

BANNER HELP

SPAIDEN– **Lookup student contact info.** You will need the student’s **A number**. In this screen you will find Student Identification, Address info, phone numbers, biographical, and email.

SFAREGS– **Student cant see their courses, and neither can you in Canvas.** You will need **Term code** and **student ID**. You can look up **student registration** details on this screen. Terms codes are as follows– **YEAR (TERM CODE) 201950– Fall 2019**

Term Codes: **20**-Spring **30**-Summer **50**-Fall

Subject *	Course *	Section *	Status *
MATH	1060	40	RW
BIOL	1500	43	RW
SOC	1510	44	RW
ENGL	1500	50	RW

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Re
51689	MATH	1060	40	S	4.000	4.000	4.000	4.000	RW	U	
52772	BIOL	1500	43	S	3.000	3.000	3.000	3.000	RW	U	
54564	SOC	1510	44	S	3.000	3.000	3.000	3.000	RW	U	
54566	ENGL	1500	50	S	3.000	3.000	3.000	3.000	RW	U	

- If the “Status” is “WL”, they are not actively enrolled and will not see this course on Canvas until added with an add code.
- Not all F2F courses will be in Canvas. (20 section F2F/ 40 section DE/ 50 section Offline)

SSASECT– **Check Course Details. Is it flagged for a canvas shell? Is the course canceled? What seats are reserved ? Is the course full? Who is the instructor of the course?** You will need the **Term code** and course **CRN** for this page. This screen will give you access to course info such as: Subject, section, shell attribute, and more. The tabs on this screen include

“**Section Enrollment**”- You can see enrollment capacity, what enrollment is currently at, and waitlist data as well. You also have a “Reserved Seats” tab that will allow you to see if this class has any reserved seats for TCI/MCCF etc. If so it will tell you how many.

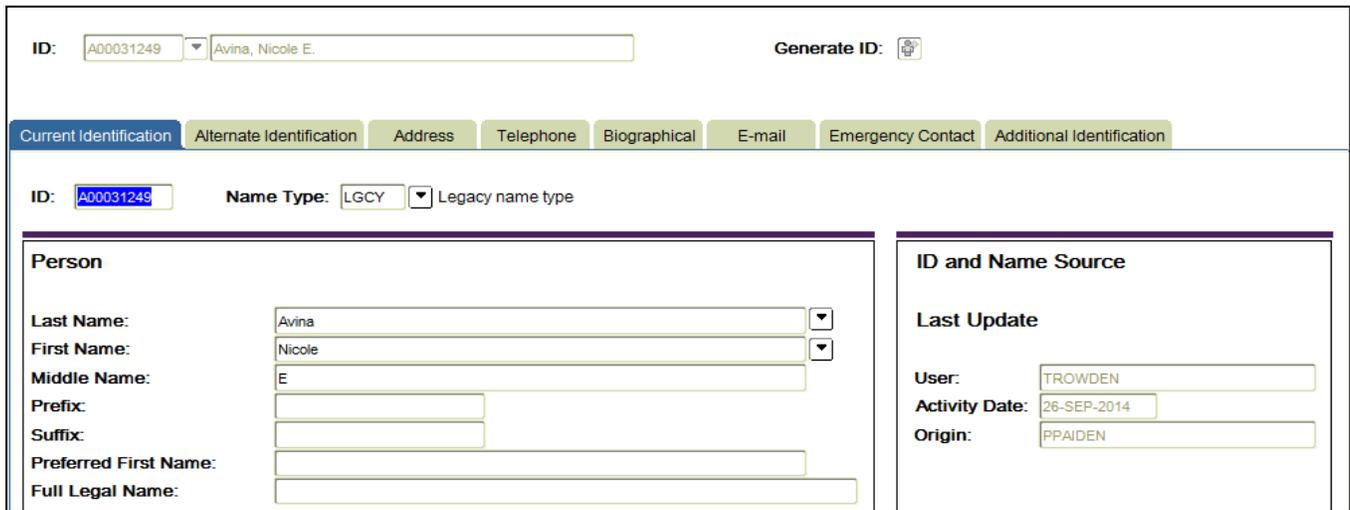
“**Meeting Time/Instructor**”- You can see who is scheduled to teach the course and what times the course is set to meet.

