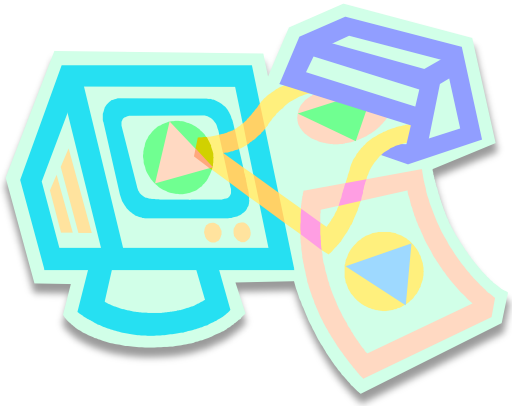
BANNER

Student Job Submission



University of Idaho

Office of the Registrar
SUB Room 119
PO Box 444260
Moscow, ID 83844-4260
(208) 885-6731

Trainer: Chris Menter

BANNER Student Job Submission Reference Manual

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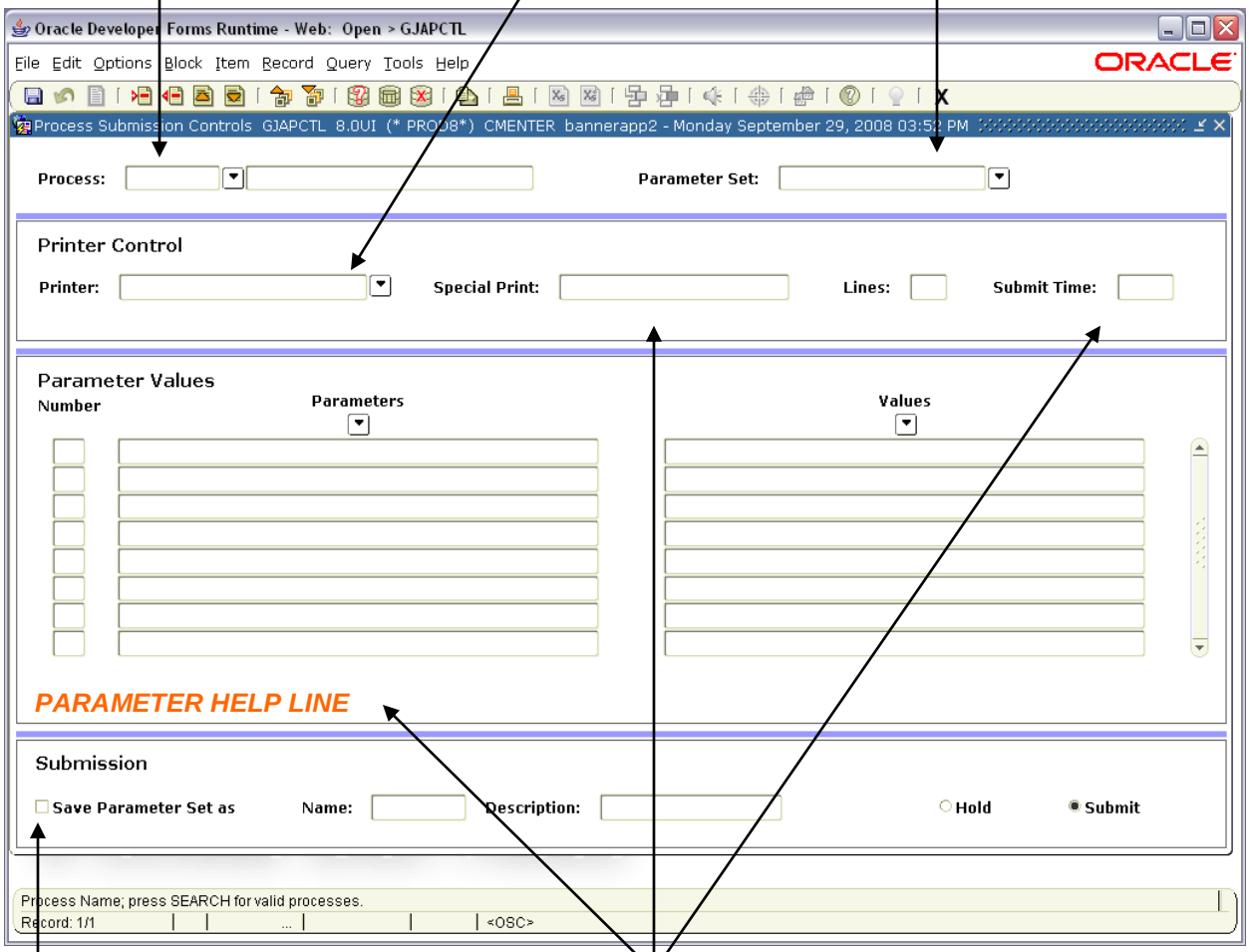
GJAPCTL

Process Submission Controls (Job Submission)

Enter seven-character job **Process** name. Best not to use Search ▼ as jobs can be difficult to locate.

Enter *Networked* **Printer** or Search ▼. Enter DATABASE to create electronic file (see page 4).

Always leave **Parameter Set** field blank.



DO NOT select/check the **Save Parameter Set as** option for student reports.

Watch **Parameter Help Line** for assistance entering **Values**.

Parameters are basically questions and **Values** are the answers that make the report unique to meet user needs.

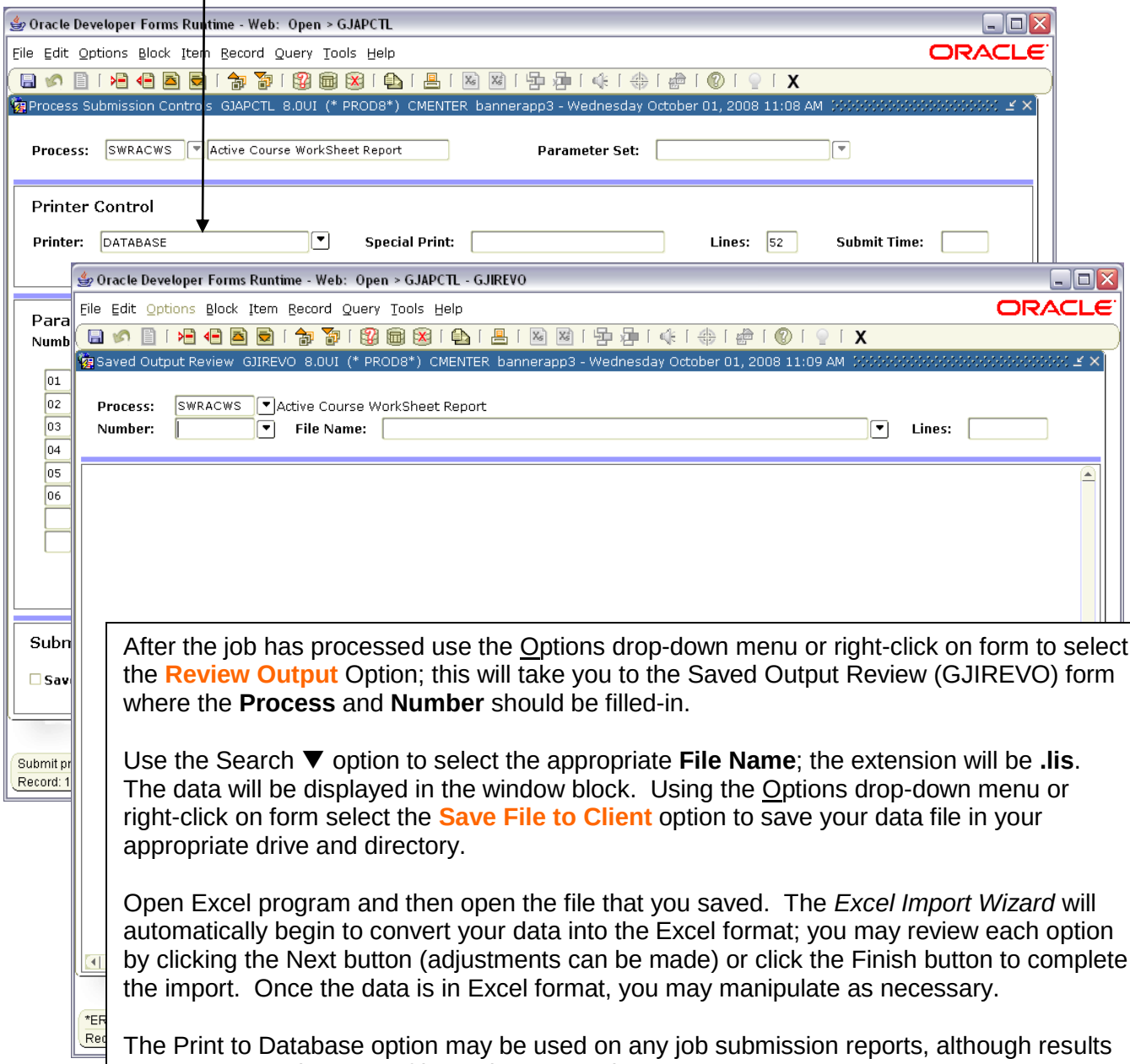
Special Print lets the user identify the orientation which the document is printed, either *Portrait* or *Landscape.* All student jobs are defaulted to best fit, so field may be left blank.

Submit Time allows user to process complex or long jobs during off-peak hours. Time must be entered as military time within a 24-hour cycle.

PRINT to DATABASE

Electronic data file creation & retrieval in Excel

Enter **DATABASE** as **Printer** after selecting appropriate **Process**.



After the job has processed use the Options drop-down menu or right-click on form to select the **Review Output** Option; this will take you to the Saved Output Review (GJIREVO) form where the **Process** and **Number** should be filled-in.

Use the Search ▼ option to select the appropriate **File Name**; the extension will be **.lis**. The data will be displayed in the window block. Using the Options drop-down menu or right-click on form select the **Save File to Client** option to save your data file in your appropriate drive and directory.

Open Excel program and then open the file that you saved. The *Excel Import Wizard* will automatically begin to convert your data into the Excel format; you may review each option by clicking the Next button (adjustments can be made) or click the Finish button to complete the import. Once the data is in Excel format, you may manipulate as necessary.

