Student Training Manual

SELF-SERVICE BANNER

UWI School of Business and Applied Studies (Trading as ROYTEC)
I.T. UNIT

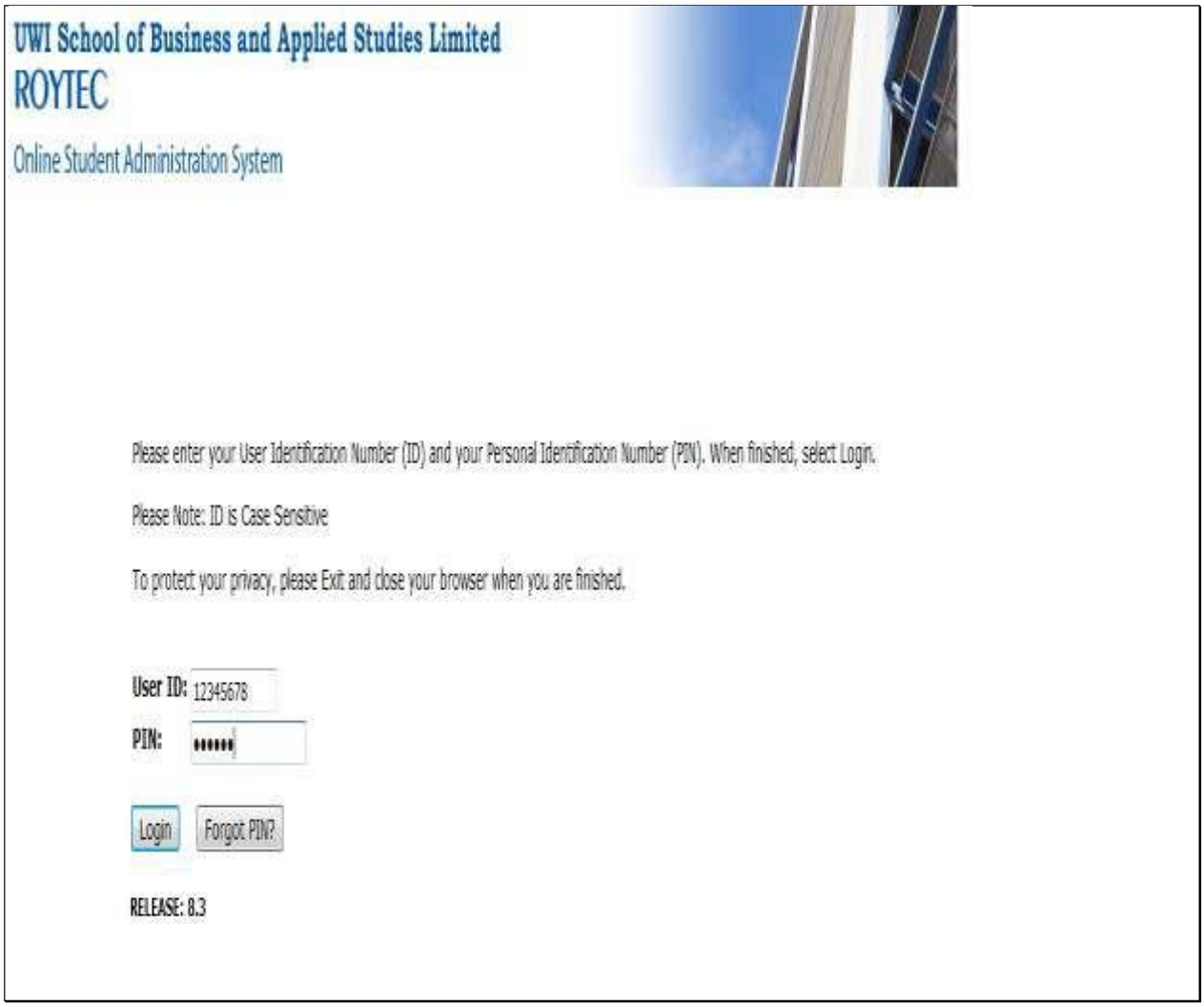
What is BANNER?

- SCT BANNER Student Administration System was developed by SunGard Higher Education. The system was designed to help tertiary level institutions manage the records of students enrolled at their school. The system consists of several modules with students in mind, inclusive of Course Catalogue, General Person Information, Admissions, Registration, Accounts Receivables, General Student Information, Academic History and Curriculum Planning. Banner has upgraded many modules of the system over the years and so it now contains features which include online registration and online entry of final examinations that allows students to register and view grades online respectively.

LOGIN TO BANNER

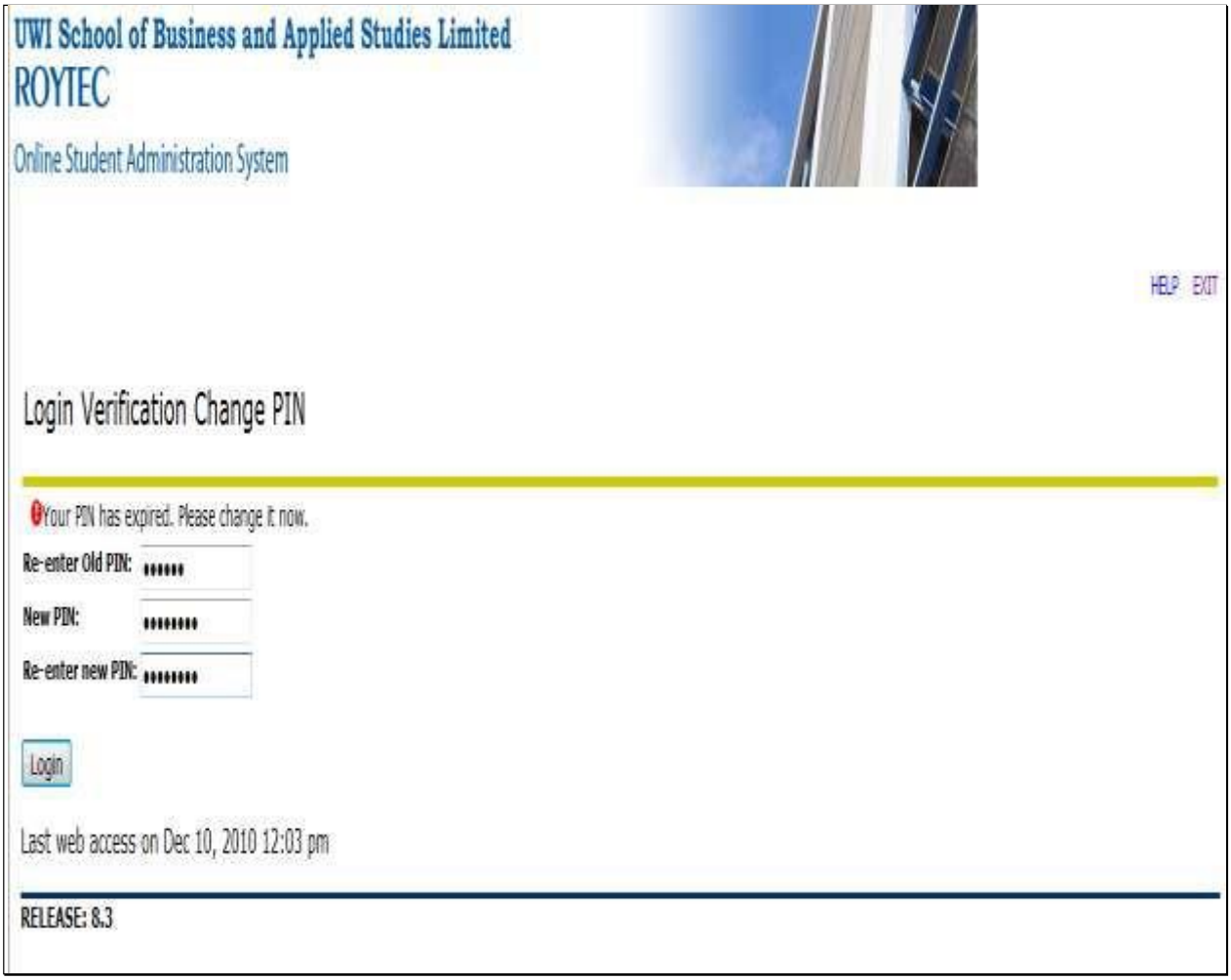
STEP 1

- Enter your Student ID in the USER ID field on the login page. For example: **'20100000'**
- Enter your Date of Birth in the format '**MMDDYY**' in the PIN field for your initial login.
- Click **LOGIN** Button to proceed.



