

Navigation Tips for the Banner Web Information System

Menus and Links

To understand how the menus in the Banner Web Information System are organized, visualize a filing cabinet full of folders, each of which contains reports for you to view. For example, click the **Faculty Services** filing cabinet to open it and you will find it contains three folders: the **Instructor Menu**, the **Advisor Menu**, and the **Student Menu**. Inside each folder is a list of related menu items, or reports. If you click on the **Student Menu**, you can choose to view a student's schedule, address and phone, or other information.

Once inside the menu system, click the **Menu button** on the top right side of your screen to go up one menu level. *Using the Menu button is preferable to using the Back key on your web browser.* You can also use the **menu links** on the top or bottom of your screen to navigate the system. The links at the top return you to the highest-level menus (filing cabinets), while those on the bottom take you directly to a different menu item (class list, ID selection, etc.).

Viewing information for a different term, student, or course

Use the **Term Selection**, **ID Selection**, and **Course/CRN Selection** menu items to choose a different student or course, or look at information for a different term. To start, click one of these items to choose the first student or course you wish to view. Or, begin by going directly to a menu item, such as View Student Schedule, and you will be prompted to select the term and student you wish to view. When you are ready to view a different student or course, or information for a different term, use these menu links to enter the new information:

Term Selection: Click on the arrow in the term box for a pop-down list of available terms. Select a term and click Submit Term. When you are viewing student or course information for one term, you can change to a different term by returning to this menu item and making your selection.

ID Selection: For teaching faculty only, there will be a pop-down box listing all the students registered in your courses for the term you specified. If you want to view one of these students, find the name on the list, click it, and then click the Submit Name button. There is a second option available to faculty and staff to view information for any active student by typing in the student's ID directly.

Course/CRN Selection: This option is only available to teaching faculty. Click the arrow in the pop-down box to see the list of courses you are teaching in the term you selected. Select a course, then click on the Submit CRN button to view your schedule or class list.

Time-outs

If you are logged on to the Banner Web Information System but have not accessed any information **for 5 minutes or more**, you will get a "timeout" message. At this point, you will be required to reenter your User ID and PIN in order to continue using the web. The software includes this feature for security reasons.

Exit/Logout

When you are finished, click the Exit key at the top right corner of your screen to log out and protect your privacy, then close your web browser.