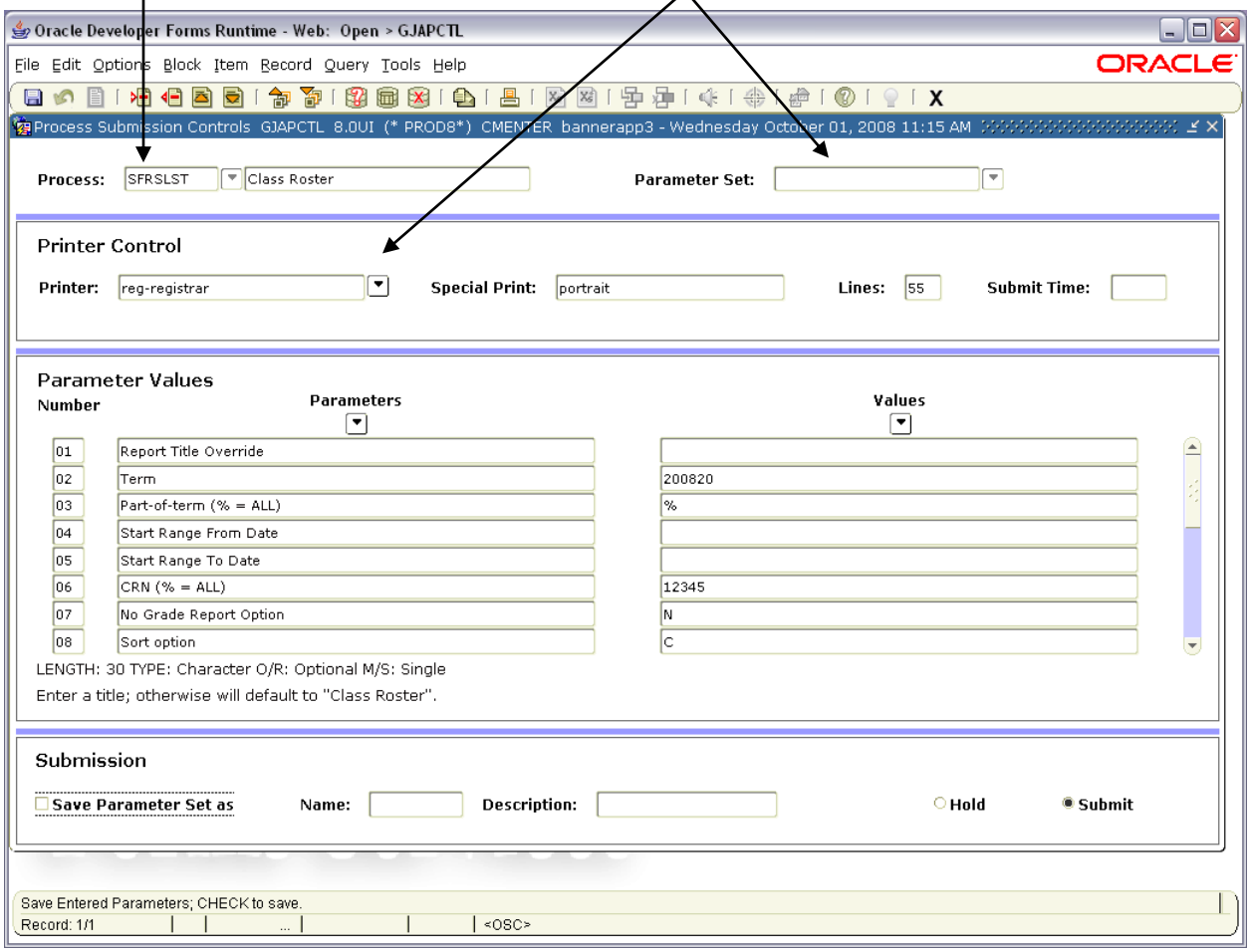
The Print to Database option may be used on any job submission reports, although results may vary as to the ease of importing to Excel.

SFRSLST
Class Roster

This report is used to print class rosters for any current, future, or prior term.
Midterm and final grades will be included automatically, if reported.

Enter **Process**: *SFRSLST*

Leave **Parameter Set** blank. Next Block and enter **Printer** or Search ▼.

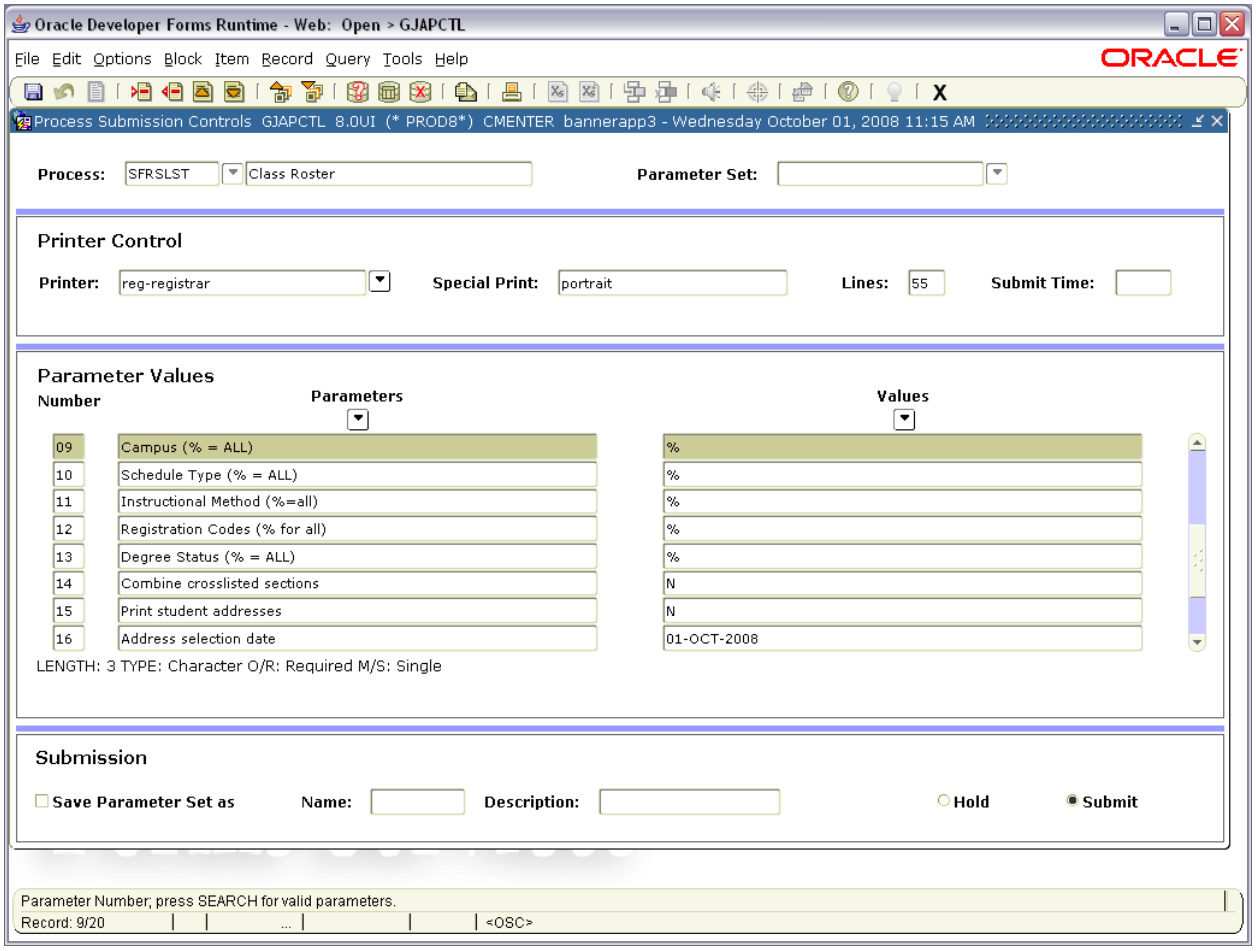


- **01 ...**Report Title Override allows user to enter an alternate title from default value of Class Roster.
- **02 ...**Enter six-digit term code for semester class(es) offered.
- **03 ...**Leave as default value **%**.
- **04 ...**Leave blank-no date needed since term entered.
- **05 ...**Leave blank-no date needed since term entered.
- **06 ...**Enter five-digit CRN for course; multiple rosters may be generated by *Inserting* additional records (click on Insert Record icon) and entering **06** as the **Parameter Number**; only one CRN per line can be entered.
- **07 ...**Leave as default value **N**.
- **08 ...**Default value **I** sorts alphabetically by instructor last name; **C** sorts numerically within subject.

