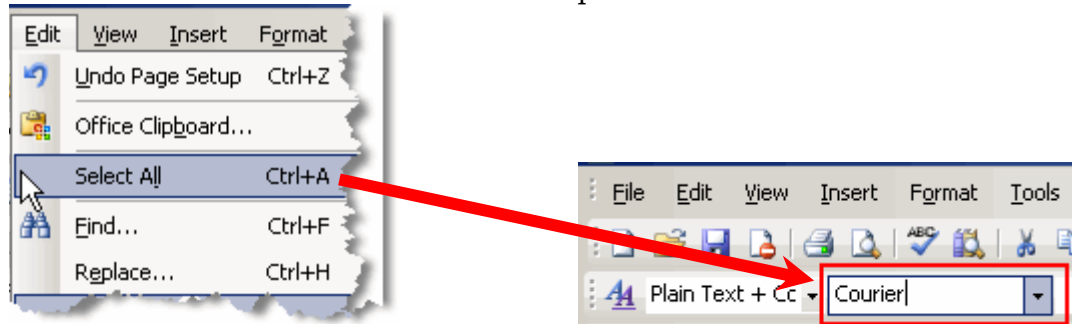
- Choose “Page Setup” from the “File” menu.

- From the “Margins” tab, select “Landscape,” then click the “Save” button.



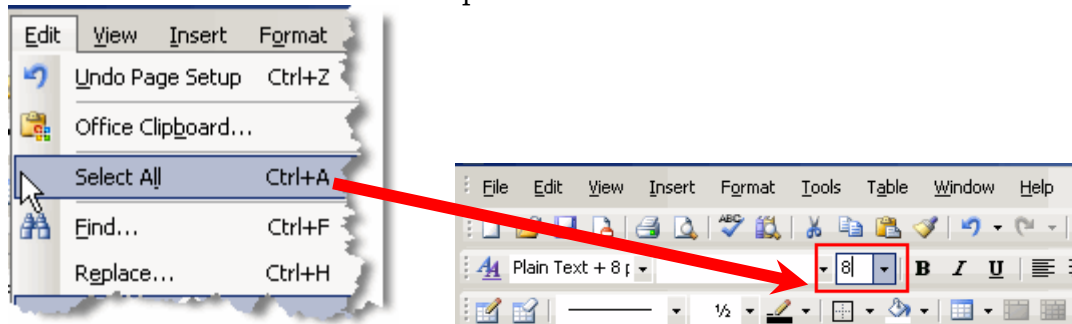
Verify the font name is “Courier”, change if necessary.

- From the “Edit” menu, select “Select All” (the entire document will become highlighted).
- Select “Courier” from the font name drop-down menu.



Change the font size to 8.

- From the “Edit” menu, select “Select All” (the entire document will become highlighted).
- Select “8” from the font size drop-down menu.



From the "File" menu, select "Save" to save the changes to your report.

At this point, you are ready to delete any unneeded information or to format the sections in your department in a specific manner that will allow you to easily find them within the report.

Two illustrations are provided for your reference. The first is what the report information looks like before you've formatted it for readability.

"Before" formatting for readability

```

29-SEP-2006 14:41:05                      Auburn University
PAGE 1                                      Class Schedule
200810
SSRSECT

                                      Fall 2007 / Full Term
                                      Auburn Main Campus

-----
SUBJ CRSE TITLE                DEPARTMENT COLLEGE
DIVISION

ACCT 2110 Principles Of Financial Acctg College of Business
School Of Accountancy

-----
CRN  SEC S TITLE                CREDITS  DAYS    TIME
BLDG ROOM INSTRUCTOR(S)
10007 0  A Principles Of Financial Acctg 3.000    T R     1100-
1215pm TBA TBA Siegel J
Lecture
XXXXXX
10088 0  A Principles Of Financial Acctg 3.000    M W F   1200-
1250pm AERO 200 STAFF
Lecture
.....
    
```

The second is what the report looks like after you've followed the formatting directions provided here.