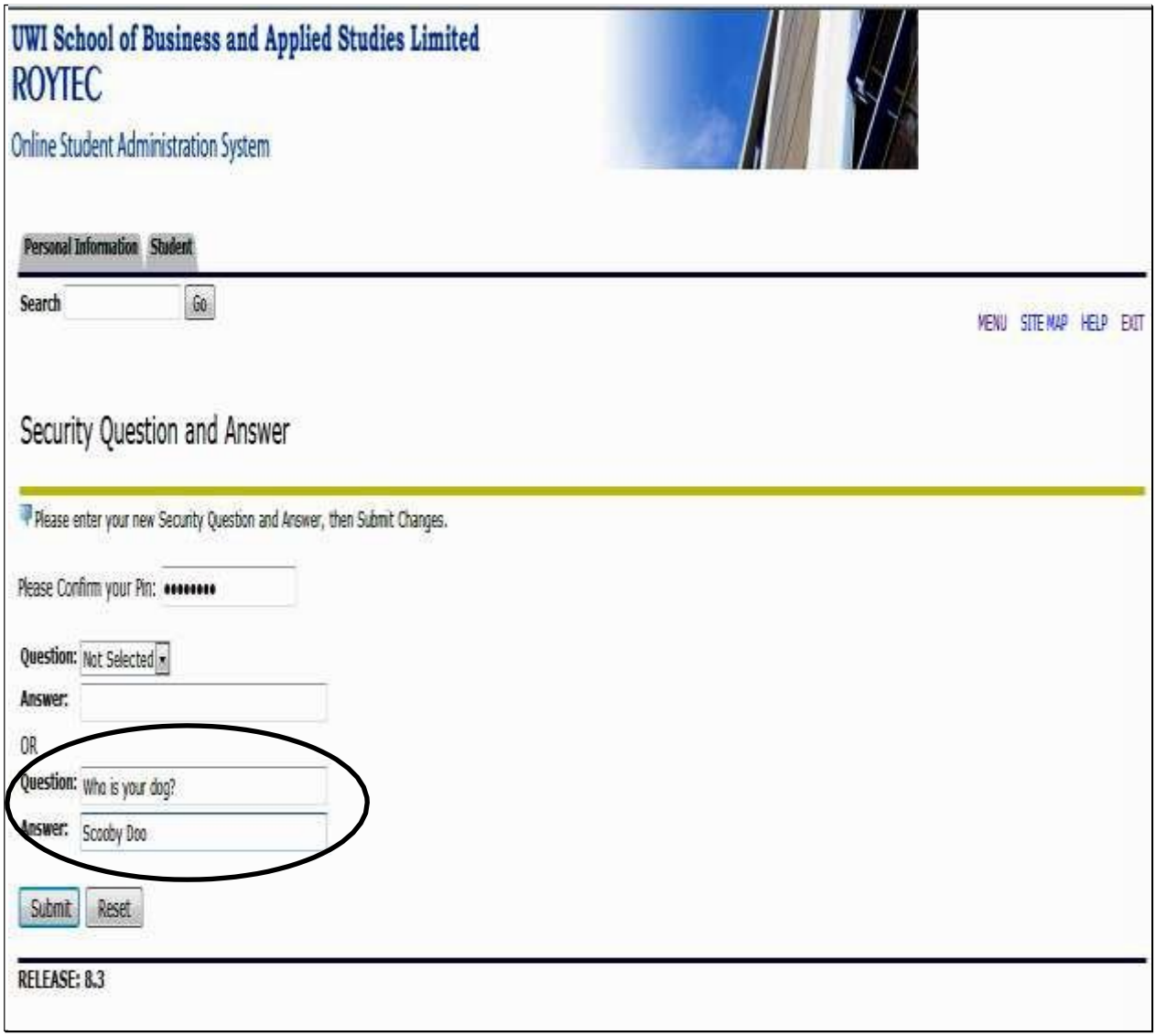
STEP 2

- Re-enter your Date of Birth '**MMDDYY**' as your old pin in the 'Re-enter Old Pin' field
- Create a new pin of six (6) or more alphanumeric characters. Enter in 'New Pin' field
- Confirm new pin and click the **'SUBMIT'** button



STEP 3 - CREATE A SECURITY QUESTION

- Enter a security question and answer in the fields provided in the event that you forget your password at any point in time in the future
- After creating your security question and answer click the **'SUBMIT'** button. You will be taken to the Student Main Menu