- CONTINUED ON NEXT PAGE -

SFRSLST

Class Roster – continued

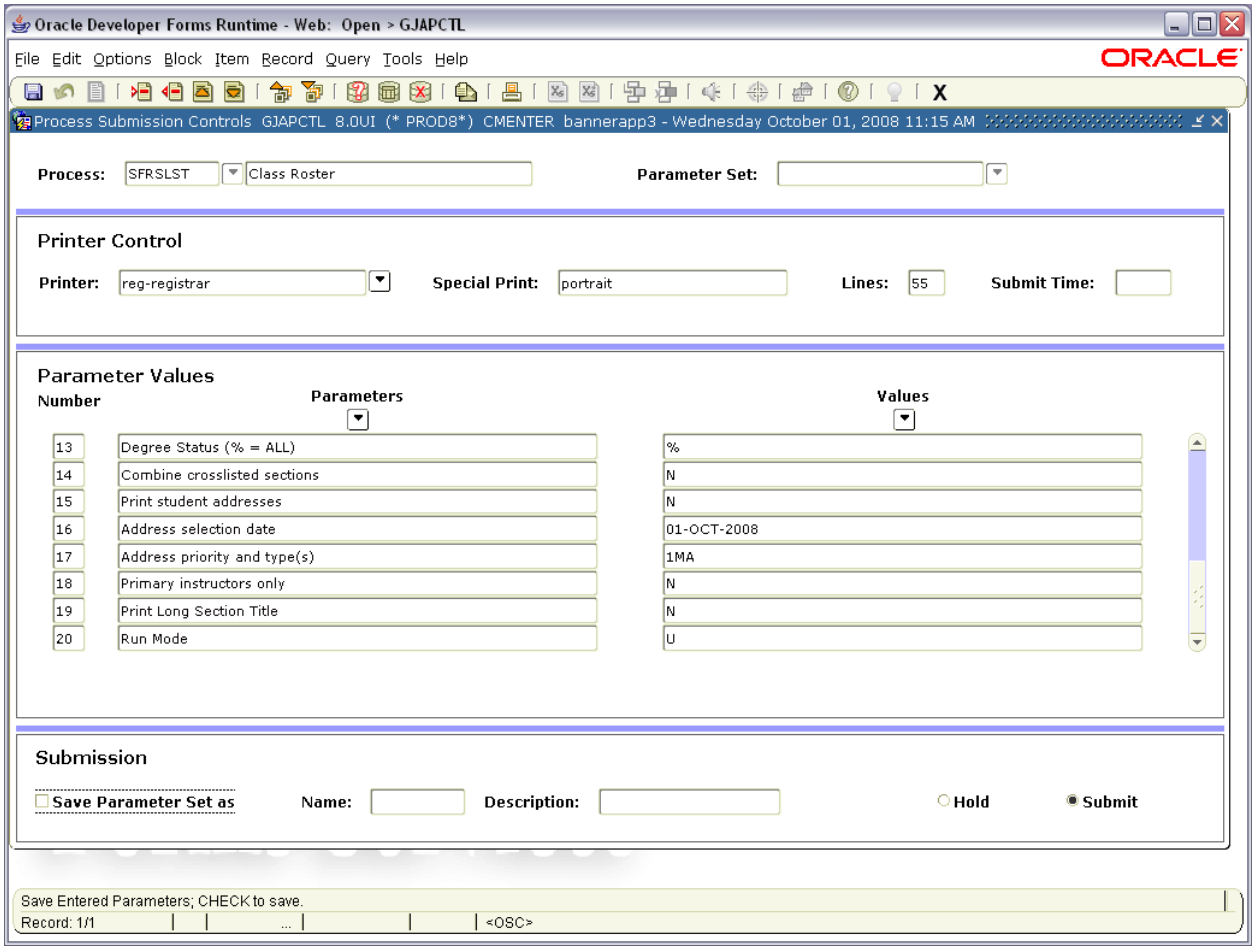


- **09 ...**Leave as default value **%**.
- **10 ...**Leave as default value **%**.
- **11 ...**Leave as default value **%**.
- **12 ...**Leave as default value **%**.
- **13 ...**Leave as default value **%**.
- **14 ...**Cross or joint listed sections can be produced as two individual roster by leaving the default value **N** or can be combined into one alphabetic roster by changing value to **Y**.
- **15 ...**Optional print of student address information; default value **N** prints none, value **A** prints physical address, or value **P** includes the telephone number with address
- **16 ...**Leave as default value **current date**.

- CONTINUED ON NEXT PAGE -

SFRSLST

Class Roster – continued



- **17 ...**If selecting to print **A** or **P** address option on parameter 15, select the address type hierarchy. **1MA** is the default value for first choice = mailing/local; can change and/or insert additional parameter values for selections (i.e. 2PR, 3CM, etc…).
- **18 ...**Default value **Y** will print one copy of roster with primary instructor name, if additional copies needed for co-instructors change to **N**.
- **19 ...**Default value **N** will print abbreviated section title, if title is long, can opt to print full text by changing value to **Y**.
- **20 ...**Leave as default value **R**.

```
12-SEP-2009 10:37:09              University of Idaho                          PAGE 1
200610                               Class Roster                              SFRSLST
                                            Fall 2009
                                            Full Term

  CRN  TERM   SUBJ CRSE  SEC                                   CREDITS        CL LEVEL(S)
 30942 200610 FST  422   01  Sensory Eval/Food and Wine         3.000         F5 CO GR LA
                                                                                  ND UG WA
 30943 200610 FST  522   01  Sensory Eval/Food and Wine         3.000         F5 CO GR LA
                                                                                  ND UG WA

 INSTRUCTOR(S)           TYPE         DAYS        TIME         BUILD  ROOM
 Ross, Karolyn           Lecture      MWF         0110-0200pm  631    053
                         Lecture      F           0210-0500pm  618    104A
 COLLEGE:    Agricultural & Life Sciences DIVISION:
 DEPARTMENT: Food Science & Toxicology
-------------------------------------------------------------------------------------------

            Student Name           ID    Levl Majr Cl Hrs   MGrd FGrd   Stat   Date
Last Attend

0001 Anderson, Robert          V99997011 UG   0016 03 3.00  A    ___      RW 05-MAY-2006
0002 Erwin, Jaime              V99992022 UG   0016 04 3.00  B    ___      RW 15-APR-2006
0003 Howard, Carlie            V99993333 UG   0016 04 3.00  D    ___      RW 15-APR-2006
0004 Martin, Lori              V99992374 UG   0016 04 3.00  A    ___      RW 26-JUL-2006
0005 Olson, Karen              V99999985 UG   0085 04 3.00  A    ___      RW 15-APR-2006
0006 Schumacher, Ronald        V99993726 UG   0065 04 3.00  F    ___      RW 02-MAY-2006
```

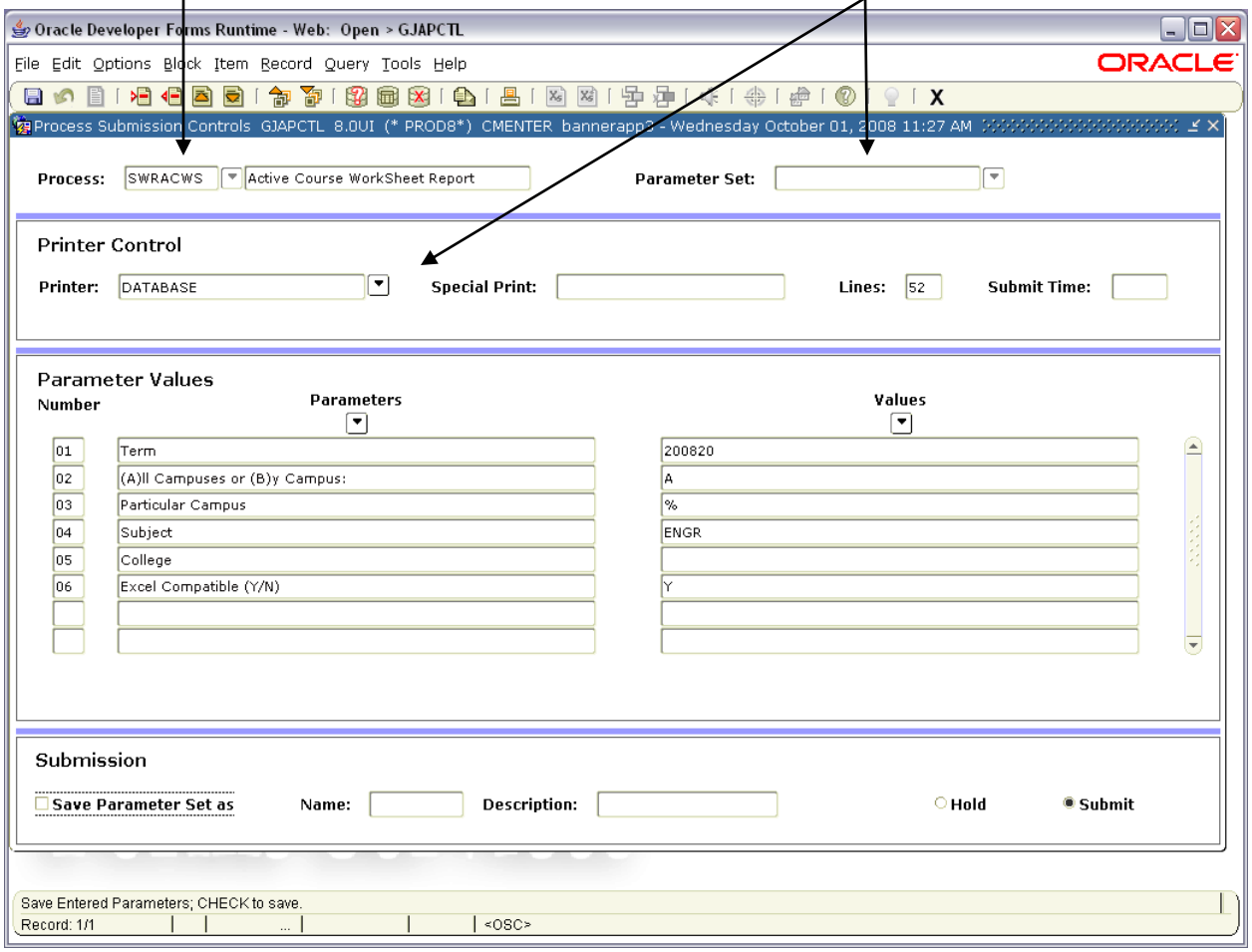
Sample

SWRACWS
Active Course Worksheet Report

This report is used by departments as a list of current course offerings including enrollments and to verify accuracy of information.

Enter **Process**: *SWRACWS*

Leave **Parameter Set** blank. Next Block and enter **Database** or **Printer** or Search ▼.



- **01 ...**Enter six-digit term code for semester that courses are being offered.
- **02 ...**Select courses located at all campuses by entering **A** or by a particular campus with **B**.
- **03 ...**If choosing all campus locations enter **%** or the appropriate campus code for particular campus.
- **04 ...**Enter alphabetic subject abbreviation for course selection or **%** for all subjects if running by College.
- **05 ...**Enter two-digit college code only if selecting all subjects by **%** in parameter 04, otherwise **leave blank** if Subject entered in parameter 04.
- **06 ...**Change value to **Y** if wanting to make data file to download to Excel; leave as default **N** if opting to print to paper.