"After" formatting for readability

```

29-SEP-2006 14:41:05                      Auburn University                      PAGE 1
200810                                      Class Schedule                          SSRSECT

                                      Fall 2007 / Full Term
                                      Auburn Main Campus

SUBJ CRSE TITLE                COLLEGE          DIVISION        DEPARTMENT
ACCT 2110 Principles Of Financial Acctg College of Business School Of Accountancy

CRN  SEC S TITLE                CREDITS  DAYS    TIME    BLDG  ROOM  INSTRUCTOR(S)
10007 0  A Principles Of Financial Acctg 3.000    T R     1100-1215pm TBA TBA Siegel J
Lecture
10088 0  A Principles Of Financial Acctg 3.000    M W F   1200-1250pm AERO 200 STAFF
Lecture
10099 0  A Principles Of Financial Acctg 3.000    TBA     TBA TBA STAFF
Lecture
10103 0  A Principles Of Financial Acctg 3.000    M T W R F 0100-0200pm AERO 200 STAFF
Lecture
10179 0  A Principles Of Financial Acctg 3.000    M W F   0800-0850am LOWDR 110 Clark R
Lecture
10212 001 A Principles Of Financial Acctg 3.000    M W F   1000-1050am LOWDR 110 Clark R
Lecture
10222 002 A Principles Of Financial Acctg 3.000    M W F   1200-1250pm LOWDR 110 Clark R
Lecture
10229 0  A Principles Of Financial Acctg 3.000    TBA     TBA TBA STAFF
Lecture
10230 0  A Principles Of Financial Acctg 3.000    TBA     TBA TBA STAFF
Lecture
    
```

Note that the biggest difference between the two output samples is that the second contains all of the information about each section on a single line and that the font is smaller. If you choose to print your schedules on legal size paper rather than letter size, you can select a larger font size than 8 as the information will have more room on the paper for printing. In trials of this setup, size 11 or 12 was the most effective for legal paper, depending on the length of some course titles.

## Sample Schedule Report Output

Several samples of output are provided as illustrations for the various types of information that result from decision made during the schedule building process.

The first illustrates:

SUBJ	CRSE	TITLE	COLLEGE	DIVISION	DEPARTMENT					
ACCT	2110	Principles Of Financial Acctg	College of Business		School Of Accountancy					
				<b>Instructional Method</b>						
CRN	SEC	S	TITLE	Schedule Type	CREDITS	DAYS	TIME	BLDG	ROOM	INSTRUCTOR(S)
10007	0	A	Principles Of Financial Acctg	3.000	Lecture	T R	1100-1215pm	TBA	TBA	Siegel J
10088	0	A	Principles Of Financial Acctg	3.000	Lecture	M W F	1200-1250pm	AERO	200	STAFF
10093	0	A	Principles Of Financial Acctg	3.000	Lecture	TBA	TBA	TBA	TBA	STAFF
10103	0	A	Principles Of Financial Acctg	3.000	Lecture	M T W R F	0100-0200pm	AERO	200	STAFF
10179	0	A	Principles Of Financial Acctg	3.000	Lecture	M W F	0800-0850am	LOWDR	110	Clark R
10212	001	A	Principles Of Financial Acctg	3.000	Lecture	M W F	1000-1050am	LOWDR	110	Clark R
10222	002	A	Principles Of Financial Acctg	3.000	Lecture	M W F	1200-1250pm	LOWDR	110	Clark R

- 1 That CRN 10007 does not have a building or room assigned. The building and room fields on the “Meeting Time” block of SSASECT were left blank.
- 2 That CRN 10093 had the meeting time left blank as well as the building and room left blank on the “Meeting Time” block of SSASECT.
- 3 That the sections of ACCT 2110 listed here had LEC selected for the schedule type, and LEC selected for “Instructional Method.”
- 4 Notice that the instructional method decision caused “XXXXXX” to be printed on the report. This is what students will see when they search for information about the classes.