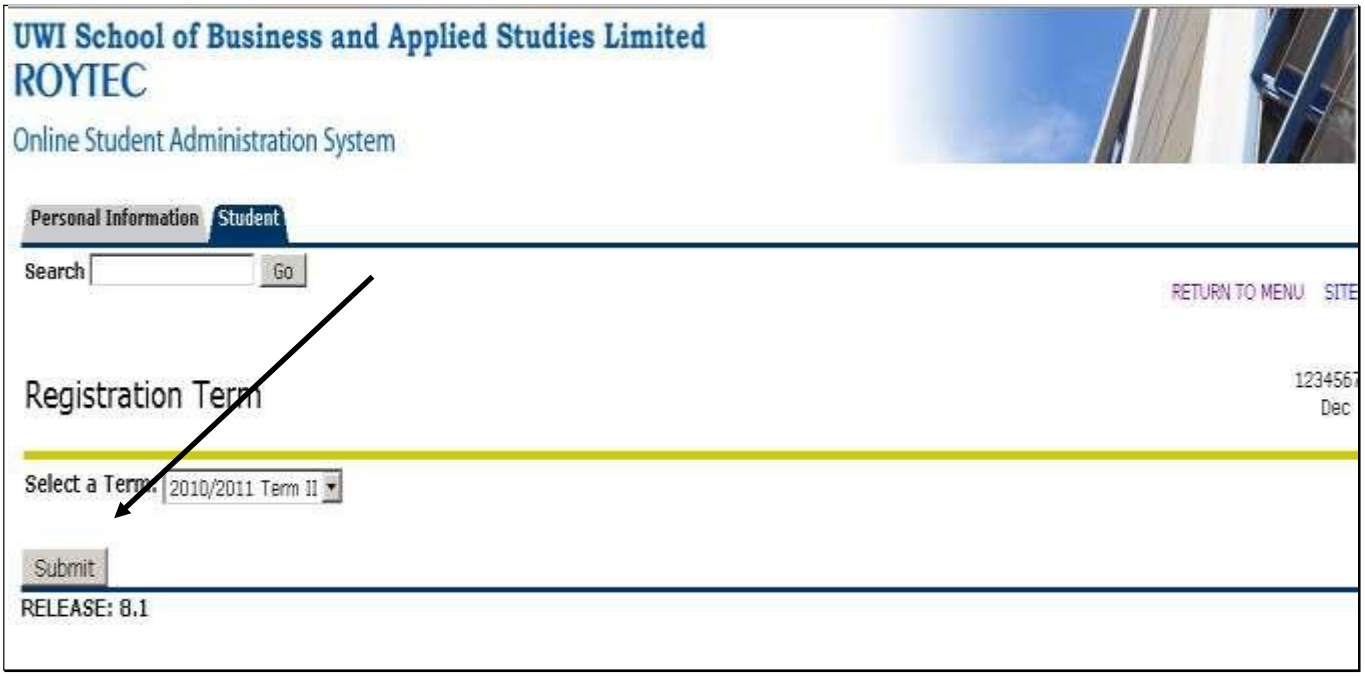


REGISTER FOR YOUR COURSES

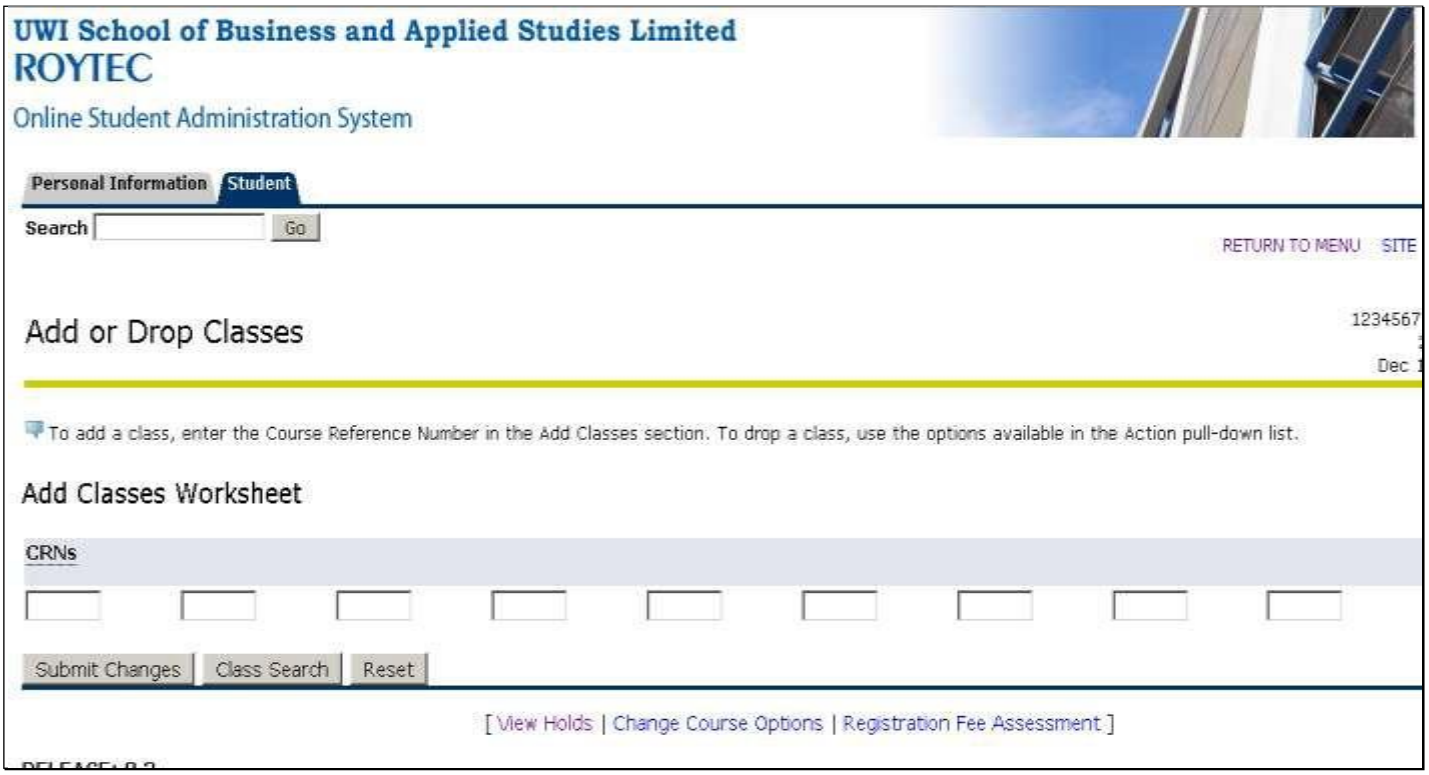
- From the Student Menu Select **'Registration'**

- **Select Add or Drop Classes**

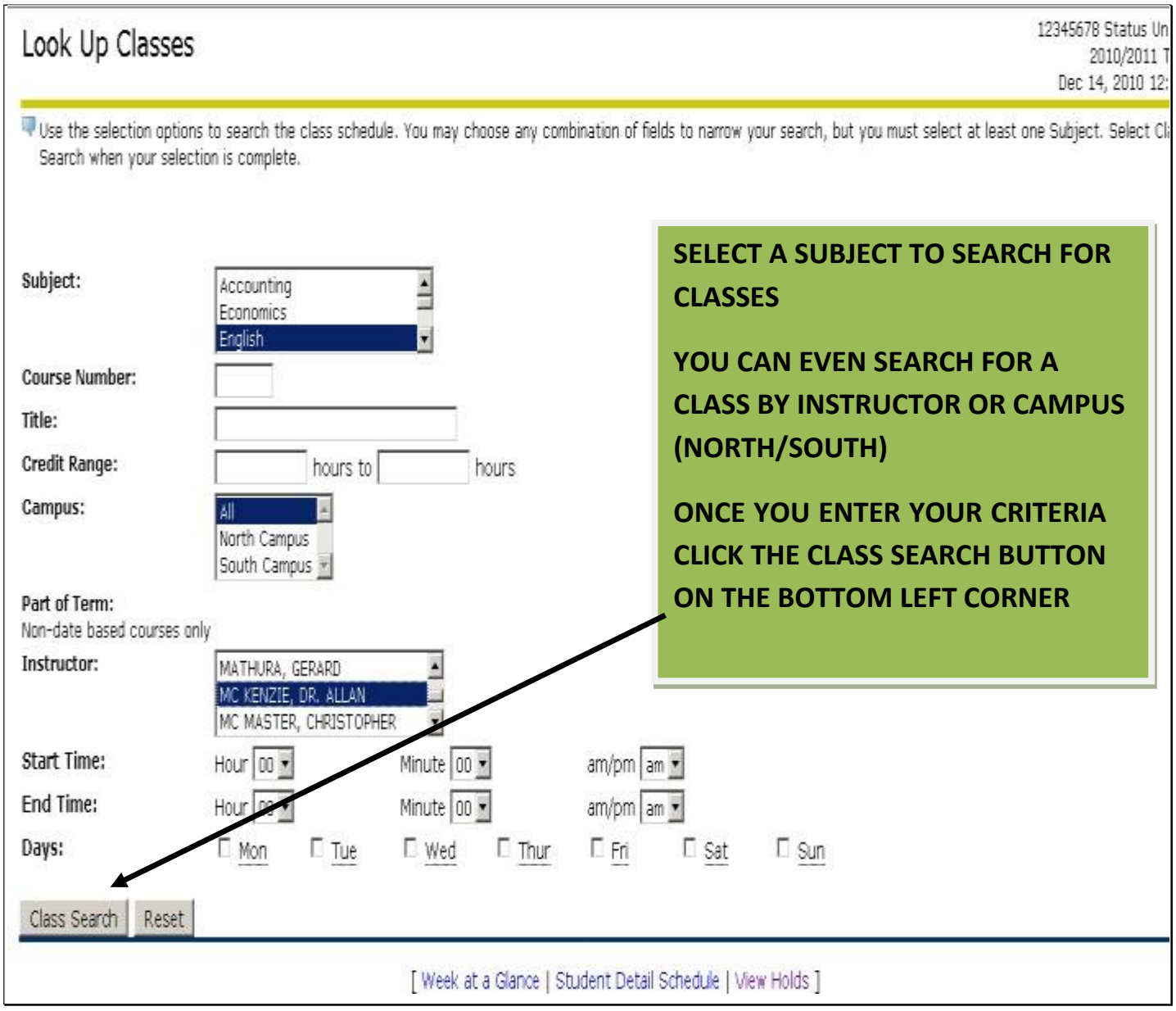
- **Select the Registration Term and Click Submit**



