Brad Silvus - Task Analysis

Using Banner System to Modify Student Curriculum

Training

1. **Obtain the Necessary Materials**
2. Computer lab reserved
3. Computers and chairs
4. Projection unit for demonstration
5. Handouts for participants
6. Pens for notes
7. Snacks/Drinks
8. **Preparing for Training**
9. Send invitations for training session
10. Develop outline for session
11. Develop PowerPoint
12. Overview of Session
13. Screen Shots of each area covered
14. Slides for participant practice
15. Q & A slides
16. Resource Slide for participants
17. Develop handout
18. Copies of slides from PPT
19. Copy of the Resource guide for BANNER
20. Check on computer/projector for presentation
21. Check connectivity of lab
22. Obtain supplies and snacks
23. **Overview of Training Session**
24. Review the Outline for training
25. Explain the Logistics/Rules for session
26. Where are restrooms
27. Snacks/Drinks
28. **Getting Started with Banner**
29. Turn on computer
30. Click on Chrome Browser
31. Go to [www.wright.edu](http://www.wright.edu)
32. Choose WINGS
33. Sign in with your Username and password
34. Choose the Banner 9 Admin Link
35. **Participants login to System**
36. *To access a student’s curriculum records via SGASTDN:*

**SGASTDN**:

1. Enter the student’s UID in the **ID** field.
2. Leave the **Term** field blank and “View Current/Active Curricula” unchecked when changing curriculum.
3. Click **Go**.
4. Click the **Curricula** tab to view the student’s current program. Be sure the **Curriculum** subsection is selected.

***(Note****:* ***DO NOT*** *modify anything under the Status Details subsection. The content under this tab is managed by Admissions.* If current registration exists, you will receive a message in SGASTDN prompting you to make changes in the “Registration Form”: **SFAREGS**.)

1. *To access a student’s curriculum records via SFAREGS:*

**SFAREGS (Registered Term):**

1. Enter the registration term in the **Term** field.
2. Enter the student’s UID in the **ID** field.
3. Click **Go**.
4. Click the **Curricula** tab to view the student’s current program. Be sure the **Curriculum** subsection is selected.

***(Note****:* ***DO NOT*** *modify anything under the Status Details subsection. The content under this tab is managed by Admissions.**)*

1. **Change Major/Program**
2. Click **Replace**.
3. A blank curriculum record will appear. Change **Catalog Term** to current term.
4. Click the **search** button next to the **Program** field. **DO NOT TYPE THE PROGRAM NAME.**
5. In the **Option List** window, click **Base Curriculum Rules by Program**.

***(Note****: Base Curriculum Rules by Program shows only valid, ACTIVE programs based on the Catalog Term.)*

1. Find the new program by scrolling or typing in the Criteria field. Select the new program and click **OK**.
2. The program and its attached major will be returned to the proper fields. **THE PROGRAM FIELD SHOULD NEVER BE BLANK.**
3. Enter the student’s campus code in the **Campus** field.
4. Review the **Field of Study** section to confirm the correct major has been added.
5. Click **SAVE**.
6. **Add Major to Existing Program**
7. Click **Update**.
8. A new curriculum record will appear, a copy of the previous **Program** and **Field of Study**.
9. Click the **Next Section** button at the bottom of the page to enter the **Field of Study** section.
10. In the **Field of Study** section, click the **+Insert** button to add another line.
11. A new record will appear below the current **Major** in the **Field of Study** section.
12. Tab over or click on the box under **Type**. Click the **search** button next to the **Type** field.
13. In the **Learner Field of Study Type** window, select **Major** and click **OK**.
14. Click the **search** button next to the **Field of Study** field. **DO NOT TYPE THE MAJOR NAME.**
15. In the **Option List** window, click **All Major Codes**.
16. In the **All Major Codes** window, find the major by scrolling or typing the major code in the **Criteria** field. Select the major and click **OK**.

***(Note****: Major codes beginning with ‘X’ or ‘Z’ are* ***NOT VALID*** *majors.)*

1. Review the **Field of Study** section to confirm the correct major has been added. Click **SAVE**.

***(Note****: You may receive a Curriculum Error message with a warning. This message is normal since the newly added Priority 2 major is not normally associated with the existing program. Click* ***OK****.**)*

1. **Add Minor to Existing Program**
2. Click **Update**.
3. A new curriculum record will appear, a copy of the previous **Program** and **Field of Study**.
4. Click the **Next Section** button at the bottom of the page to enter the **Field of Study** section.
5. In the **Field of Study** section, click the **+Insert** button to add another line.
6. A new record will appear below the current **Major** in the **Field of Study** section.
7. Tab over or click on the box under **Type**. Click the **search** button next to the **Type** field.
8. In the **Learner Field of Study** Type window, select **Minor** and click **OK**.
9. Click the **search** button next to the **Field of Study** field. **DO NOT TYPE THE MINOR NAME.**
10. In the **Option List** window, click **All Minor Codes**.
11. In the **All Minor Codes** window, find the minor by scrolling or typing the minor in the **Criteria** field. Select the minor and click **OK**.

***(Note****: Minor codes beginning with ‘X’ or ‘Z’ are* ***NOT VALID*** *minors.)*

Review the **Field of Study** section to confirm the correct minor has been added. Click **SAVE**.