The second sample output illustrates:

EDMD	3300	Utilization Inst Tech For Ed	College of Education		Educ. Found., Ldrshp. & Tech					
CRN	SEC	S	TITLE	CREDITS	DAYS	TIME	BLDG	ROOM	INSTRUCTOR(S)	
10091	0	A	Utilization Inst Tech For Ed	2.000	Laboratory	F	0900-1200pm	AERO	300	Wolf S
10096	0	A	Utilization Inst Tech For Ed	2.000	Laboratory	M W F	0800-0850am	AERO	300	Wasylenko D
10182	0	A	Utilization Inst Tech For Ed	2.000	Laboratory	M W F	0100-0150pm	TBA	TBA	Wolf S, Watts I
					Laboratory	T R	0930-1045am	TBA	TBA	Wolf S, Watts I

- 1 CRN 10182 had two lines completed on the “Meeting Time” block of SSASECT. One for a MWF meeting time, and one for a TR class meeting time.
- 2 CRN 10182 had two instructors listed for the faculty assignment.
- 3 CRNs 10091, 10096, and 10182 are all still listed as section 0

The third sample output illustrates:

FOUN	7400	Ed Psych And Ed Implications	College of Education		Educ. Found., Ldrshp. & Tech					
CRN	SEC	S	TITLE	CREDITS	DAYS	TIME	BLDG	ROOM	INSTRUCTOR(S)	
10150	001	A	Ed Psych And Ed Implications	3.000	Lecture	T	0400-0650pm	HALEY	2346	Kingman R
FOUN	7426	Disted Learn Thry And Ed Prac	College of Education							Educ. Found., Ldrshp. & Tech
CRN	SEC	S	TITLE	CREDITS	DAYS	TIME	BLDG	ROOM	INSTRUCTOR(S)	
10023	0	A	Disted Learn Thry And Ed Prac	3.000	Lecture	T R	0800-0915am	TBA	TBA	Haywood C
									Distance Learning Video	

CRN 10150 is an “on campus” class of FOUN 7400 while CRN 10023 is a distance education version of a class – FOUN 7426. Note that the “Instructional Method”

field of SSASECT was correctly selected to reflect the distance education instruction. Failure to properly select either DL1 (Distance Learning Internet) or DL2 (Distance Learning Video) for the “Instructional Method” will prevent the bursar’s office from collecting accurate course fees for these classes.

## Quick Reference:

### Navigation in Banner

Function	Menu Option	Keystroke Option	Toolbar Button
Next Record	Record/Next	Down Arrow	
Previous Record	Record/Previous	Up Arrow	
Clear or Delete Record	Record/Clear or Record/Remove	Shift + F6	
Insert Record	Record/Insert	F6	
Next Block	Block/Next	Ctrl + Page Down	
Previous Block	Block/Previous	Ctrl + Page Up	
Enter Query	Query/Enter	F7	
Execute Query	Query/Execute	F8	
Cancel Query	Query/Cancel	Ctrl + Q	
Rollback	File/Rollback	Shift + F7	
Save or Commit	File/Save	F10	
Next Field	Field/Next	Tab	none
Previous Field	Field/Previous	Shift + Tab	none
Exit	File/Exit	Ctrl + q	<b>X</b>
Select	File/Select	Shift + F3	
Return to Calling Form from pop-up window	Item/Duplicate	F3	Return button on called form

## See Academic Standing

### End of Term

1. Enter "SHAINST" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName and term codes in the appropriate fields.
3. "Next Block" into the "Term Header" block of the form.

### Current

1. Enter "SHATERM" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName and course level code in the appropriate fields..
3. "Next Block" into the "Current Standing" block of the form.

### Snapshot

1. Enter "SGASTDQ" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the "ID" field.
3. "Next block" into the "Student Summary" field of the form.

## See Assigned Instructor

### Banner Admin

1. Enter the "SSASECT" form.
2. Enter the appropriate term and CRN in the corresponding fields.
3. "Next Block" into the "Instructor" block.

### Public Access

1. Log in to AU Access.
2. Click on the "Employee Services Tab.
3. Click on the "Schedule of Courses" link.
4. Select the appropriate term, then click the "Submit" button.
5. Select the desired subject(s), course, and/or instructor information, the click the "Class Search" button.
6. Assigned instructors are printed to the right of the enrollment information for each class section.

## See the Registration Audit Trail

1. Enter "SFASTCA" in the "Go To..." field of the main menu.

2. Enter the appropriate term and ID information in the corresponding fields.
3. “Next Block” into the body of the form.

## See Class Rosters

### Banner Admin

1. Enter “SFASLST” in the “Go To...” field of the main menu in Banner Admin.
2. “Next Block” into the form.

### Blackboard/WebCT Toolkit

1. From the AU Home page, click on “Employees.”
2. Click on the “Blackboard (or WebCT) Toolkit” link, then log in.
3. Click on the “Class rolls/email” link.
4. Select the appropriate term, department/interest area; course number, etc., then click the “Search” button.
5. Select the desired section of the class, then click the “View Class Roll” button.