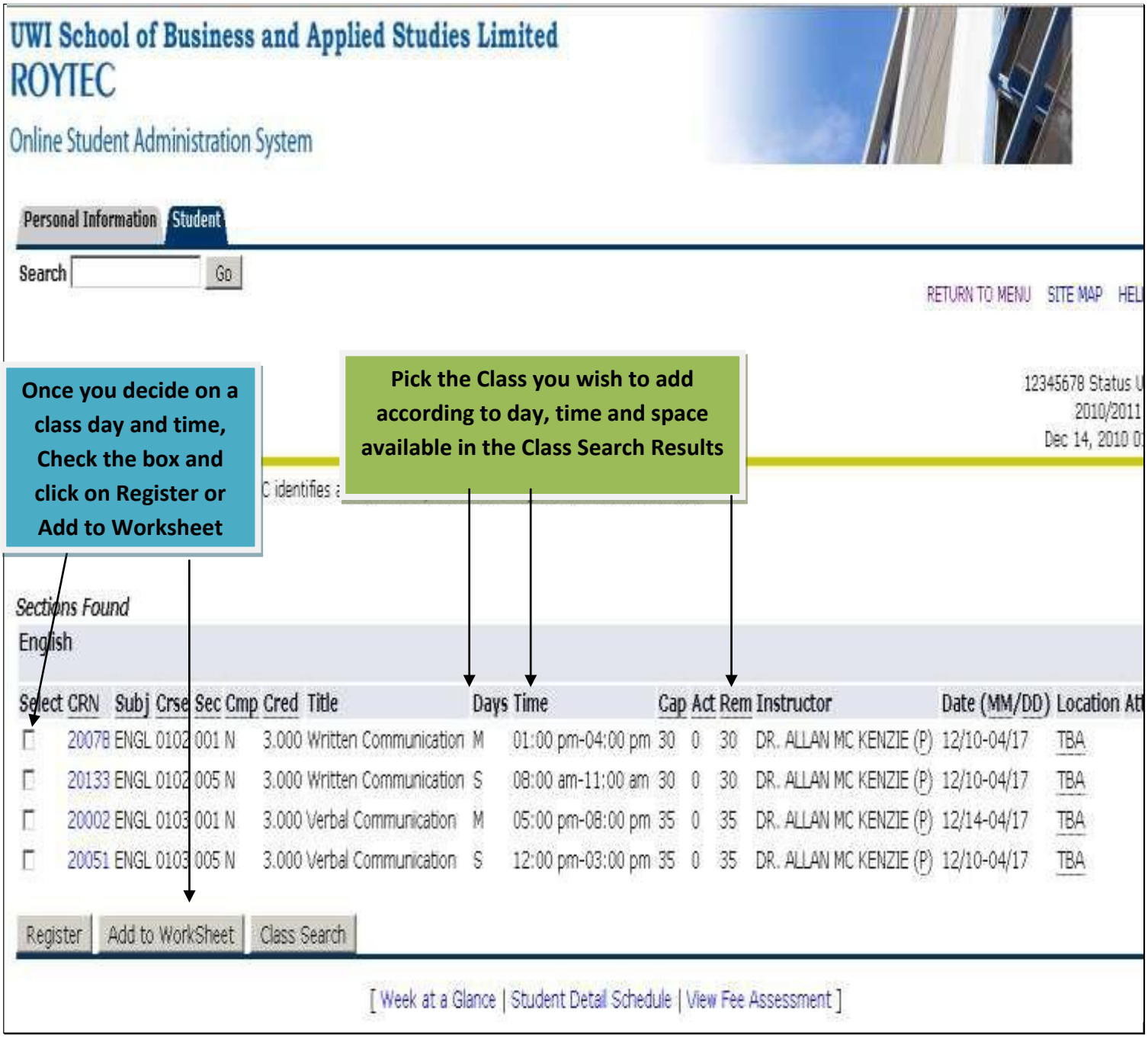
- **You now have the Add or Drop Classes Worksheet. Click Class Search to See Available Classes for the Specified Term.**



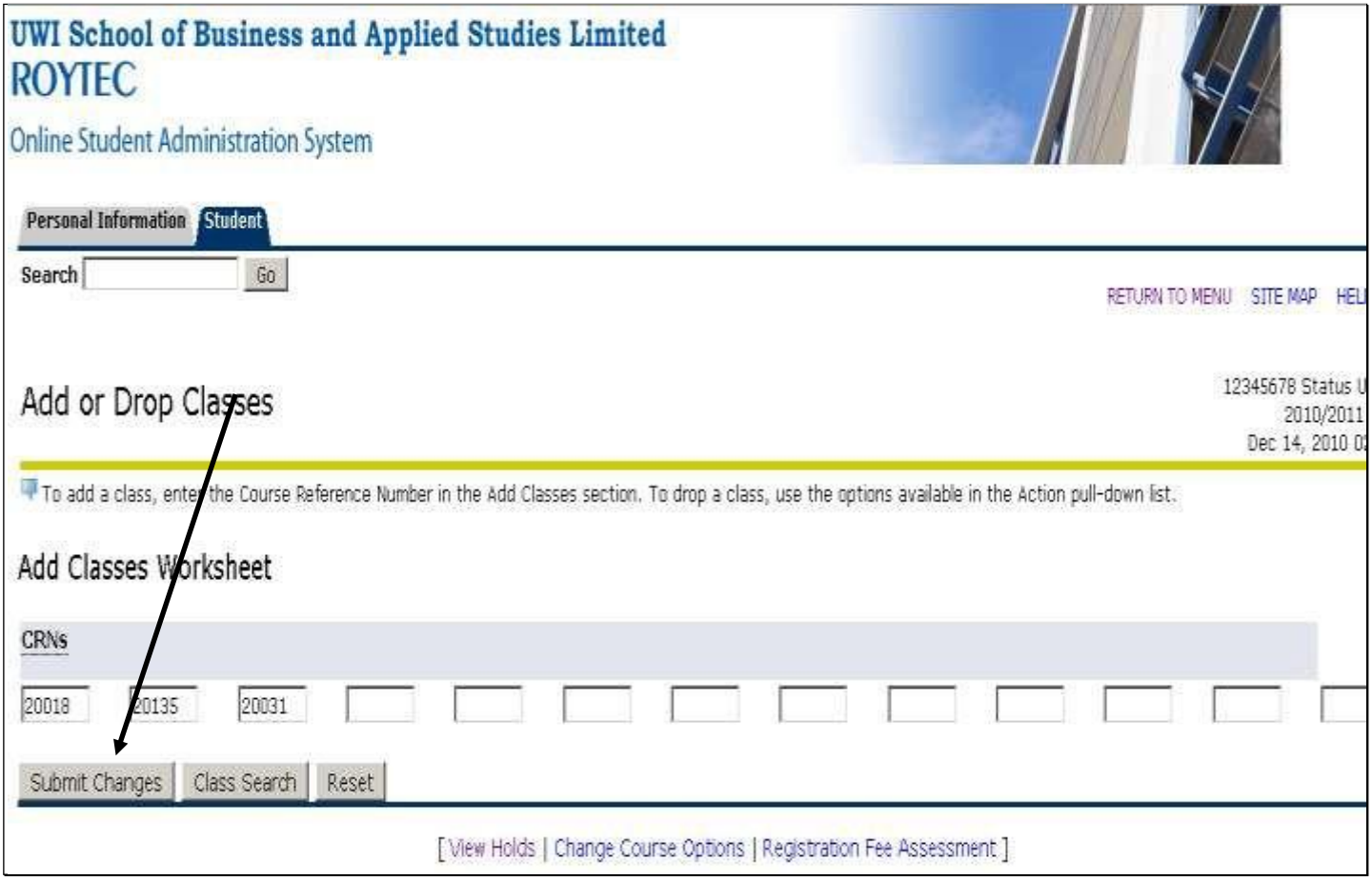
- **Enter Search Criteria for Classes you wish to take for the next Term**