SWRACWS 200920 University of Idaho 12-Sep-2009 Page: 1

Active Course Worksheet

CRN	CRSE	Sec	Course Title	C-Lo	C-Hi	Delv	Gmod	Group	Coop	Max	Curr	Instructor	Vnum
Engineering-General													
A 49378	105	01	Engineering Graphics	2					UI	20	0	Sam Johnson	V99996636
A 49379	105	02	Engineering Graphics	2					UI	20	0	Sam Johnson	V99996636
A 50596	105	03	Engineering Graphics	2					UI	20	0	Sam Johnson	V99996636
A 60287	204	01	ST:Idaho RISE Program	CR	ARR					40	0	David Anderson	V99990523
A 49341	210	01	Engineering Statics	3					UI	45	0	John R. Stoner	V99997263
A 49342	210	02	Engineering Statics	3					UI	45	0	-- Staff --	
G 55194	210	10	Engineering Statics	3		VT				0	0	Aaron Ravencroft	V99993670
A 49387	220	01	Engineering Dynamics	3					UI	45	0	Thomas J. White	V99997828
A 49389	220	02	Engineering Dynamics	3					UI	45	0	Marion Anderson	V99997203
A 51065	240	01	Intro Electrical Circ	3						75	0	David Everson	V99991003
A 49338	320	01	Engr Thermo/Heat Trans	3					UI	40	0	Jun R. Pang	V99998527
A 49339	320	02	Engr Thermo/Heat Trans	3					UI	48	0	Karl V. Round	V99992494
A 49346	335	01	Engr Fluid Mechanics	3					UI	45	0	Barbara C. Watson	V99996810
A 49347	335	02	Engr Fluid Mechanics	3					UI	45	0	Donald Benson	V99990140
A 57559	335	03	Engr Fluid Mechanics	3						0	0	-- Staff --	
G 55196	335	10	Engr Fluid Mechanics	3		VT				0	0	David Everson	V99991003
G 55197	335	30	Engr Fluid Mechanics	3		VT				0	0	David Everson	V99991003
A 49390	350	01	Engr Mechanics of Mat	3					UI	45	0	Robert B. Samson	V99997645

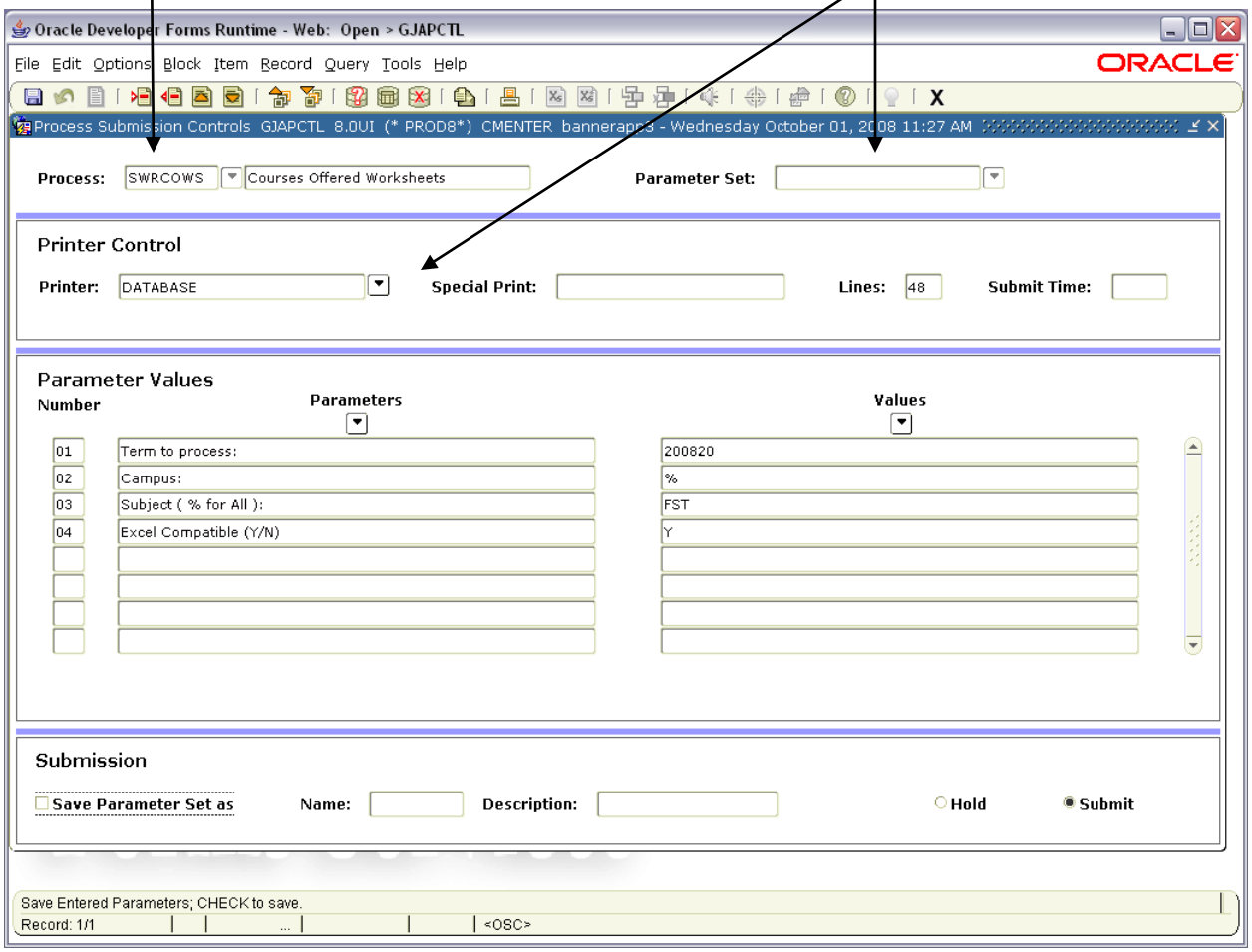
Sample

SWRCOWS
Courses Offered Worksheet Report

This report is used by departments as a working copy of future term course offerings for data collection prior to entry into COWS for the *Class Schedule*.

Enter **Process**: *SWRCOWS*

Leave **Parameter Set** blank. Next Block and enter **Database** or **Printer** or Search ▼.



- **01 ...**Enter six-digit term code for semester that courses are being reviewed.
- **02 ...**Enter selected campus code that to retrieve courses offered at a specific campus code or **%** for offerings at all campus locations.
- **03 ...**Enter alphabetic subject abbreviation for desired courses.
- **04 ...**Change default **N** value to **Y** if wanting to make data file to download to Excel.

```
SWRCOWS   200920                          University of Idaho              07-Oct-2009                  Page: 1
                                       Courses Offered Worksheets
-----------------------------------------------------------------------------------------------------------------------
  CRN    CRSE  Course Title               Sec Type C-Lo C-Hi Delv Max  Prior Active    Honr Coop Jnt  P/F  Message
Dates                                   Start   Stop    Days    BLDG  Room Instructor                       SSN/V#
-----------------------------------------------------------------------------------------------------------------------
Food Science and Toxicology    Moscow
A 53003  220   Food Safety/Quality           01  L    3              30   29    Active         UI
(            ,            )             11:00AM 12:15PM   T R             Jeff D. Carson                V99996555

(______ ______)


-----------------------------------------------------------------------------------------------------------------------
A 47757  363   Animal Products/Hum Consumptn  02  L    3              15   3     Active
(            ,            )             10:30AM 11:20AM   T R              Carl J. Miller               V99997418
(            ,            )             1:30PM  4:20PM     W    ARP    MTLAB
                                           Cross Listed:   47756   AVS   363  Animal Products/Hum Consumptn

         (______ ______)


-----------------------------------------------------------------------------------------------------------------------
A 47759  363   Animal Products/Hum Consumptn  03  L    3              18   1     Active
(            ,            )             10:30AM 11:20AM   T R              Carl J. Miller               V99997418
(            ,            )              1:30PM  4:20PM    T     ARP    MTLAB
                                           Cross Listed:   47758   AVS   363  Animal Products/Hum Consumptn

(______ ______)


-----------------------------------------------------------------------------------------------------------------------
A 56029  398   Internship                    01  L    1    4         15   0     Active
(            ,            )                                            Denise M. Swanson           V99996050

(______ ______)


-----------------------------------------------------------------------------------------------------------------------
A 44027  400   Seminar                       01  L    1              20   0     Inactive       UI
                                           Joint Listed:   41736   FST   501                        Seminar

(______ ______)


-----------------------------------------------------------------------------------------------------------------------
A 58157  404   ST:Dairy Product Evaluation    01  L    1              5    0     Inactive       WS   Y
                                           Joint Listed:   58158   FST   504    ST:Dairy Product Evaluation

(______ ______)


-----------------------------------------------------------------------------------------------------------------------
A 59230  404   ST:Survey of Dairy Products    02  L    3              P 2  2     Active         WS   Y
(08-JAN-07   ,04-MAY-07   )                 10:10AM 11:00AM  M W F  CLARK  151  -Staff-

(______ ______)


-----------------------------------------------------------------------------------------------------------------------
A 58655  408   Seminar in Food Science        01  L    1              20   9     Active         UI   Y
(11-JAN-07   ,11-MAY-07   )                 12:30PM 1:20PM      R             Jerry Erenson              V99998320
                                           Joint Listed:   58656   FST   518        Seminar in Food Science

         (______ ______)
```