### Banner Self-Service (Instructors of Record Only)

1. Log in to AU Access
2. Click on the “Employee Services” tab.
3. Click on the “Banner Self-Service” icon/link.
4. Click on the “Faculty Services” tab.
5. Click on either the “Summary Class List” OR the “Detail Class List” link.
6. Select the appropriate term, then click the “Submit” button.
7. Select the appropriate class from the CRN dropdown menu, then click the “Submit” button.

## See Contact Information

### Addresses

1. Enter “SOADDRQ” in the “Go To...” field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. “Next Block” into the body of the form.

### Phone Number(s)

1. Enter “SPATELE” in the “Go To...” field of the main menu in Banner Admin.

2. Enter the desired UserName in the “ID” field.
3. “Next Block” into the “Telephone” tab of the form.

**Email Address(es)**

1. Enter “GOAEMAL” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. “Next Block” into the “Email” tab of the form.

**See Curriculum Designation**

1. Enter “SGASTDN” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. Leave the “Term” field blank to have information related to all enrolled terms for that student available to you.
4. “Next Block” into the desired tab of the form.

**See Enrollment Counts****Banner Admin - Option 1**

1. Enter the “SSASECT” form
2. Enter the appropriate term and CRN in the corresponding fields.
3. “Next Block” to the “Section Details” block.
4. Select “Section Enrollment Info” from the “Options” menu.

**Banner Admin - Option 2**

1. Enter “SSASECQ” in the “Go To...” field of the main menu in Banner Admin.
2. Enter the desired information into the query fields.
3. “Execute” the query.
4. Scroll to see information for multiple sections.

**Public Access**

1. Log in to AU Access
2. Click on the “Schedule of Courses” link.
3. Select the appropriate term.
4. Select the desired Subject(s), course, etc.
5. Click the “Class Search” button.

## Find A Person

### Find a Person - General

1. Click the “search” button next to the “ID field on any form that contains it.
2. Click the “Person Search” link.
3. Enter the desired information in the appropriate fields.
4. “Execute” the query.

### Find a Person: SOAIDNS

1. Enter “SOAIDNS” in the "Go To..." field of the main menu in Banner Admin, then strike the <ENTER> key.
2. Enter the desired information in the search fields.
3. “Execute” the query.
4. Use the information provided in order to select the desired Banner 902 number.

## See GPAs

### See GPA: Transfer Work

1. Enter “SHATERM” in the "Go To..." field of the main menu in Banner Admin.
2. “Next Block” into the “Current Standing” block of the form.

### See GPA: Gapped (Auburn Only)

1. Enter “SHATERM” in the "Go To..." field of the main menu in Banner Admin.
2. “Next Block” into the “Current Standing” block of the form.

### See GPA: Within Major/Program

1. Log in to Banner Self-Service via AU Access.
2. Click on the “Faculty Services” tab.
3. Click on the “Term Selection” link and select the desired term.
4. Click on the “Student Information” link and select the desired student. Be sure to use ALL CAPS when entering the student’s UserName.
5. Confirm that you’ve selected the correct student.
6. Select the “Degree Evaluation” link.
7. Click the “Generate New Evaluation” link at the bottom of the screen.
8. Complete the Degree Evaluation process according to the CAPP training you’ve already received.

**See GPA: Overall**

1. Enter "SHATERM" in the "Go To..." field of the main menu in Banner Admin.
2. "Next Block" into the "Current Standing" block of the form.

**See GPA: By Subject Area**

1. Enter "SHASUBJ" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired ID and subject code information in the appropriate fields. You can leave subject code blank if you wish.
3. "Next Block" past the "Current Standing" block and into the "Subject GPA and Course Information" block of the form.
4. Scroll or use the down arrow on the keyboard to see the various information for each specific subject code group of classes that the student has taken.