Subject	HIST	HISTORY	Campus *	T	Taft College Campus
Course Number	2232		Status *	A	Active
Title	History of the U.S. since 1877		Schedule Type	72	Dist Ed Online
Section *	40		Instructional Method	72	Dist Ed Online
Cross List			Integration Partner	C	Canvas

SFAALST– **You can lookup class rosters.** You will need the term and CRN. This screen will give you a list of everyone that has enrolled in a particular course. As the term goes on and students drop you will see their “Status” code reflect their actual status in the course.

SPAIDEN– You will need to enter a student ID for this page, then select the “Next Block” 

In this screen you will find Student Identification, Address info, phone numbers, biographical, and email.

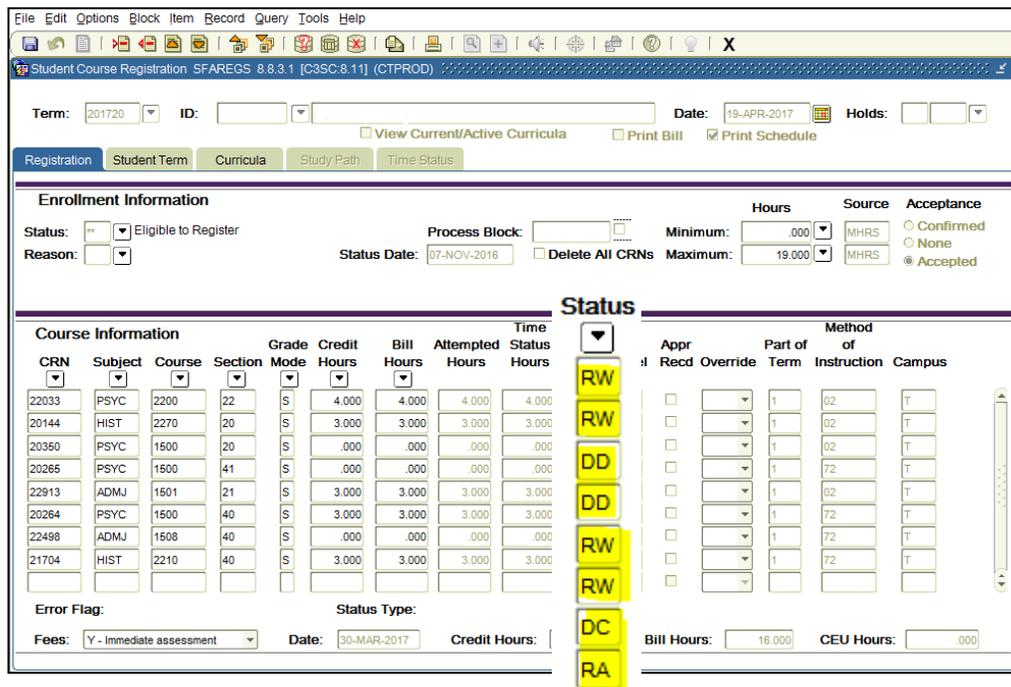


The screenshot shows the SPAIDEN student identification interface. At the top, there is a search bar with 'ID: A00031249' and 'Avina, Nicole E.' and a 'Generate ID' button. Below this are several tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Current Identification' tab is active, showing 'ID: A00031249' and 'Name Type: LGCY Legacy name type'. The main area is divided into two sections: 'Person' and 'ID and Name Source'. The 'Person' section contains fields for Last Name (Avina), First Name (Nicole), Middle Name (E), Prefix, Suffix, Preferred First Name, and Full Legal Name. The 'ID and Name Source' section contains fields for Last Update, User (TROWDEN), Activity Date (26-SEP-2014), and Origin (PPAIDEN).

SFAREGS– You will need to enter the Term code and student ID, then select “Next Block” 

You can look up student registration on this screen. Terms codes are as follows– **YEAR(TERM CODE)**

20-Spring 30-Summer 50-Fall



The screenshot shows the SFAREGS student registration interface. At the top, there is a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. Below this is a search bar with 'Term: 201720', 'ID: [blank]', and 'Date: 19-APR-2017'. There are buttons for 'View Current/Active Curricula', 'Print Bill', and 'Print Schedule'. The main area is divided into several sections: 'Enrollment Information' (Status: Eligible to Register, Process Block, Status Date: 07-NOV-2016, Minimum/Maximum Hours, Source, Acceptance), 'Course Information' (a table with columns for CRN, Subject, Course, Section, Mode, Grade, Credit Hours, Bill Hours, Attempted Hours, Time Status), and 'Status' (a dropdown menu with options: RW, DD, DC, RA). The 'Course Information' table has a vertical status column with yellow buttons for each row. The 'Status' dropdown is currently set to 'RW'.