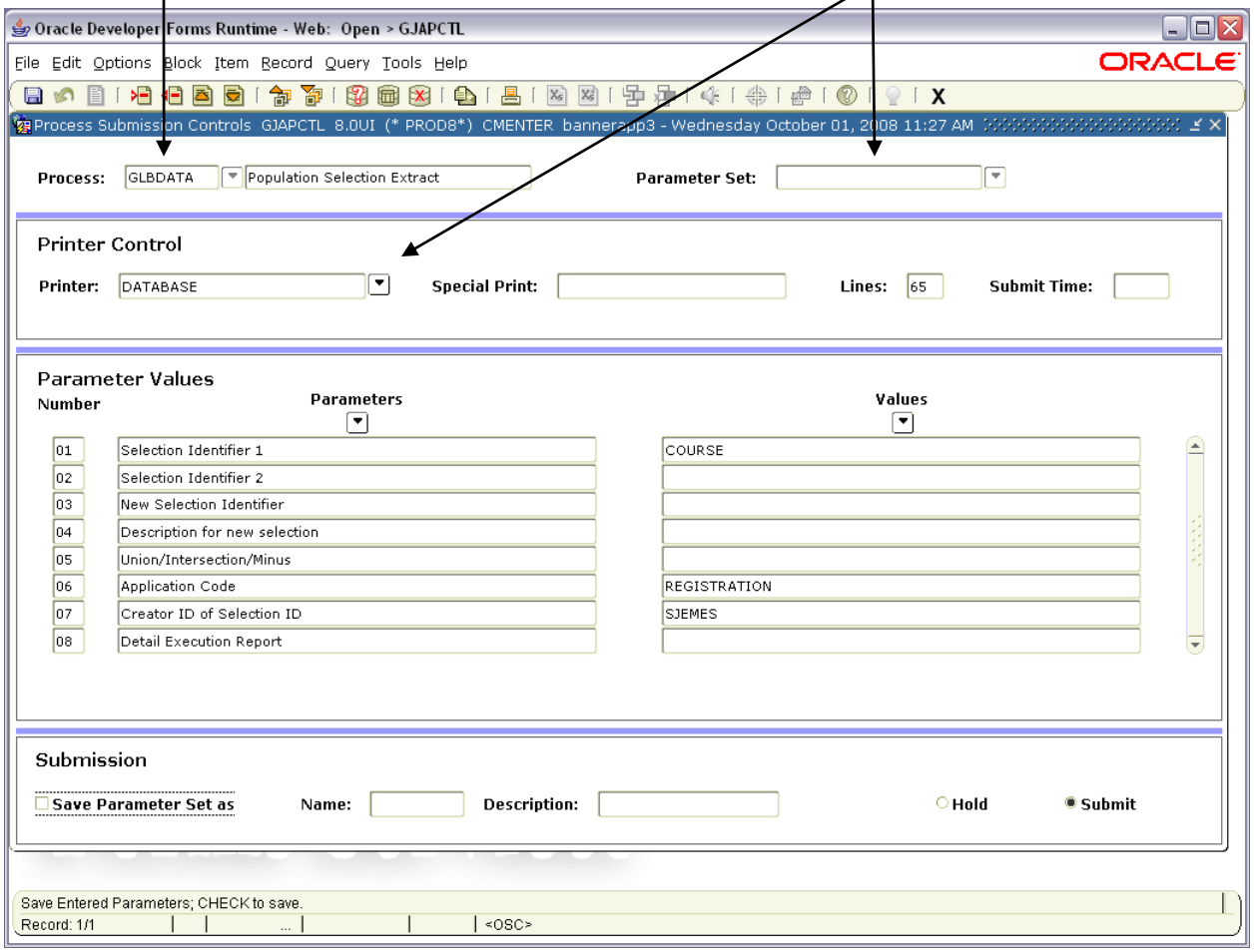
Sample

GLBDATA
Population Selection for Prerequisite Report (SFRRGAM)

This report is used by departments to create a population selection of students to process the prerequisite/registration error report, SFRRGAM, against.

Enter **Process**: *GLBDATA*

Leave **Parameter Set** blank. Next Block and enter **Database** as **Printer**.

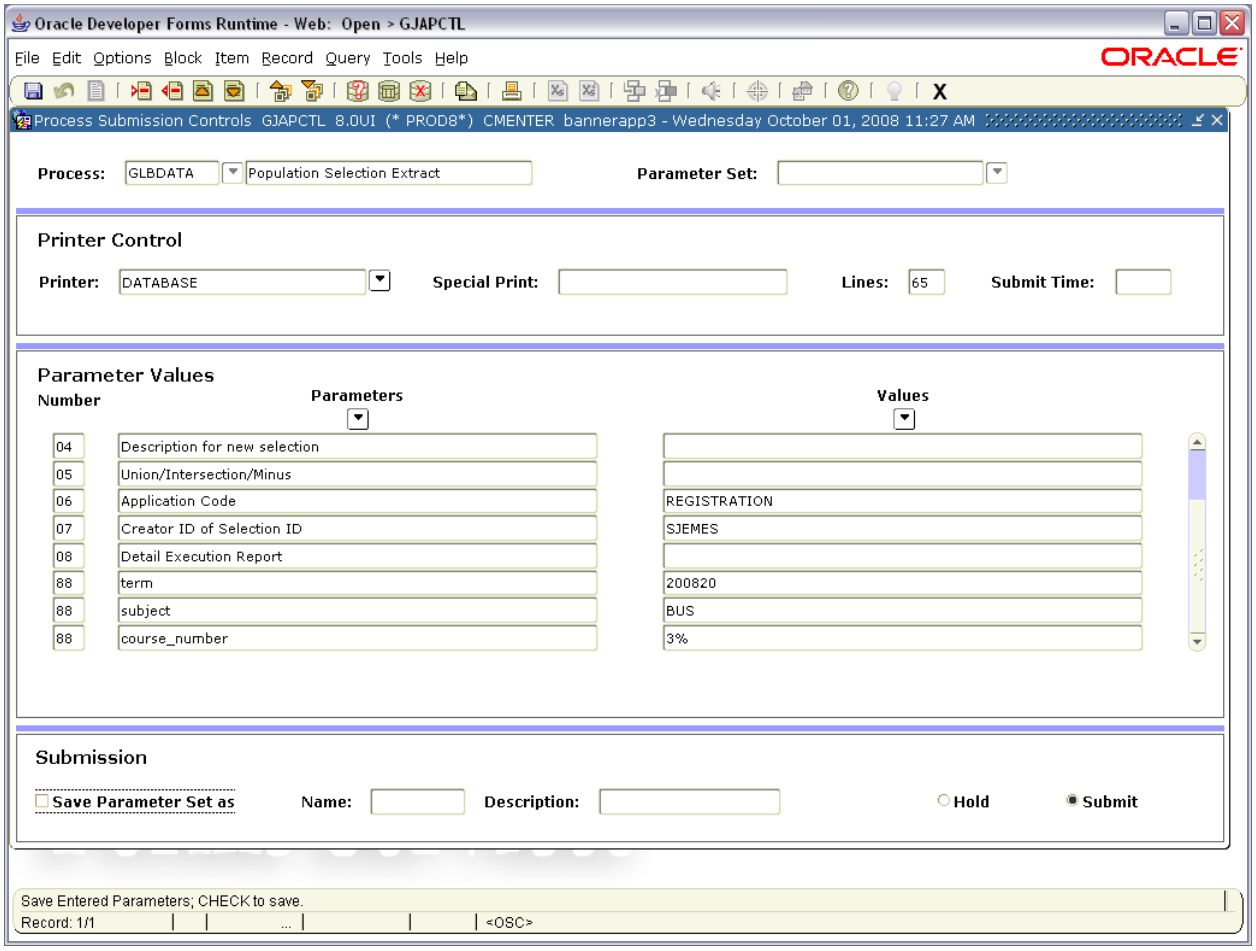


- **01...**Enter **COURSE** as Selection Identifier 1.
- **02...**Leave blank.
- **03...**Leave blank.
- **04...**Leave blank.
- **05...**Leave blank.
- **06...**Enter **REGISTRATION** as Application Code.
- **07...**Enter **SJEMES** as Creator ID.
- **08...**Leave blank.

By submitting this information, additional parameters will activate to specify subject and/or course number selections (see following instructions).

GLBDATA

Population Selection for Prerequisite Report – continued



After submitting the default parameters, additional parameters are generated to select the term, subject, and course number.

- **88 ...term**: enter the six-digit term code for the semester of registration to check.
- **88 ...subject**: enter the alpha subject abbreviation (in capitals) to check; wildcard % can be used to select multiple subjects (i.e. MUS% will select all music subjects).
- **88 ...course_number**: enter the three-digit course number to check a specific course *or* use the wildcard % in conjunction with a partial number *or* enter the wildcard % alone to select all numbers.

This job must complete before proceeding to the Prerequisite/Registration Check report, SFRRGAM. Verify completion via Banner Message and/or Review Output.

