Banner Student Module
Internet Native Banner
# TABLE OF CONTENTS

Introduction.............................................................................................................1
Timeframes and Deadlines..................................................................................1

Signing onto MyIIT and Internet Native Banner (INB).................................2
  Adding the Single Sign On (SSO) Channel..................................................2

Basic Navigation.................................................................................................3
  General Menu..................................................................................................4
  Toolbar Icons..................................................................................................4
  Person Search (SOAIDEN)..............................................................................4

Searching Student Information...........................................................................6
  View a student’s majors.................................................................6
  View a student’s academic standing.......................................................7
  View a student’s IIT courses/grades by semester.................................8
  View a student’s schedule......................................................................9
  View a student’s GPA..............................................................................10
  View a student’s transfer credit..............................................................11
  View a student’s test scores.................................................................12
  View a student’s holds..........................................................................13
  View a student’s Alternate/Registration PIN........................................14
  View student visa information..............................................................15
  Look up a student’s advisor.................................................................15

Looking up Student Contact Information.......................................................16
  Add a comment to a student record.........................................................19

Entering Student Permits and Overrides.........................................................20
  View Individual Course Information and Detail....................................21
  View Class Rosters and Verifying Posted Grades....................................23
Introduction

Banner is a fully integrated suite of administrative software applications developed by Sungard Higher Education (Sungard HE) and used specifically by higher education to manage business operations. Internet Native Banner, or INB, is an entirely web-based delivery of Banner forms used for connections to the Banner databases. INB is used to manage students, accounts receivable, financial aid, finance, and human resource information. The Student INB forms replace the old SIS PLUS system.

Timeframes and Deadlines

For information on important academic deadlines, please visit the Registrar’s portal website by signing into my.iit.edu and clicking on the Academics tab.
Signing Onto MyIIT and Internet Native Banner

To access INB you need to log on to the myIIT portal. Because of the sensitive nature of academic and personal information that is available through the portal, you should not share your portal password with anyone. It is also important to log off the system when you have finished.

1. Using the Internet, access the myIIT portal at: http://my.iit.edu

2. Enter your portal username and password – your iit.edu email username and password.

3. You will need to add the Banner SSO channel in your portal:
   
   a. Click the Content/Layout link
   b. Select the tab where you want to place the channel (for example, the Teaching Tab)
   c. Click an Add Channel button
Manage Content/Layout

Steps for adding a new channel:

1. Select a category:
   - Banner Channels
2. Select a subcategory:
   - Select a subcategory from "Banner Channels", or
   - Select a channel from step 2.
   - Select subcategory -
3. Add the selected channel:

   **List does not include channels in subcategories**

Access Internet Native Banner through this Channel by selecting INB from the dropdown menu.

Please note that if you have not previous installed the j-initiator tool on your computer, you will need to do so to use INB. See the J-initiator channel in myIIT.

Basic Navigation

The first Banner screen you will see is the General Menu. The main menu is the starting point for navigating through Banner. You can use the menu structure to access a form, query or menu. Or you can use Direct Access to go to a specific
form if you know the form’s name. To access a Banner form directly type the form name in the Go To... field and press the [Enter] key on the keyboard.

**Toolbar Icons**

1. To go directly to a person search open the Person Search form by typing **SOAIDEN** in the Direct Access box of the General Menu and press the [Enter] key on the keyboard.

The SOAIDEN form can be accessed from most Banner forms by clicking the arrow next the ID field.
From the Option List that pops up click **Person Search**.

If you know the student’s ID enter it in the ID field and click the **Execute Query** icon on the toolbar (or F8 on your keyboard).

To search for a student by name enter their first or last name in the appropriate field and click the **Execute Query** icon on the toolbar (or F8 on your keyboard).

To search with a partial name use the Oracle wildcard % to represent any number of unspecified characters.

In the example below the last name **Patel** is entered with **Ke%** in the First Name field to search for all IDs with last name Patel and first names that start with “Ke”.

2. **Once the search is entered, click the Execute Query icon on the toolbar (or F8 on your keyboard).**

3. **Scroll to the desired name and ID and click. The next form you use will be populated with this ID and name.**

4. **To exit the form, click the X icon.**
Searching Student Information

View a Student’s Majors, and Class Level Attributes by Term
Use the General Student form (SGASTDN) to view current information about a student including their status, level, college, primary and secondary programs, class level attributes, admit term, admit type, major, department, concentration, minor, residency, student type, and veteran information.