**See GPA: From High School**

1. Enter "SOAHSCH" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the "ID" field.
3. "Next Block" into the "High School Details" block of the form.

**See GPA: UnGapped**

1. Enter "SZFSHTM" in the "Go to..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the "ID" field.
3. Enter the correct course level code in the "Course Level Codes by Person" field. UG = Undergraduate; GR = Graduate; PR = Professional.
4. "Next Block" into the "Current Standing" block of the form.

**See Grades****By Class Roster**

1. Enter "SFASLST" in the "Go To..." field of the main menu in Banner Admin.
2. Enter the appropriate term code and CRN in the corresponding fields.
3. "Next Block" into the form.

**By Student - All Auburn Courses Taken**

1. Enter "SHATERM" in the "Go to..." field of the main menu in Banner Admin.

2. Enter the ID of the desired student.
3. Select the appropriate “Course Level” code.
4. Leave “Start Term” blank.
5. “Next Block” past the “Current Standing” block, and into the “Term GPA” block of the form.
6. Scroll through the terms available to see applicable student information.

#### **By Student - By Term**

1. Enter “SHACRSE” in the “Go to...” field of the main menu in Banner Admin.
2. Enter the desired ID and term code in the appropriate fields.
3. “Next Block” into the body of the form.

## **Seeing Holds**

#### **Banner Admin (Option 1)**

1. Enter “SFAREGS” in the “Go To...” field of the main menu.
2. Enter the appropriate term, and username in the corresponding fields.
3. Click on the “Search” button to the right of the “Holds” field.

#### **Banner Admin (Option 2)**

1. Enter “SOAHOLD” in the “Go To...” field of the main menu.
2. Enter the appropriate student username in the “ID” field.
3. “Next Block” into the body of the form.

## **Finding Meeting Time/Place For Class(es)**

1. Log in to AU Access.
2. Click on the “Employee Services” tab.
3. Click on the “Schedule of Courses” link.
4. Select the appropriate term, then click the “Submit” button.
5. Select the desired subject(s), Course Number, etc., then click the “Class Search” button.

## **Finding Room Capacities**

1. Enter “SLARDEF” in the "Go To..." field of the main menu in Banner Admin, then strike the <ENTER> key.
2. “Next Block” into the body of the form.

## Finding Room Usage

### Finding Room Usage - SSAMATX

1. Enter the SSAMTAX form.
2. Enter the appropriate information in the desired fields (ie. Building and room; subject and course; desired term, and/or days of week).
3. "Execute the query."

### Finding Room Usage - SLAEVNT

1. Note the usage code for a specific event from SSAMATX
2. Enter "SLAEVNT" in the "Go To..." field of the main menu in Banner Admin, then strike the <ENTER> key.
3. Enter the code from SSAMATX into the key block of SLAEVNT
4. "Next Block" into the body of the form.

## Extracting Room Usage Information

### Extracting query data from Banner

1. Once the query results are displayed, select "Extract Data No Key" from the "Help" menu. Be sure to hold down the <ctrl> key until the dialog box for step 2 appears.
2. Click the "Save" button on the "File Download" dialog box. Be sure to hold down the <ctrl> key until the "Save As" dialog box appears.
3. Give the file a new name (the provided name is not memorable).
4. Change the "Save In..." location to one that you will remember contains the file when you're finished.
5. Click the "Save" button. Be sure to hold down the <ctrl> key until the "Download Complete" box appears.
6. Click the "Close" button on the "Download Complete" dialog box.

### Importing data into Excel (2007)

1. Open a new workbook in Excel 2007.
2. Navigate to the "Data" tab.
3. Select "From Text" from the "Get External Data" group.
4. Locate the .csv file containing the extracted Banner data using the "Import Text File" dialog box. Highlight the desired file.
5. Click the "Import" button on the "Import Text File" dialog box.
6. Click the "Delimited" radio button on the first screen of the "Text Import Wizard" dialog box.
7. Click the "Next" button on the first screen of the "Text Import Wizard screen 1 of 3" dialog box.
8. Uncheck the checkbox next to "Tab" on the "Text Import Wizard screen 2 of 3" dialog box.