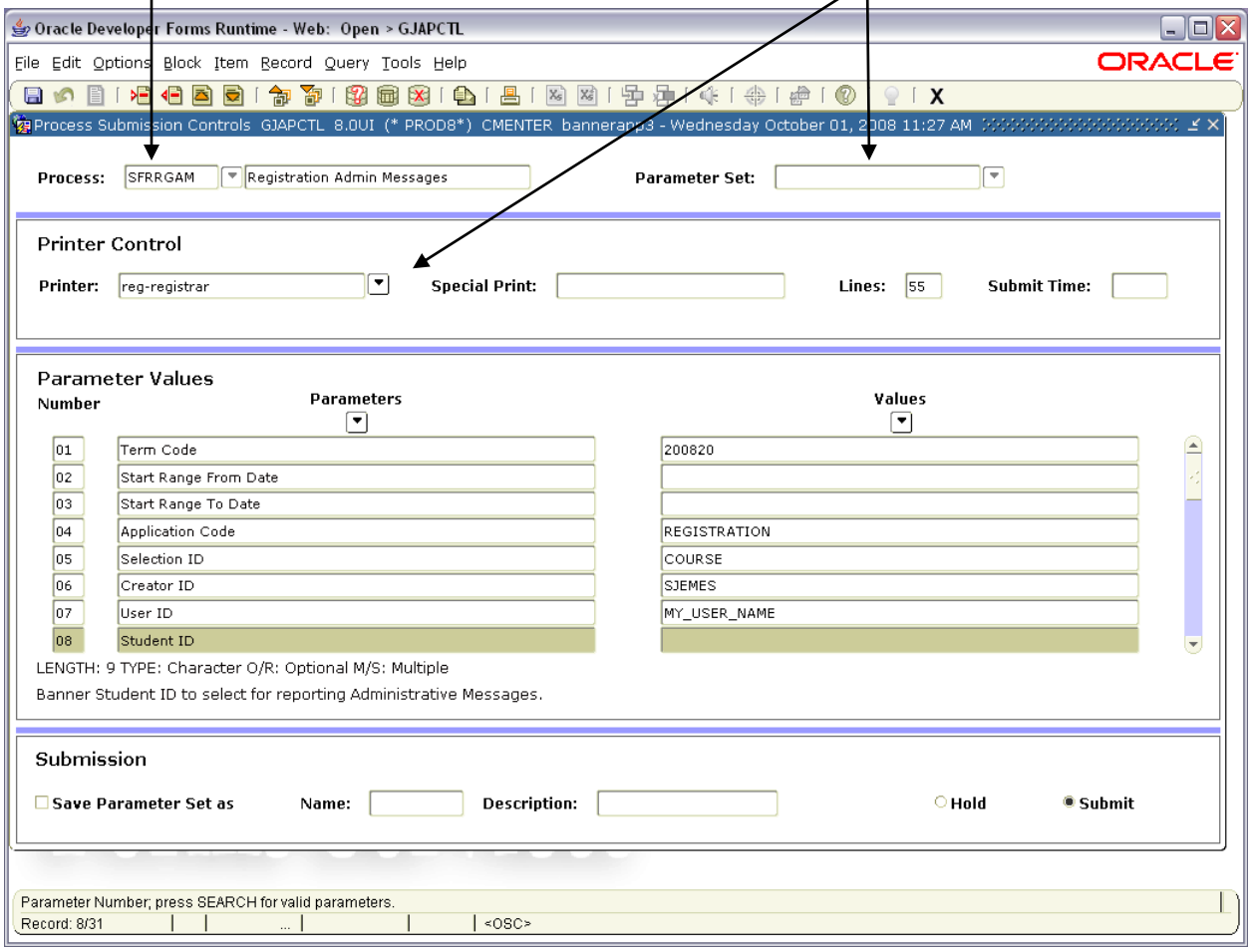
SFRRGAM

Prerequisite/Registration Error Report

This report is used by departments to identify students who have become ineligible for registration due to a failed or missing prerequisite.
Requests can be submitted to the Registrar to drop ineligible students.

Enter **Process**: *SFRRGAM*

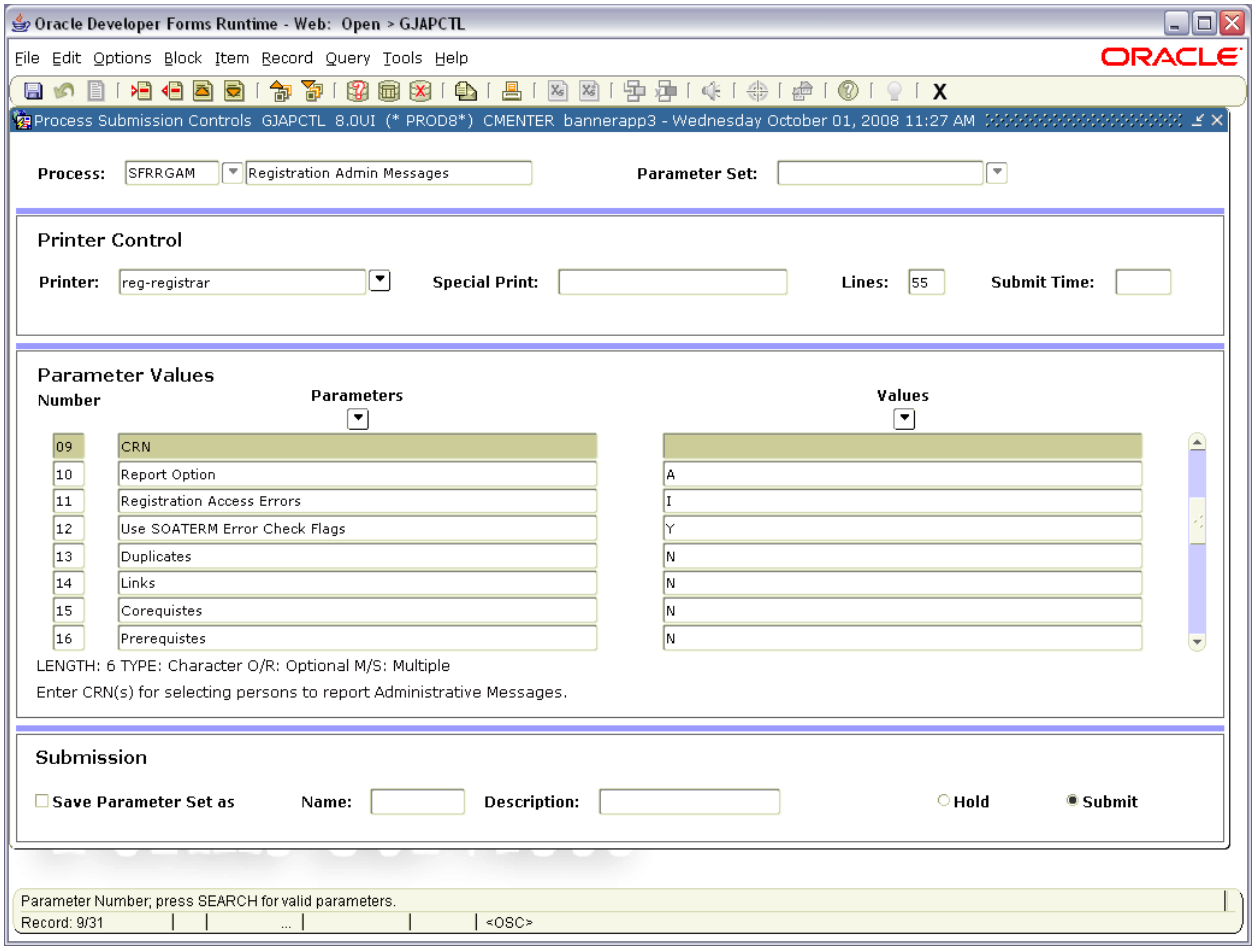
Leave **Parameter Set** blank. Next Block and enter **Database** or **Printer** or Search ▼.



- **01…** Enter six-digit term code for semester of registration.
- **02…** Leave blank.
- **03…** Leave blank.
- **04…** Leave as default value **REGISTRATION** .
- **05…** Leave as default value **COURSE**.
- **06…** Leave as default value **SJEMES**.
- **07…** Enter OWN Banner user name/login.
- **08…** **Leave blank** to check all students.

SFRRGAM

Prerequisite/Registration Error Report – continued



- **09…Leave blank** to check all CRN's.
- **10 – 28…** parameters 10 through 28 are all specific registration prerequisites and requirement areas to be checked, **leave all as default values**.

Output will report on all students enrolled for the specified term in the selected subject(s) and course(s) who are missing prerequisites or have other registration errors in **ANY of their courses**—not necessarily the selected subject and course.

```
PAGE                1
SFRRGAM 7.3.0.1                                        PPRD - cloned on 11-JAN-08
RUN DATE 04-JAN-2009
                                                       Registration Admin Messages
RUN TIME 09:46 AM

ID        Name                       LV Term   Date Added   Crse Start   Crse End
CRN  Subj Crse             Message
--------  -----------------------   -- ------ ----------   ----------   ---------
V99990011 Almagooey, Batal Trahn  UG 200720 13-DEC-2007  09-JAN-2008  09-MAY-2008
45709 MATH 170   PREREQUISITE NOT MET

V99990011 Almagooey, Batal Trahn  UG 200720 14-NOV-2007  09-JAN-2008  09-MAY-2008
60236 ECE  101   PREREQUISITE NOT MET

V99995944 Bresner, Sarah June     UG 200720 05-NOV-2007  09-JAN-2008  09-MAY-2008
43648 SOC  325   Instructor Permission Rqd

V99999752 Brunding, Amy Erin      UG 200720 06-NOV-2007  09-JAN-2008  09-MAY-2008
45478 SOC  101   Instructor Permission Rqd

V99990779 Carson, Elizabeth Mary  UG 200720 07-NOV-2007  09-JAN-2008  09-MAY-2008
42466 MATH 160   PREREQUISITE NOT MET

V99998219 Dawson, Daisy Dara      UG 200720 08-NOV-2007  09-JAN-2008  09-MAY-2008
51508 ED   301   CLASS RESTRICTION

V99991869 Erickson, Ian Joe       UG 200720 28-NOV-2007  09-JAN-2008  09-MAY-2008
53149 AGED 306   Instructor Permission Rqd
```