1. Open the General Student form by typing **SGASTDN** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard. If the student’s name is already displayed, skip to step 4.

2. Type the **ID** of the student you are looking for OR press the **[Tab]** key to navigate to the **Name** field and type the student’s name (Example: Last, First).

3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form.

   In the Extended Search Box click the Person Search Detail icon to view the list of all students that meet your search criteria. Form more information on people searches go to the SOAIDEN instructions on page 5.

4. Press the **[Tab]** key on the keyboard to navigate to the **Term** field and type the term code.

5. Click the **Next Block** icon on the toolbar to populate the First Information block.
View a Student’s Academic Standing

1. Follow the instructions above to access the SGASTDN form. To view a student’s academic status click the Academic and Graduation Status...tab

2. When you are finished click the Exit icon on the toolbar to exit to the Banner Main menu.

Curricula Summary and Field of Study Summary Sections:
This blocks display program information for all programs the student is admitted to.
View a student’s IIT courses/grades by semester

1. Open the Student Registration History form by typing **SFARHST** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Type the **ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the name field and type the student’s name (Example: Last, First) and press the **[Enter]** key on your keyboard.

3. Click the Next block icon to view course information for that term.
View a student’s schedule

1. Open the Registration Query form by typing SFAREGQ in the Direct Access box of the General Menu and press the [Enter] key on the keyboard.

2. Enter the term you are searching for.

3. Type the ID of the student you are looking for OR press the [Tab] key to navigate to the name field and type the student’s name (Example: Last, First) and press the [Enter] key on your keyboard.

4. Click the Next Block icon to view the student’s registration.

HINT: Use arrow keys ↑↓ to scroll through classes
View student’s GPA and credits attempted/earned

1. Open the Subject Sequence History form by typing \texttt{SHASUBJ} in the Direct Access box of the General Menu and press the \texttt{[Enter]} key on the keyboard.

2. Type the ID of the student you are looking for OR press the \texttt{[Tab]} key to navigate to the name field and type the student’s name (Example: Last, First) and press the \texttt{[Enter]} key on your keyboard.

3. If prompted type the Level or click on the arrow next to the field, select the Level and click OK.

4. Click the Next Block icon to view the student’s GPA and credits.

5. Click the Subject GPA...tab for more detail.
View student’s transfer credits

1. Open the Subject Sequence History form by typing SHASUBJ in the Direct Access box of the General Menu and press the [Enter] key on the keyboard.

2. Type the ID of the student you are looking for OR press the [Tab] key to navigate to the name field and type the student’s name (Example: Last, First) and press the [Enter] key on your keyboard.

3. If prompted, type the Level or click on the arrow next to the field, select the Level and click OK.

4. Click the Next Block icon to view if the student has transfer credits.
5. To view details for transfer credits click the **Subject GPA** tab.

6. In the **Subject** field scroll down to **TRF** (transfer).

HINT: Transfer credit can also be viewed on the SHATERM form.

**View a Student’s Test Scores**

1. Open the Test Score Information form **SOATEST** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Enter the **student’s ID** and press **Next Block**

3. Test scores will appear below the student’s ID number. Use directional arrows on your keyboard to navigate.
View a student’s holds

1. Open the Hold Information form by typing SOAHOLD in the Direct Access box of the General Menu and press the [Enter] key on the keyboard.

2. Type the ID of the student you are looking for OR press the [Tab] key to navigate to the name field and type the student’s name (Example: Last, First) and press the [Enter] key on your keyboard.

3. Click the Next Block icon to view if the student has any holds.

   All holds will be displayed check the end date (To: field) to determine if the hold is still active.
View a student’s Alternate/Registration PIN

Beginning fall 2008, students will be given an alternate or registration PIN needed to access the add/drop form through the portal. This PIN will replace advising holds for students who require advising. All other students will receive their PIN via email from the Registrar.

1. Open the Alternate Personal Identification Number Form by typing SPAAPIN in the Direct Access box of the General Menu and press the [Enter] key on the keyboard.

2. Enter the current term in the From Term box and the student ID for the student in which you wish to retrieve PIN information and click Next Block.

3. The student’s Alternate PIN will appear the third box on the SPAAPIN form.
View Student Visa Information

1. Open the International Information Form by typing `GOAINTL` in the **Direct Access** box of the General Menu and press the `[Enter]` key on the keyboard.