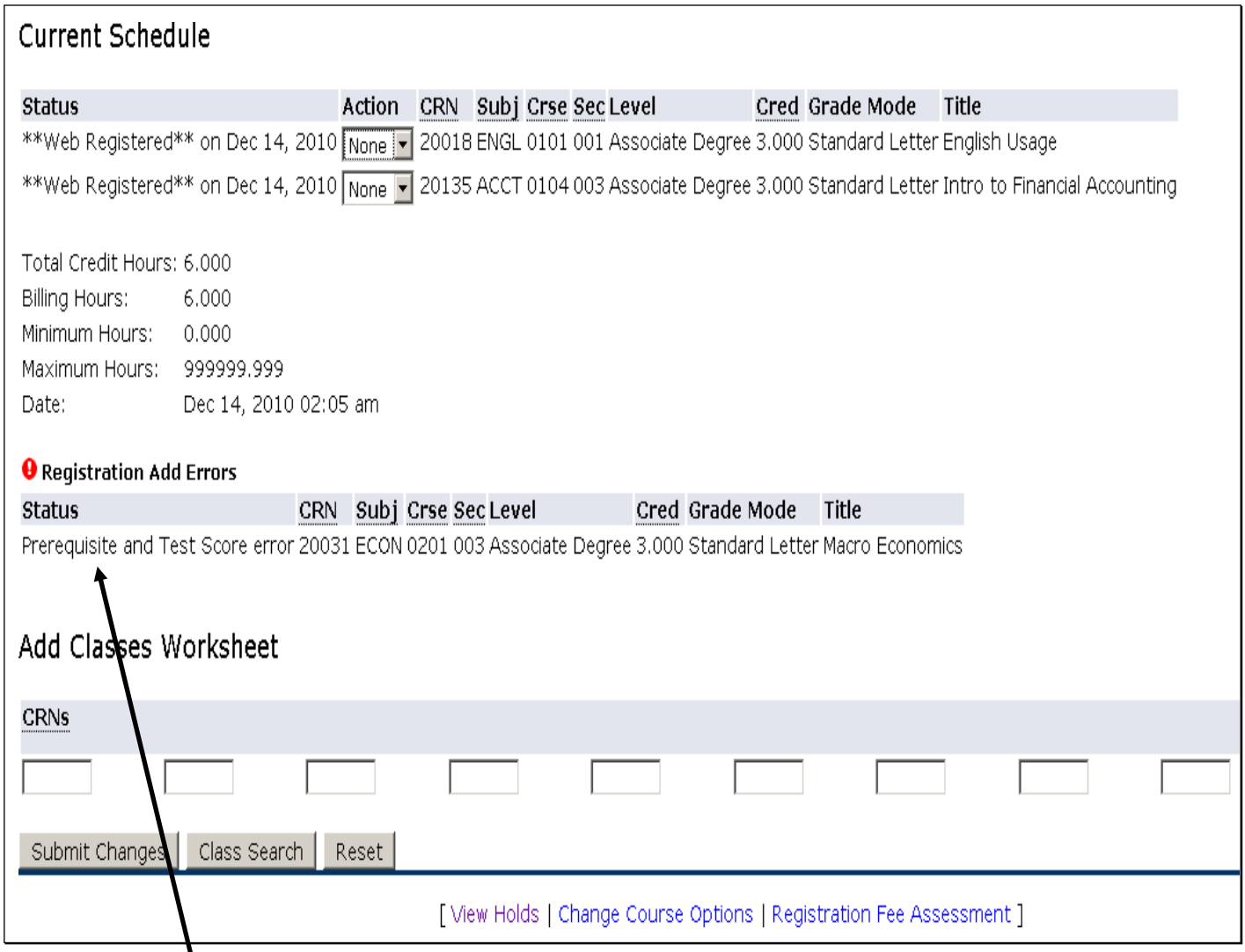
- **Your Class Selections based on Search Criteria is Presented on the Page Below. Select an available class and click 'Register' or 'Add to Worksheet'**



- **If you selected courses by Adding to Worksheet, You must 'Submit Changes' in order to see the course you are registered in.**



- **Once you submit changes on your worksheet you would see the screen below which displays the classes you are now registered in. You would also see this screen if you had selected 'Register' when adding the course in class search.**



Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Dec 14, 2010	None	20018	ENGL	0101	001	Associate Degree	3.000	Standard Letter	English Usage
Web Registered on Dec 14, 2010	None	20135	ACCT	0104	003	Associate Degree	3.000	Standard Letter	Intro to Financial Accounting

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Dec 14, 2010 02:05 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	20031	ECON	0201	003	Associate Degree	3.000	Standard Letter	Macro Economics

Add Classes Worksheet

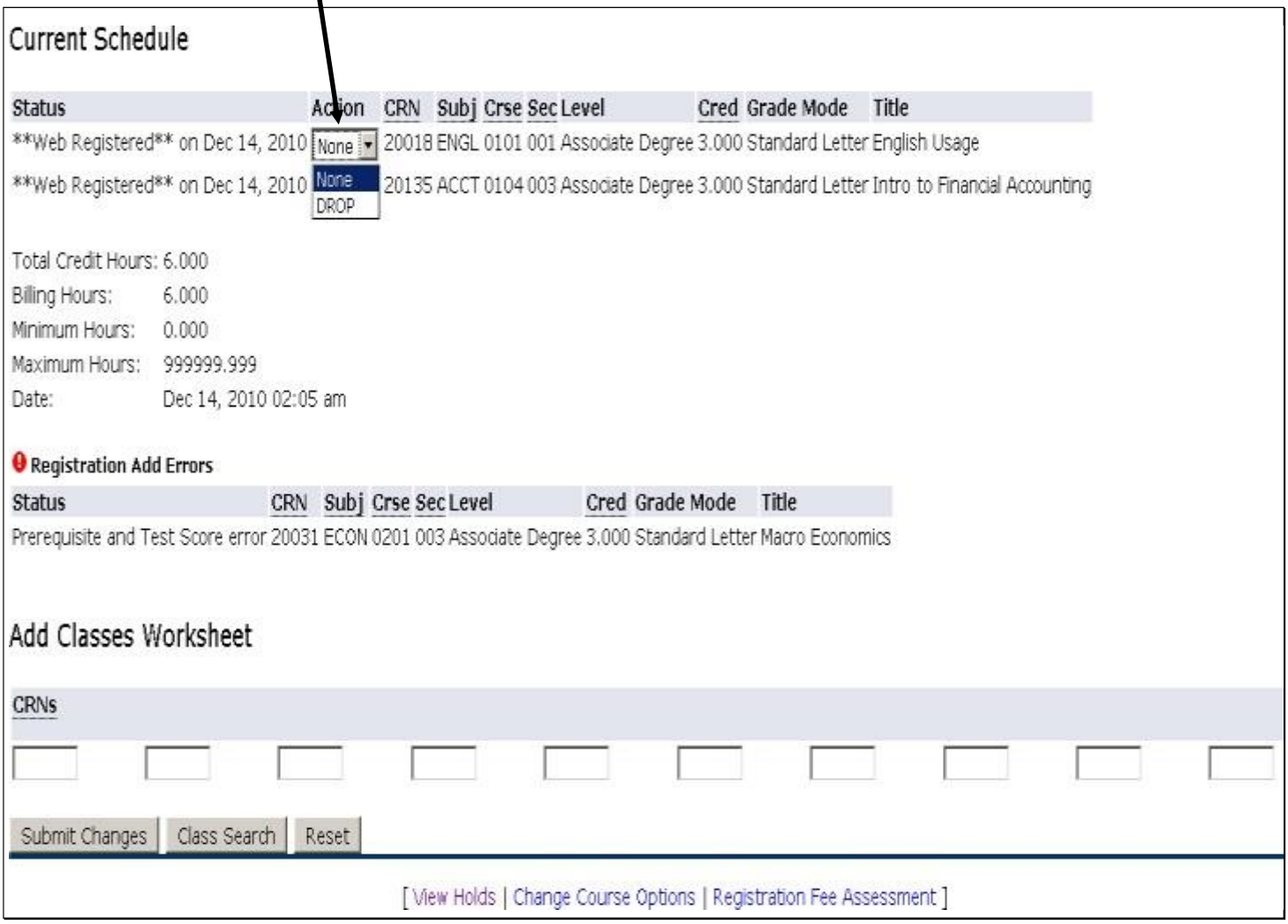
CRNs

Submit Changes | Class Search | Reset

[View Holds | Change Course Options | Registration Fee Assessment]