When a student calls in and states that they cannot login to their Canvas course, I make sure that they are in fact enrolled in the course.

“Status” codes are listed below.

If a student is merely on the waitlist, they will NOT have a canvas account. They need to be actively enrolled.

Status Codes:

- DA– Administrative Drop
- DB– Drop, No Refund, Before Census
- DC– Drop (Full Refund, No Grade)
- DD– Drop/Delete
- DI– Instructor Drop

- DN– Withdrawal
- DP– Drop (FAILED Prereq)
- DR– Drop (After Census Before W)
- DW– Drop Web
- MW– Military Withdrawal
- NS– Instructor Drop (No Show)

- RA– Re-Add
- RE- **Registered**
- RW- **Web Registered**
- WE– Westec Enrollment
- WL– Waitlist

SSASECT – You will need to enter the Term code and course CRN for this page, then select the next block



This screen will give you access to course info such as: Subject, section, shell attribute, and more. The tabs on this screen include

“**Section Enrollment**”- You can see enrollment capacity, what enrollment is currently at, and waitlist data as well.

You also have a “**Reserved Seats**” tab that will allow you to see if this class has any reserved seats for TCI/MCCF etc. If so it will tell you how many.

“**Meeting Time/Instructor**”- You can see who is scheduled to teach the course and what times the course is set to meet.

Term: 201720 CRN: 22497 Create CRN: Copy CRN: Subject: ADMJ Course: 1501 Title: Intro to Criminal Justice

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

Subject: ADMJ Administration Justice
 Course Number: 1501 Title: Intro to C
 Section: 40
 Link Identifier:
 Cross List:
 Campus: T Taft College Campus
 Status: A Active
 Schedule Type: 72 Dist Ed Online
 Instructional Method: 72 Dist Ed Online
 Integration Partner: C Canvas
 Grade Mode:
 Session: E Evening
 Special Approval:
 Duration:
 Part of Term: 1 17-JAN-2017
 Registration Dates:
 Start Dates:
 Maximum Extensions: 0
 Prerequisite Check Method: Basic or None

Credit Hours: 3.000 * None To Or
 Billing Hours: 3.000 * None To Or
 Contact Hours: 3.000 * None To Or
 Lecture: 3.000 * None To Or
 Lab: * None To Or
 Other: * None To Or

Reporting Year: 1617 2016-2017 Academic Year
 Attendance Method: RW Weekly Alternative
 Weekly Contact Hours: 3.00
 Daily Contact Hours: Total Contact Hours: 62.50
 Print Voice Response and Self-Service Available
 Gradable Tuition and Fee Waiver
 Long Title Comments Syllabus

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

Enrollment Details | Reserved Seats

Enrollment Details

Maximum: 35 Waitlist Maximum: 30 Projected: 0
 Actual: 30 Waitlist Actual: 3 Prior: 29
 Remaining: 5 Waitlist Remaining: 27 Reserved

Authorization Codes Active for Section Generated Credit Hours: 90.000

Census One
 Enrollment Count: 33 Freeze Date: 30-JAN-2017

Census Two
 Enrollment Count: 31 Freeze Date: 21-FEB-2017

Add Authorization Registration Dates

Calculated Section Start Date: 17-JAN-2017 12:00 AM
 Add Authorization Start Date: 17-JAN-2017 12:00 AM
 Waitlist Notification Ending Date: 14-JAN-2017 12:00 AM

Reserved Seats

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort
Admission Term:		Matriculation Term:		Graduation Term:		User ID: JROBERTSON		Activity Date: 14-DEC-2016		
<input type="checkbox"/> Overflow	Reserved Maximum: 8	Actual: 0	Remaining: 0	Waitlist Maximum: 0	Actual: 0	Remaining: 0				
Admission Term:		Matriculation Term:		Graduation Term:		User ID: JROBERTSON		Activity Date: 05-APR-2017		
<input type="checkbox"/> Overflow	Reserved Maximum: 31	Actual: 7	Remaining: 24	Waitlist Maximum: 0	Actual: 0	Remaining: 0				
Admission Term:		Matriculation Term:		Graduation Term:		User ID: JROBERTSON		Activity Date: 07-FEB-2017		
<input type="checkbox"/> Overflow	Reserved Maximum: 4	Actual: 2	Remaining: 2	Waitlist Maximum: 0	Actual: 0	Remaining: 0				

SFAALST– You will need the Term Code and the CRN for this page. This screen will give you a list of everyone that has enrolled in a particular course. As the term goes on and students drop you will see their “Status” code reflect their actual status in the course.