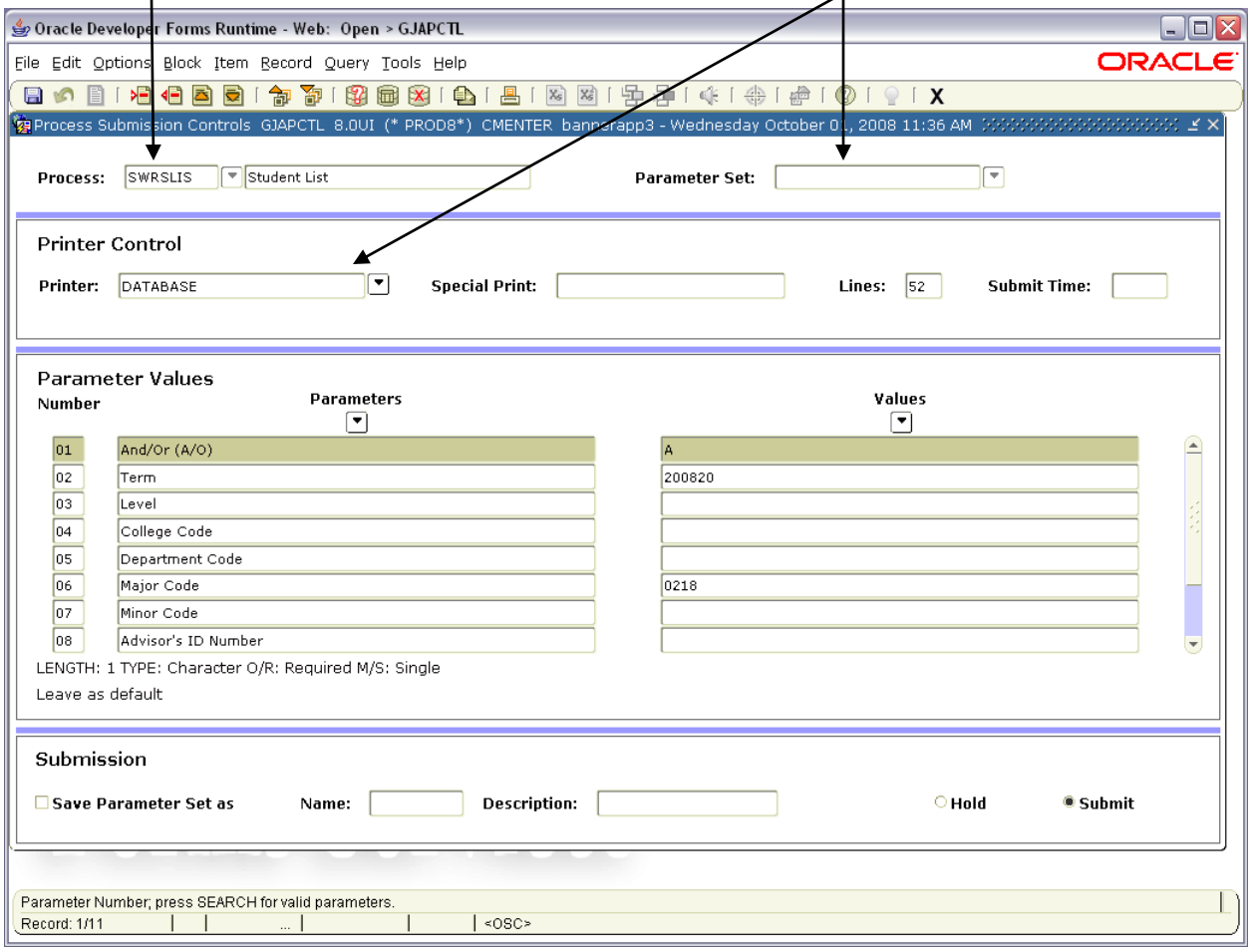
Sample

SWRSLIS
Student List

This report is used to generate a list of students who all meet the same criteria – such as all students in a major or minor, all students assigned to an advisor, or all students enrolled in a college or department.

Enter **Process**: *SWRSLIS*

Leave **Parameter Set** blank. Next Block and enter **Database** as **Printer**.

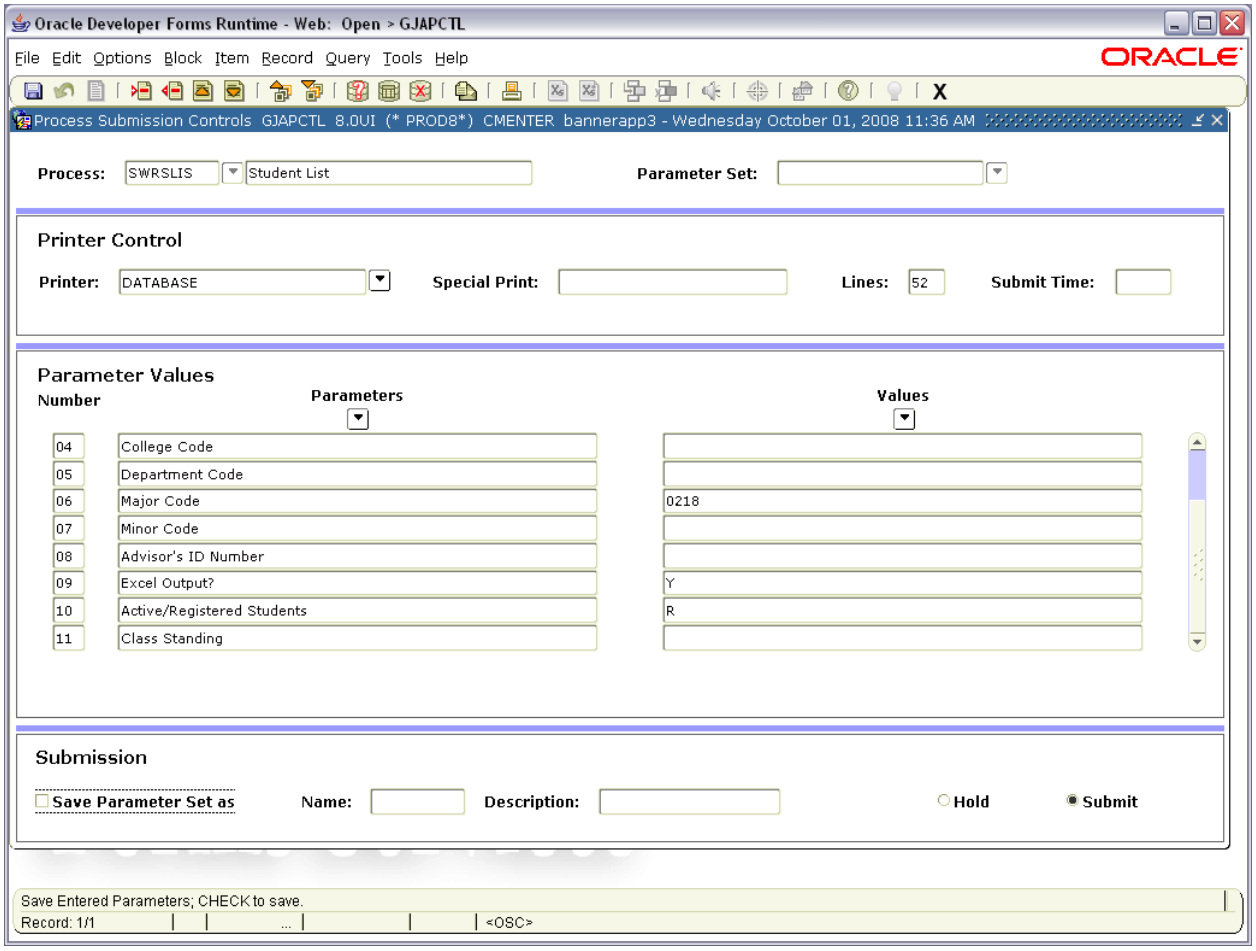


- **01…**Leave as default value **A**.
- **02…**Enter six-digit term code for when information is to be current for, can be current, future, or past.
- **03…**Enter **UG** or **GR** only specific students are wanted; **leave blank** if redundant or both are to be selected.
- **04…**To select all students enrolled in a specific college, enter two-digit college code or **leave blank** if redundant.
- **05…**To select all students enrolled in a specific department, enter three-digit department code or **leave blank** if redundant.
- **06…**To select all students enrolled in a specific major, enter four-digit major code or **leave blank** if selection is based upon a higher-level selection.
- **07…**To select student enrolled in a minor, enter the four-digit minor code or **leave blank** if not necessary for selection criteria. Be careful not to combine major and minor selections as it will only return students who have both, not one or the other.
- **08…**To select all students assigned to a specific advisor, enter advisor's **V number**. It is best to leave all other selection parameters blank as not to be major, department, or college specific.

- CONTINUED ON NEXT PAGE -

SWRSLIS

Student List – continued



- **09 ..** Leave default valued of **Y** to create data file for Excel.
- **10 ..** Select either **R**egistered students or **A**ctive students (eligible for registration).
- **11 ..** Enter desired class standing code or **leave blank** for all.

  01 = freshmen **02** = sophomores **03** = junior **04** = senior

SWRSLIS Sample Excel Output

STUDENT ID	NAME	EMAIL ADDRESS	ADDRESS	CITY	STATE	ZIP	COUNTRY	PHONE NUMBER
021-66541	Barton, Patrick C.	bart0044@uidaho.edu	2170 N Polk Ext	Moscow	ID	83843		( ) -
041-90642	Baslin, Thomas Peter	basl0731@uidaho.edu	325 North Polk	Moscow	ID	83843		(208) 882-8679
061-03013	Benton, Daisy Y.	bent8177@uidaho.edu	1071 W 300 S	Pingree	ID	83262		(208) 684-3372
041-87404	Berry, Casper	berr9366@uidaho.edu	179 W 65 S	Idaho Falls	ID	83404		(208) 525-8202
041-87845	Boulder, Joshua D.	boul1552@uidaho.edu	919 Public St	Moscow	ID	83843		(253) 722-6249
051-10616	Brandt, Ruby	bran2240@uidaho.edu	PO Box 122	Kendrick	ID	83537		(212) 416-2704

PRIMARY DEGREE	PRIMARY MAJOR1 DEPT	PRIMARY MAJOR1	PRIMARY MAJOR2 DEPT	PRIMARY MAJOR2	PRIMARY MINOR1	PRIMARY MINOR2
B.S.	Philosophy	Philosophy				
B.A.	Philosophy	Philosophy	English	English		
B.S.	Political Science	Political Science				
B.S.	Soc/Anthro/Justice Studies	Anthropology	Philosophy	Philosophy	Religious Studies	
B.A.	Philosophy	Philosophy				
B.A.	Philosophy	Philosophy				

SECONDARY MAJOR1 DEPT	SECONDARY MAJOR1	SECONDARY MAJOR2 DEPT	SECONDARY MAJOR2	SECONDARY MINOR1	SECONDARY MINOR2
Letters Arts & Social Sciences	Minor Only			Writing	
Philosophy	Philosophy	Soc/Anthro/Justice Studies	Justice Studies		

ADVISOR ID	ADVISOR NAME	ADVISOR ID 2	ADVISOR NAME 2	STUDENT CLASS	STUDENT TYPE
V99998786	O'Doule, Aaron	V99996409	Howard, Walter	Senior	Continuing Student
V99998786	O'Doule, Aaron			Junior	Continuing Student
V99999332	Newson, Michael			Sophomore	Continuing Student
V99998637	Warner, Martin	V99997547	Lance, Donald	Senior	Continuing Student
V99996879	Avery, Janice	V99990012	Johnson, Sharyl	Junior	Continuing Student
V99999332	Newson, Michael			Senior	Continuing Student

CREDITS REGISTERED	FULL OR PART TIME	GENDER	CAMPUS CODE
20	Full	Male	Moscow
19	Full	Male	Moscow
18	Full	Female	Moscow
12	Full	Male	Moscow
16	Full	Male	Moscow
12	Full	Female	Moscow