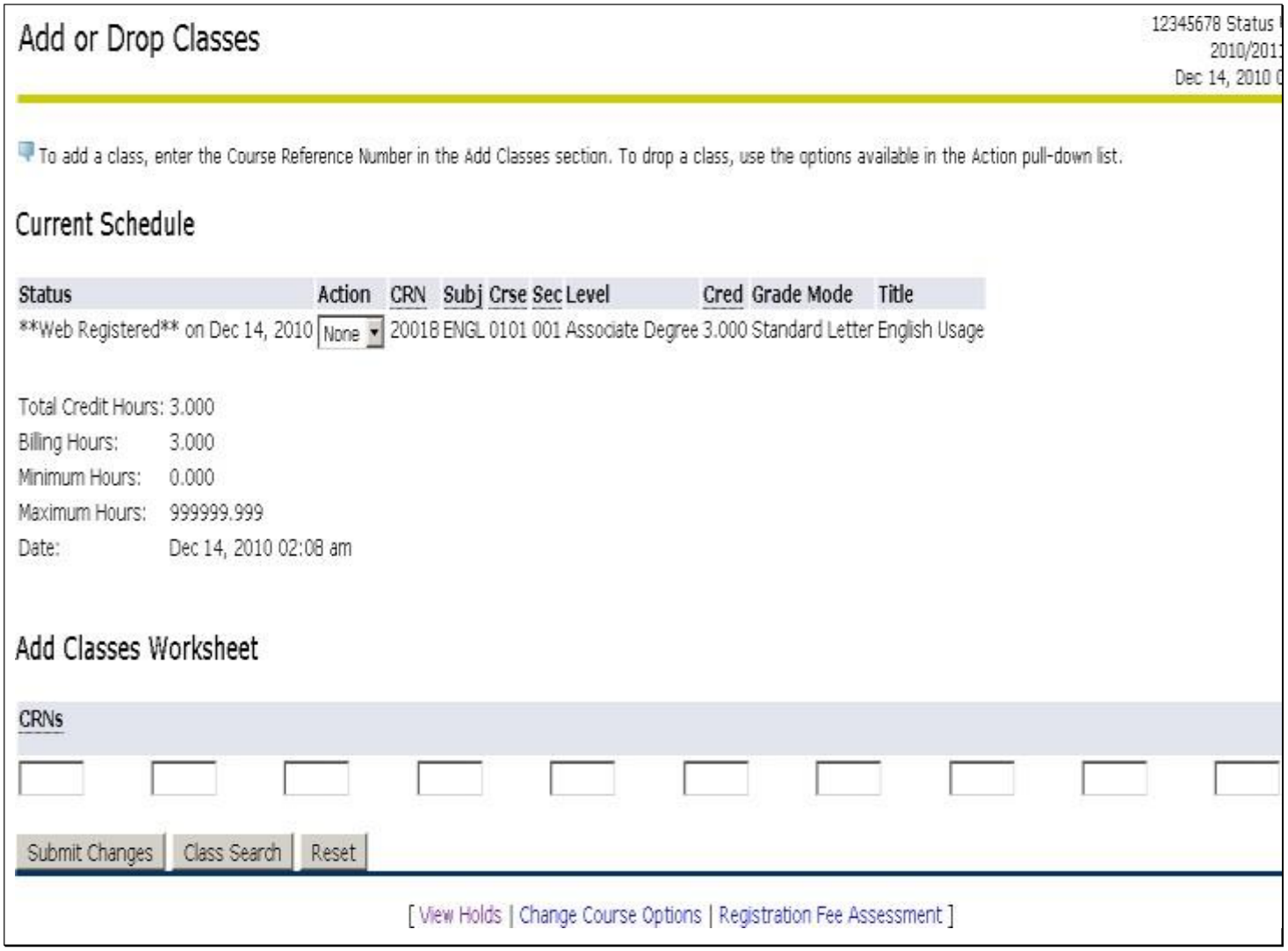
IF YOU ARE MISSING THE PRE-REQUISITE FOR A COURSE YOU WILL GET A 'REGISTRATION ADD ERROR' WITH THE STATUS THAT READS 'PRE-REQUISITE AND TEST SCORE ERROR' – This means you may need to do another course which is a pre-requisite for the one you are attempting to register for.

- **You can also DROP a course you may have added in error by clicking the down arrow in the action column in the 'Current Schedule' during the registration period.**



ONCE YOU HAVE SELECTED TO DROP A COURSE CLICK THE SUBMIT CHANGES BUTTON ON THE BOTTOM LEFT OF THE SCREEN FOR THESE CHANGES TO TAKE EFFECT.

- **Once you are finished registering for classes look over your CurrentSchedule Screen to ensure you are satisfied with the choices you have made in Class Selection.**



NOW THAT YOU ARE FINISHED REGISTERING YOU CAN ALWAYS VIEW YOUR STUDENT SCHEDULE VIA THE REGISTRAION MENU BY CLICKING ON THE 'STUDENT DETAIL SCHEDULE LINK' as shown below.

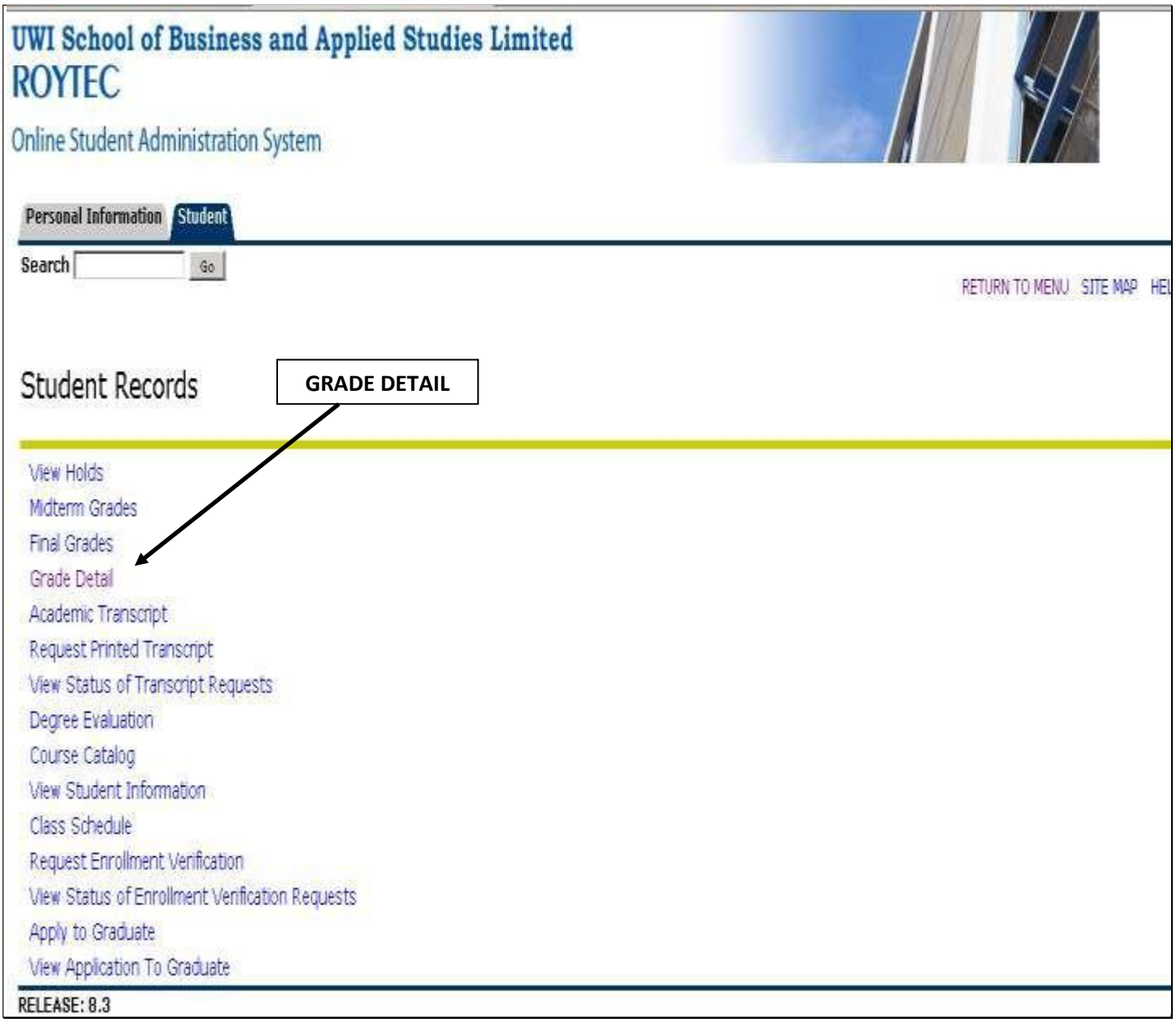
UWI School of Business and Applied Studies Limited
ROYTEC
Online Student Administration System
Personal Information
Student
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Registration
Select Term
Add or Drop Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Fee Assessment
Registration Status
Update Student Term Data
Active Registration
Registration History
Concise Student Schedule
Application Fees Summary
RELEASE: 8.3