1. **Add Concentration to Existing Program**
2. Click **Update**.
3. A new curriculum record will appear, a copy of the previous **Program** and **Field of Study**.
4. Click the **Next Section** button at the bottom of the page to enter the **Field of Study** section.
5. In the **Field of Study** section, click the **+Insert** button to add another line.
6. A new record will appear below the current **Major** in the **Field of Study** section.
7. Tab over or click on the box under **Type**. Click the **search** button next to the **Type** field.
8. In the **Learner Field of Study Type** window, select **Concentration** and click **OK**.
9. Click the **search** button next to the **Field of Study** field. **DO NOT TYPE THE CONCENTRATION NAME.**
10. In the **Option List** window, click **Attached Concentrations**.

***(Note****: Attached Concentrations will give the list of current major-dependent concentrations associated with the major listed in the Field of Study section.)*

1. In the **Attached Concentrations** window, find the concentration by scrolling or typing the concentration in the **Criteria** field. Select the concentration and click **OK**.

Review the **Field of Study** section to confirm the concentration has been added and attached to the correct major. Click **SAVE**.

1. **Remove Major/Minor/Concentration from Existing Program**

If the student wishes to drop their Priority 1 major, follow steps for [**Change Major/Program**](#_Change_Major/Program). **THE PRIORITY 1 MAJOR IN FIELD OF STUDY SHOULD ALWAYS MATCH THE PROGRAM.**

1. Click **Update**.
2. A new curriculum record will appear, a copy of the previous **Program** and **Field of Study**.
3. Click the **Next Section** button at the bottom of the page to enter the **Field of Study** section.
4. In the **Field of Study** section, select the unwanted major (not Priority 1), minor, or concentration and click the **-Delete** button.
5. Click **SAVE**.
6. **Add Secondary Program/Degree**
7. In the **Curriculum** section, click the **+Insert** button.
8. A blank curriculum record will appear. Change **Catalog Term** to current term.

***(Note****: Scroll right to view the Priority of the new Program.)*

1. Click the **search** button next to the **Program** field. **DO NOT TYPE THE PROGRAM NAME.**
2. In the **Option List** window, click **Base Curriculum Rules by Program**.

***(Note****: Base Curriculum Rules by Program shows only valid, ACTIVE programs based on the Catalog Term.)*

1. Find the new program by scrolling or typing in the **Criteria** field.
2. Click **OK**.
3. The program and its associated major will be returned to the proper fields. **THE PROGRAM FIELD SHOULD NEVER BE BLANK.**
4. Enter the student’s campus in the **Campus** field.
5. Review the **Field of Study** section to confirm the correct major has been added.
6. Click **SAVE**.
7. **Remove/Inactivate Second (Priority 2) Program**

(NOTE: If the student wishes to *drop Priority 2 program* and *continue with Priority 1 program* as their Primary curriculum. **THERE SHOULD ALWAYS BE A CURRENT AND ACTIVE PRIORITY 1 CURRICULUM.** With **Priority 2** Curriculum displayed):

***(Note****: Scroll right to view the Priority of the Program.)*

1. Click **Update**.
2. A new curriculum record will appear, a copy of the previous **Program** and **Field of Study**.
3. In the **Curriculum** section, click the **search** button next to the **Activity** field.
4. In the **Curriculum Activity** Status window, select **INACTIVE**. Click **OK**.
5. Click **SAVE**.
6. **Remove/Inactivate Primary (Priority 1) Program**

(NOTE: If the student wishes to *drop Priority 1 program* and *continue with Priority 2 program* as their Primary curriculum. **THERE SHOULD ALWAYS BE A CURRENT AND ACTIVE PRIORITY 1 CURRICULUM.** With the **Priority 2** Curriculum displayed☺

***(Note****: Scroll right to view the Priority of the Program.)*

1. Click **Update**.
2. A new curriculum record will appear, a copy of the previous **Program** and **Field of Study**.

In the **Curriculum** section, scroll right to view the **Priority** field. Enter ‘1’ in place of the number ‘2’. Click **SAVE**.

1. **Confirm Curriculum**
2. To confirm your changes, check the student’s **Learner** tab in **SGASTDN**.

**General Learner** section: Reflects the term in which the curriculum changes were made and student status.

1. Click the **Next Section** button at the bottom of the page to enter the **Curricula Summary** section.
2. **Curricula Summary** section: Shows the most recent, active Program(s) for the student based on the terms shown in the **General Learner** section. If more than one Program exists, you may click the right and left **arrow** buttons to review.

***(Note****: Banner charges tuition based on the Primary curriculum/Priority 1 program.)*

1. Click the **Next Section** button at the bottom of the page to enter the **Field of Study** section.
2. **Field of Study** section: Reflects any major(s), minor(s), and/or concentration(s) attached to the program shown in the **Curricula Summary** section.

**(THERE SHOULD ALWAYS BE A PRIMARY CURRICULUM WITH A PRIORITY 1 PROGRAM AND PRIORITY 1 MAJOR.)**

1. **Review of Resource Handout**
2. Pass out YSU resource guide for Banner
3. Browse the resource guide to ensure participants follow the flow
4. Questions and Answers for the Session
5. Participants logout of Banner
6. Shut down computers