9. Check the checkbox next to “Comma” on the “Text Import Wizard screen 2 of 3” dialog box.
10. Click the “Next” button on the “Text Import Wizard Screen 2 of 3” dialog box.
11. Click the “Finish” button on the “Text Import Wizard Screen 3 of 3” dialog box. You may also elect to format your columns on this screen, but it is not necessary for the success of the procedure.
12. Click “OK” on the “Import Data” dialog box. You’ll notice that one of the cells in the workbook is selected. This step tells Excel where to begin pasting the data.
13. Verify that your data has been imported.

## Seeing A Student Schedule

### Banner Admin

1. Enter “SFAREGS” in Banner Admin.
2. Click “OK” past the error message on SOADEST, OR exit out of the SOADEST form.
3. Enter the appropriate term and username in the corresponding fields.
4. “Next Block” into the “Enrollment Information” block.

### AU Access

1. Log in to AU Access.
2. Click on the “View/Print Student Schedule” link.
3. Click on the “View Student Schedule” link.
4. Select the appropriate term.
5. Enter the desired student’s AU username or 902 number in the “Student or Advisee ID” field.
6. Confirm that you’ve selected the correct student.
7. Click the “Submit” button.

## See Test Scores

1. Enter “SOATEST” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.
3. “Next Block” into the body of the form.

## See Transfer Work

1. Enter “SHATRNS” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName in the “ID” field.

3. Select the desired “Transfer Institution Number” and “Attendance Period” from the drop down lists provided.
4. “Next Block” into the “Transfer Course Detail” block of the form.
5. “Next Block” into the “Attendance Period” block of the form to see transfer GPA and hours for that particular attendance period.
6. View the GPA and hours information for all transfer work applied to the student’s record on the “SHATERM” form.

## See Transcript Information

1. Enter “SHATERM” in the "Go To..." field of the main menu in Banner Admin.
2. Enter the desired UserName and Course Level Code in the appropriate fields.
3. “Next Block” into the “Current Standing” block of the form.
4. “Next block into the “Term GPA and Course Detail Information” block of the form.
5. Scroll through the list of term information until the needed information is displayed.

## Running Reports in Banner Admin (Samples)

### Generating Class Schedule Report

- 1 Enter SSRSECT.
- 2 Enter the desired printer name in the “Printer” field (most people will likely use “database”).
- 3 Enter appropriate parameter values in the “Parameter Values” block.
- 4 Enter the “Submission” block and save the report.
- 5 If you give the parameter set a name, you can access that set of parameters again in the “Process” Block of the form.

### Generating Scheduled Section Tally Report

- 1 Enter SSRTALY.
- 2 Enter the desired printer name in the “Printer” field (most people will likely use “database”).
- 3 Enter appropriate parameter values in the “Parameter Values” block.
- 4 Enter the “Submission” block and save the report.
- 5 If you give the parameter set a name, you can access that set of parameters again in the “Process” Block of the form as in the SSRSECT report.

### Viewing Generated Reports

- 1 Generate your desired report.
- 2 Make a note of the report “number.”
- 3 From the “Options” menu, select “Review Output”
- 4 Select the .lis file to see the results of the report. (If your report is blank, or looks wrong, you may want to view the .log file to see what Banner can tell you regarding the report generation.)
- 5 If you want to print the report in a nicely formatted manner, select “Show Document” from the “Options” menu. Be sure that you do not exit out of the “Review Output” mode before you do this.
- 6 Click “Yes” when asked if you wish to continue to show a report in a browser.
- 7 Use the browser’s file menu to print the report, or to save it in a .txt file. (The .txt file can then be opened by a word processor and formatted or culled to include only the portions that you desire.)

### Formatting Reports for Readability

- 1 Create the report you desire.
- 2 View the report, then show it in a browser window (Directions for these two steps are listed above).
- 3 Save the report as a .txt file from the browser window (File, Save As).
- 4 Open a word processor.
- 5 Open the report you saved as a .txt file.
- 6 Save the report in the word processing format.
- 7 Change the page orientation to “Landscape.”
- 8 Change the font (if necessary) to “Courier.”
- 9 Change the font size to 8.
- 10 If printing on legal paper rather than letter sized paper, the font size can be set as large as 12 and still yield readable results.
- 11 Re-save the report so that your changes don’t disappear when you close the document.