CHECK YOUR GRADES

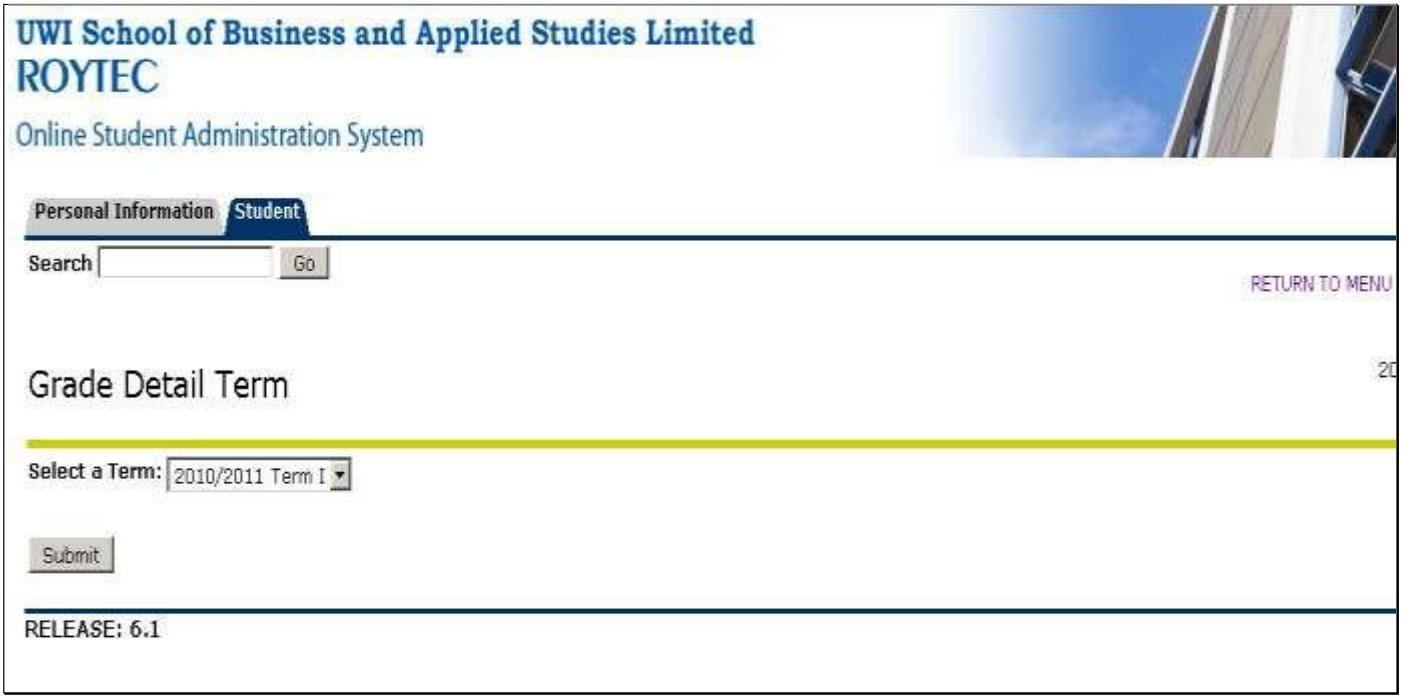
- On the Student Man Menu select **'Student '**

- **Select Student Records to Access your End of Term Grades**

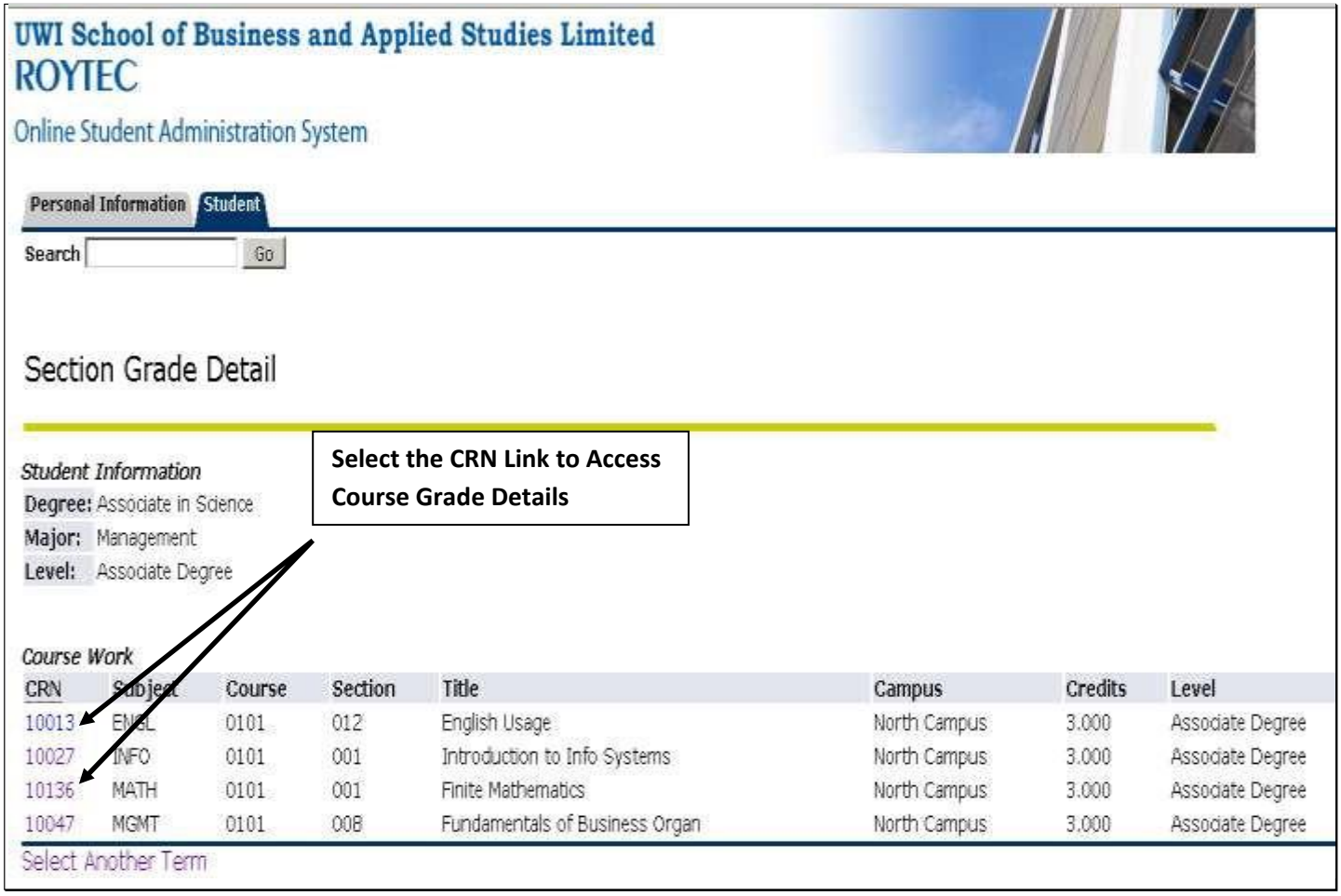
- **Select Grade Detail to view the break down of your results by Course**



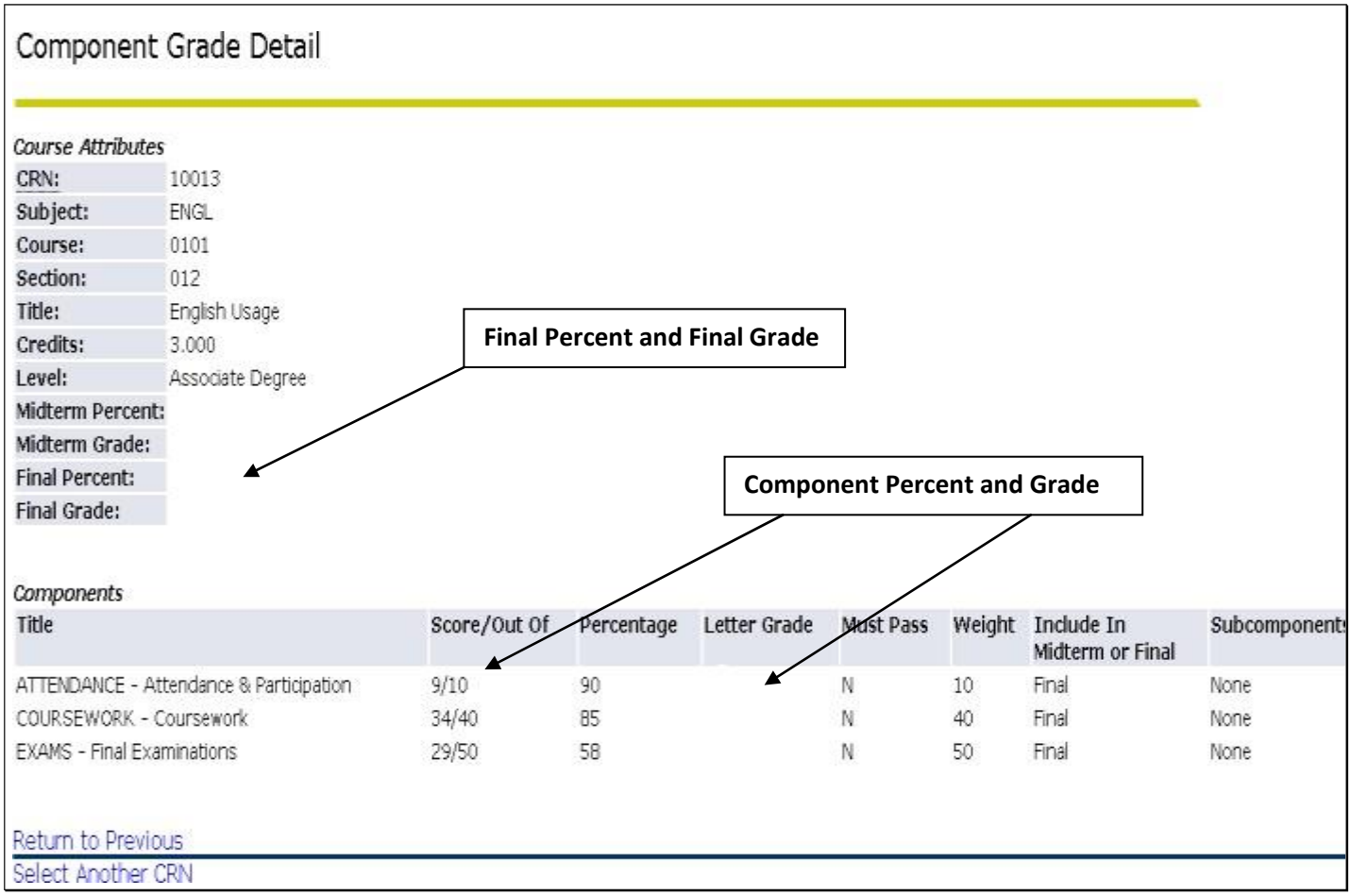
- **Select the Term you wish to view for break-down of course grades**