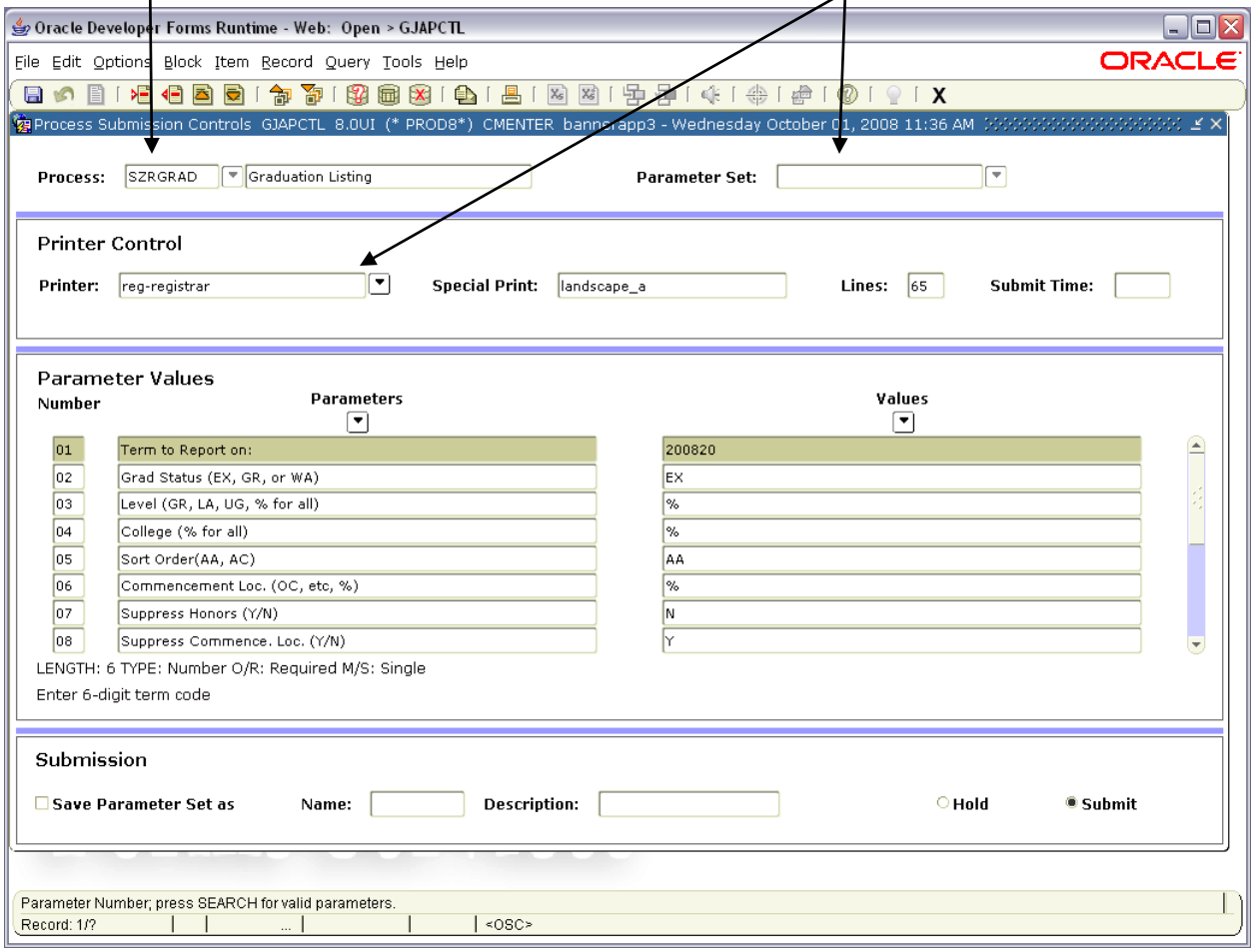
Sample

SZRGRAD
Graduation Listing

This report is used to generate a list of students who will be graduating in a future term or those who graduated in a past term for the college or department.

Enter **Process**: *SZRGRAD*

Leave **Parameter Set** blank. Next Block and enter **Database** or **Printer** or Search ▼.

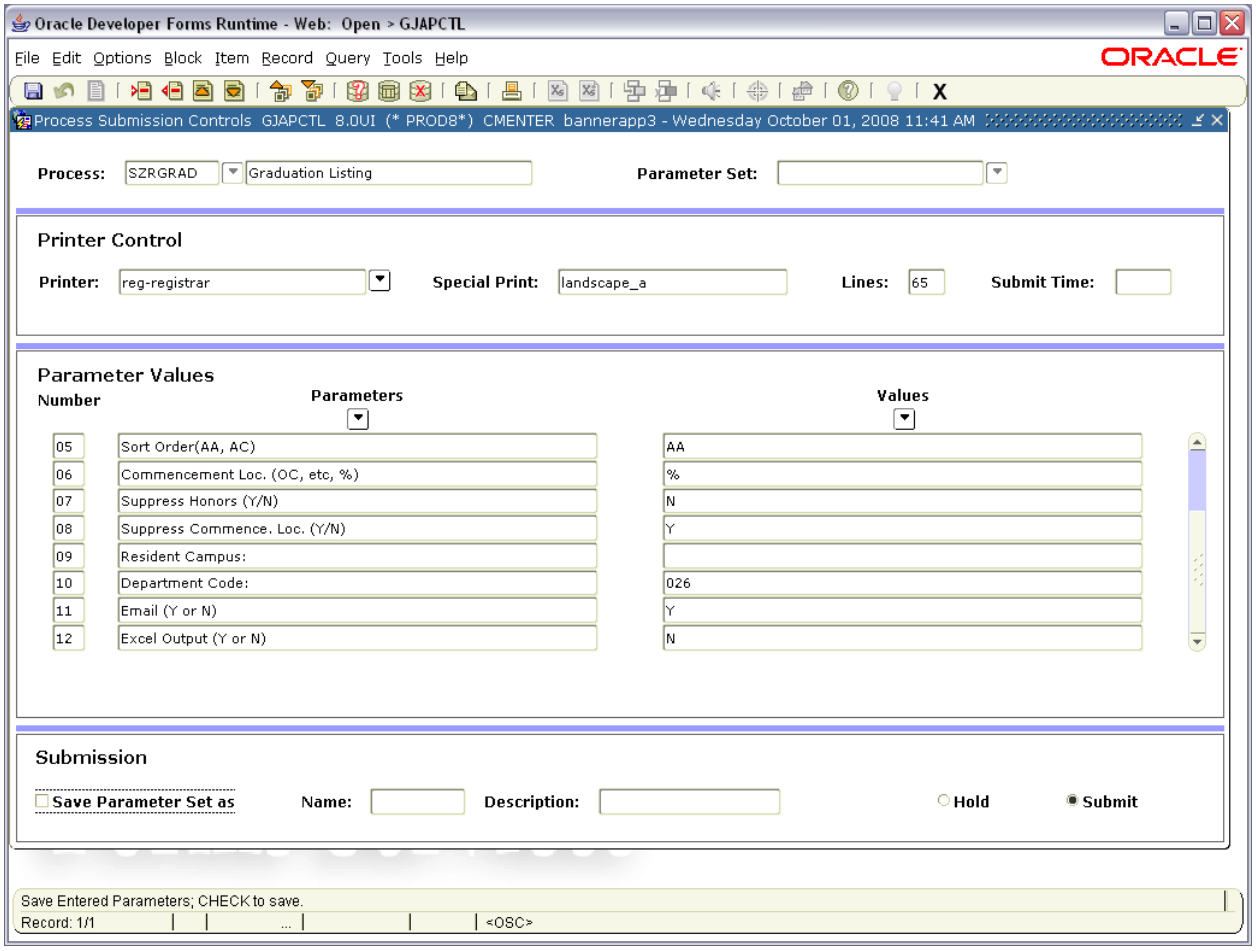


- **01 ...**Enter six-digit term code for when information is to be current for, can be current, future, or past.
- **02 ...**Enter the selected graduation status:
  EX = expected to graduate, **GR** = graduated, **WA** = web applied.
- **03 ...**Enter specific level to select or **%** for all.
- **04 ...**Enter two-digit college code or **%** if selection will be by department using parameter 10.
- **05 ...**Enter sort order option **AA**, which will alphabetize students.
- **06 ...**Enter **%** unless it is desired to report on only one commencement ceremony location, then enter the specific location code.
- **07 ...**Enter option to print university honors, **Y**es or **N**o.
- **08 ...**Enter option to print commencement ceremony location, **Y**es or **N**o.

- CONTINUED ON NEXT PAGE -

SZRGRAD

Graduation Listing – continued



- **09 ...**Enter campus code to select only students associated with that campus or **leave blank** for all campuses.
- **10 ...**Enter three-digit department code if selection being made by such or leave blank if selection being made by college code under parameter 04.
- **11 ...**Enter **Y**es or **N**o to opt to print student's email address.
- **12 ...**Chose **Y**es or **N**o to create data file for importing to Excel (printer must be DATABASE).

```
SZRGRAD                                University of Idaho                    12-Sep-2009
-------------------------------------------------------------------------------------------
StudentID     Name                                  Concentration 1             Minor1
   Campus     Degree            Major               Concentration 2             Minor2   Comm
              Honors            College             Concentration 3                       Loc
    Email
-------------------------------------------------------------------------------------------
041-88521    Jonathan Lou Chester
        A             M.Mus.       Music
                                   Letters Arts & Social Sciences                         OC

ches3351@vandals.uidaho.edu

041-84882    Kathie B McKarmy
        A             M.Mus.       Music
                                   Letters Arts & Social Sciences                         OC

mcka7172@vandals.uidaho.edu

051-94003    Russell Robert Richardson
        A             M.Mus.       Music
                                   Letters Arts & Social Sciences                         OC

rich2711@vandals.uidaho.edu

051-96214    Elizabeth June Toulson
        A             M.Mus.       Music
                                   Letters Arts & Social Sciences                         OC

toul9192@vandals.uidaho.edu
                              ---------------------------------------------
                                 Degrees Awarded:4   Total Printed:4
```

Sample