Enter the Term Code and the CRN, then select “Next Block” 
 You will then have access to the course roster:

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete	Extension Date	Credit Hours	Hours Attended	Last Attendance Date
7	A00286429	Black, Steve	RE	14-DEC-2016		S			3.000		
Rolloed <input type="checkbox"/> Grade Comment:											
1	A00282233	Bruce, Gregory	RE	02-DEC-2016		S			3.000		
Rolloed <input type="checkbox"/> Grade Comment:											
3	A00282222	Dicochea, Gabriel A.	RE	07-DEC-2016		S			3.000		
Rolloed <input type="checkbox"/> Grade Comment:											
10	A00286441	Giffen, Tony I.	RE	14-DEC-2016		S			3.000		
Rolloed <input type="checkbox"/> Grade Comment:											
5	A00287911	Jeter, Erik J.	RE	13-DEC-2016		S			3.000		
Rolloed <input type="checkbox"/> Grade Comment:											
14	A00286409	Reid, Aaron Michael G.	RE	14-DEC-2016		S			3.000		
Rolloed <input type="checkbox"/> Grade Comment:											
13	A00286434	Torres, Servg T.	RE	14-DEC-2016		S			3.000		
Rolloed <input type="checkbox"/> Grade Comment:											
8	A00286448	Trevino, Brandon G.	RE	14-DEC-2016		S			3.000		
Rolloed <input type="checkbox"/> Grade Comment:											
4	A00281416	Harwell, Alexander R.	DN	23-MAR-2017	W	S			.000		
Rolloed <input type="checkbox"/> Grade Comment:											
11	A00286855	Campbell, Chad W.	DN	15-FEB-2017	W	S			.000		
Rolloed <input type="checkbox"/> Grade Comment:											
12	A00286411	Lee, Ezekiel D.	DN	03-MAR-2017	W	S			.000		
Rolloed <input type="checkbox"/> Grade Comment:											

SFRSLST– select “Next Block”  to enter CRN & Term Code for the course in question.

You will need a course CRN and term code for this page. This screen will give you an active enrollment list for a class.

The only two fields you will need to change are “02-Term” and “06– CRN”.

Number	Parameters	Values
01	Report Title Override	
02	Term	201650
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	50043
07	No Grade Report Option	N
08	Sort option	C

After doing this check the “**Save Parameter Set as**” box on the bottom of the page. Select the “Save” icon at the top left hand side of the page.

Submission

Save Parameter Set as



Go to Options on the top menu bar, and select “**Review Output.**”

Drop down the File Name box.

Process: **SFRSLST**  Class Roster Beginning Date Saved:

Number:  File Name: 

You will be given 2 options. Select the option that has a higher “Record Count” and hit “**Ok**”

This will show you a report of anyone actively enrolled. You will not be able to see drops or “w” or anyone that is not active but was once enrolled in the course. If it is after grades are posted, you will be able to see grades.

Student Name	ID	Levl	Majr	Cl	Hrs	MGrd	FGrd	Stat	Date	Last Attend
0001 Black, Steve	A00286429	U	BUSN	FR	3.00	___	___	RE	14-DEC-2016	
0002 Bruce, Gregory	A00282233	U	BSAD	FR	3.00	___	___	RE	02-DEC-2016	
0003 Dicochea, Gabriel	A00282222	U	BSAD	FR	3.00	___	___	RE	07-DEC-2016	
0004 Giffen, Tony	A00286441	U	BUSN	FR	3.00	___	___	RE	14-DEC-2016	
0005 Jeter, Erik	A00287911	U	LABT	FR	3.00	___	___	RE	13-DEC-2016	
0006 Porter, Stuart	A00286443	U	BUSN	FR	3.00	___	___	RE	14-DEC-2016	
0007 Reid, Aaron Michael	A00286409	U	BUSN	FR	3.00	___	___	RE	14-DEC-2016	
0008 Torres, Servg	A00286434	U	BUSN	FR	3.00	___	___	RE	14-DEC-2016	
0009 Trevino, Brandon	A00286448	U	BUSN	FR	3.00	___	___	RE	14-DEC-2016	