

## **Banner Basics**

Learn techniques that will allow you to more easily use Banner. You will learn how to log on to Banner, tips on navigating within and between screens, how to use the built-in 'help' features and how to query more effectively.

## **Completing Leave Requests & Timesheets on the Web**

Learn how easy it is to use the Web to report sick leave, request vacation or personal business leave, or to complete a time sheet.

## **Faculty: Using the Web to View Info About Your Students**

With just a few mouse clicks you use the Web to view the following types of information about your students: schedule, transcript, address, phone number, e-mail address, major/program, year in school, etc.

## **Faculty: Using the WebFOCUS Class List**

The WebFOCUS class list allows instructors to view their class list on the web and download it as an EXCEL spreadsheet or as PDF or HTML. Student GPA's, test scores and academic history can also be viewed.

## **Faculty: Entering 'Never Attended' Grades on the Web**

Learn how easy it is to enter 'Never Attended' grades using Banner Web. Grades can be entered through the Web either while on campus or not. (You can also arrange a private session by calling X6012)

## **Faculty: Entering Progress/Midterm Grades on the Web**

Learn how to enter Progress (ie. Midterm) and 'Quit Attending' grades using Banner Web. Grades can be entered through the Web seven days a week! (You can also arrange a private session by calling X6012)

## **Faculty: Entering Final Grades on the Web**

Learn how to enter final grades using Banner Web. Grades can be entered from anywhere in the world! (You can also arrange a private session by calling X6012)

## **Using Banner Data in EXCEL**

Learn how to extract data from Banner screens into EXCEL with a single mouse click. Data can be extracted for budgets, class lists, section queries (SSASECQ), code lists, validation tables, results from using the "search" icon, and almost any Banner screen.

## **Tips on Banner Queries**

Learn how to do effective and efficient queries. Topics include: using wild cards; searching for less than, greater than and not equal conditions; doing queries on data display screens; techniques for searching for names like Macbeth (or is it MacBeth or Mac Beth or McBeth???)

## **Using Banner to Manage Your Budget**

Tips on how to use Banner to manage your budget! If you've ever been frustrated by all the data on the FGIBDST screen, attend the session below. Learn tricks to limit what is included in totals and the detail that is displayed. You will also receive instructions on how to print your entire budget on a single page.

## **Approving Electronic Leave Requests & Timesheets**

Learn how to approve leave requests and timesheets that were entered on the Web.

## **Running Banner Reports**

Tricks to make running Banner reports easier!!! Running a Banner report can be really spooky but these sessions will demonstrate just how easy it can be.

## **Viewing Banner Reports rather than Printing**

Learn how to view a report on your screen before, or instead of, printing it.

## **myBanner - Creating and Using a Personal Menu in Banner**

Do you ever have trouble finding something on the Banner menus? A personal menu can be a real time saver. Learn how to create and use a personal menu that contains only the screens that you use. You will also learn how to include reports on your personal menu.

## **Preparing a Requisition in Banner**

Learn (or review) the steps in creating a requisition in Banner.

## **Verifying Purchasing Card Transaction**

Learn (or review) the steps in verifying transactions which appear on your Purchasing Card (Visa) statement.