2. Enter the student ID number and pressing **Next Block**

3. Student Visa Type and other information will appear

Look up a Student’s Advisor

1. Access the Multiple Advisors Form by typing `SGAADVR` in the **Direct Access** box of the General Menu and press the `[Enter]` key on the keyboard.

2. Enter the **Student ID** and **Term**. Press **Next Block**

3. In the **Advisor Information** area, all advisors associated with the student will be listed, as well as the advisor type and

4. indication of the student’s primary advisor

Notes
Looking up Student Contact Information

View a Student’s Email Address

1. Open the Email Address Form by typing **GOAEMAL** in the Direct Access box of the General Menu and press the [Enter] key on the keyboard.

   ![General Menu GUAGMNU 7.4: Go To... GOAEMAL](image)

2. Enter the student ID number and select **Next Block**

3. Student email addresses will appear.

   ![Email Address Form](image)

   **ID:** A20008431  ▼ Keren L. Fiorenza

   - **E-mail Type:** IIT
   - **E-mail Address:** fiorenza@iit.edu
   - **Preferred**  □ Inactivate  □ Display on Web  □ URL
   - **Comment:**
   - **Activity Date:** 30-DEC-2007

   ![All email addresses on record will be displayed. The iit.edu email address should always be checked as preferred.](image)
View a Student’s Telephone Number

1. Open the Telephone Form by typing SPATELE in the Direct Access box of the General Menu and press the [Enter] key on the keyboard.

2. Enter the student ID number and select Next Block.

3. Student telephone numbers will appear.

All telephone numbers on record will be displayed as well as type campus, permanent, etc.
View a Student’s Addresses

1. Open the Address Form by typing **SOADDRQ** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Enter the student ID number and select **Next Block**.

3. Student telephone numbers will appear.

All addresses on record will be displayed as well as type: Accounts Payable, Campus, Permanent, etc.
Add a comment to a student’s record

Advisors will have access to add comments on a student in the Person Comment form (SPACMNT).

1. Open the Person Comment form by typing **SPACMNT** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Type the **ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the name field and type the student’s name (Example: Last, First) and press the **[Enter]** key on your keyboard.

3. Click the **Next Block** icon to enter the comment.

4. Select **Insert Record** to add a comment.

5. Input required information by clicking on the arrow next to each field and selecting the appropriate content from the list.

6. Click in the **Comments** box and type in your comments.

7. Click **Save** before exiting the form.
## Entering Student Permits and Overrides

Permitting a student into a course section (CRN) within your department to override pre-requisites, co-requisites, special permissions, and level/class/major restrictions using the **SFASRPO** form

1. **Open the Override Form** by typing **SFASRPO** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Enter the student **CWID** in the ID field, or execute a query to search for student, and the term and click **Next Block**

3. The student’s current Permits and Overrides will appear in the first block and their schedule near the bottom of the page. Should more than four permits appear, use the scroll bar at the right to the next available text box.

4. Use the **Down Arrow** to enter a new record (permit). Do **not** type over an existing permit, as it will be deleted.

5. Type **INSTR** for Permit type and enter the **CRN** or **the subject, course and section number** for the course in which you wish to add a permit/override. Press the **[Tab]** key and the remaining fields will self-populate.

6. Click **Save** before exiting the form.
View Individual Course Information and Detail

1. Access the Schedule Form by typing **SSASECT** in the Direct Access box of the General Menu and press the **[Enter]** key on the keyboard.

2. Enter the term and enter the **CRN** or search for the course’s CRN by clicking on the down arrow next to the CRN field, which opens **SSASECTQ** query form.

3. Search for the course by entering the Subject and Course, for a wildcard search, use % (For example, to view all 600 level CS courses, enter CS for the subject and 6% for the course number, to view all CS courses, enter CS in the subject field and leave the course number blank.)

4. Once the query has been executed, **double click on the CRN** for the course in which you wish to view
5. Press **Next Block** to view section details.

6. To view enrollment maximum, choose **Options** > **Section** from the menu.

7. Press **Next Block** to view days, meeting times and building/room assignments.

Scroll to view building and room assignment
View Class Rosters and Verifying Posted Grades

1. Access the Class Roster form by typing **SFASLST** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. To view a course roster, enter the appropriate CRN or use the down arrow to begin a query.

3. Once Midterm or Final Grades have been entered, they will appear on the Class Roster form.