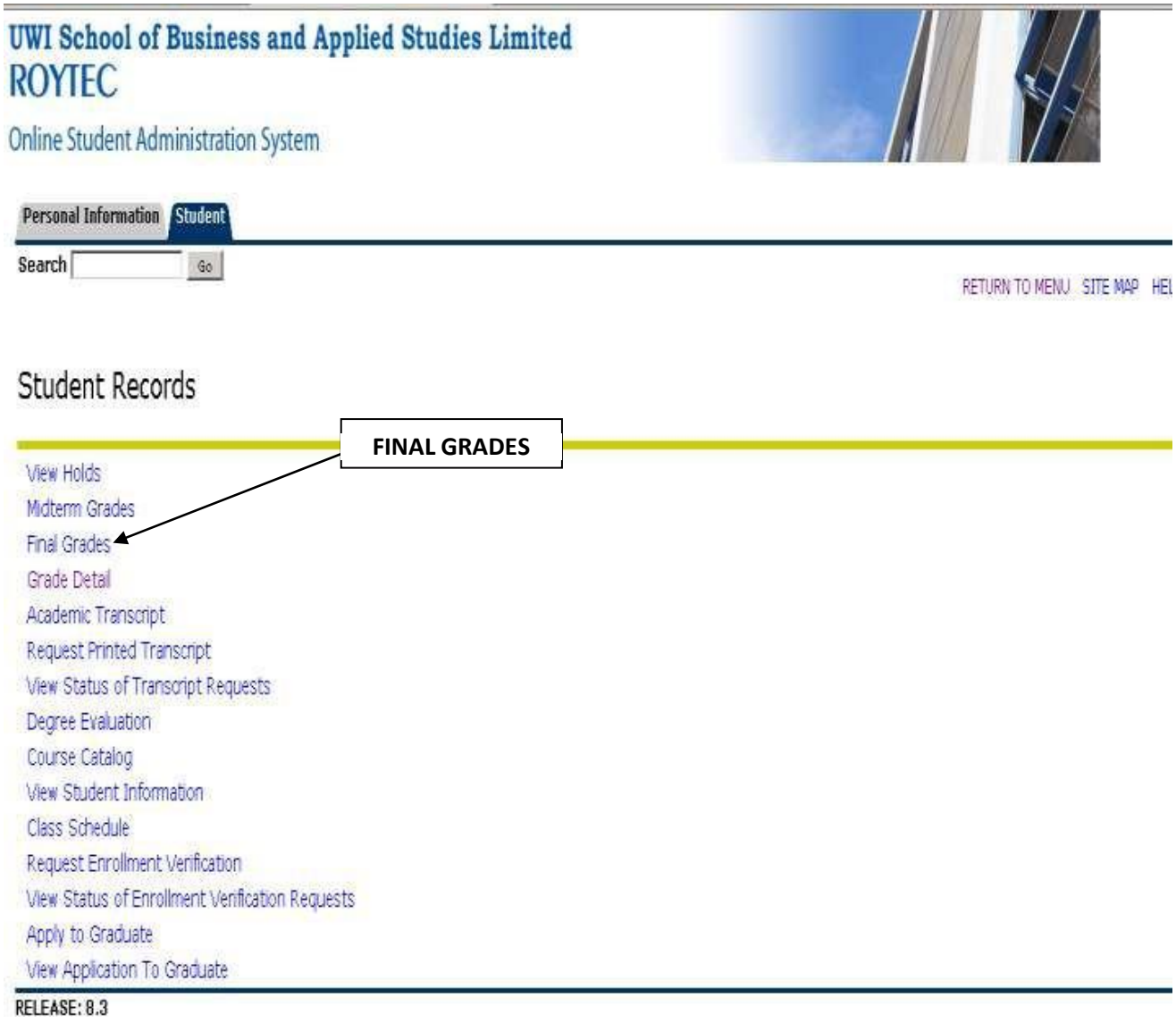
- **Courses you wrote exams for in the selected Term appear in the Screen Below**



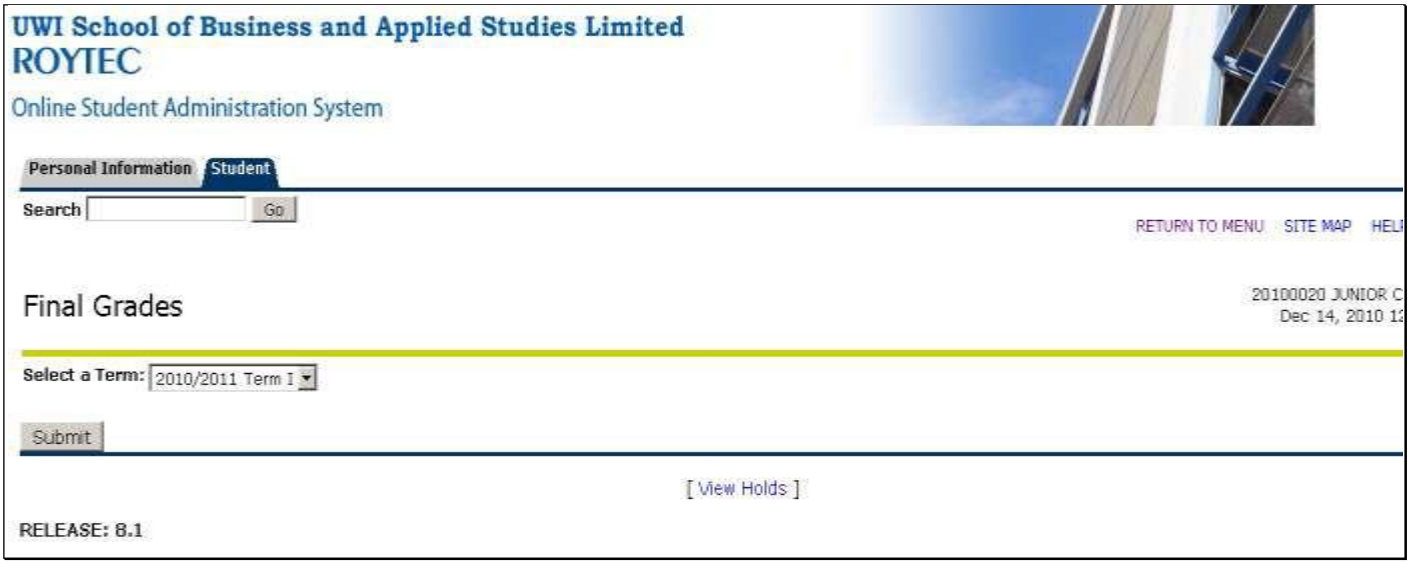
- **By Selecting a Course you reveal your individual marks and grade foreach course component including the Final Percentage and Grade**



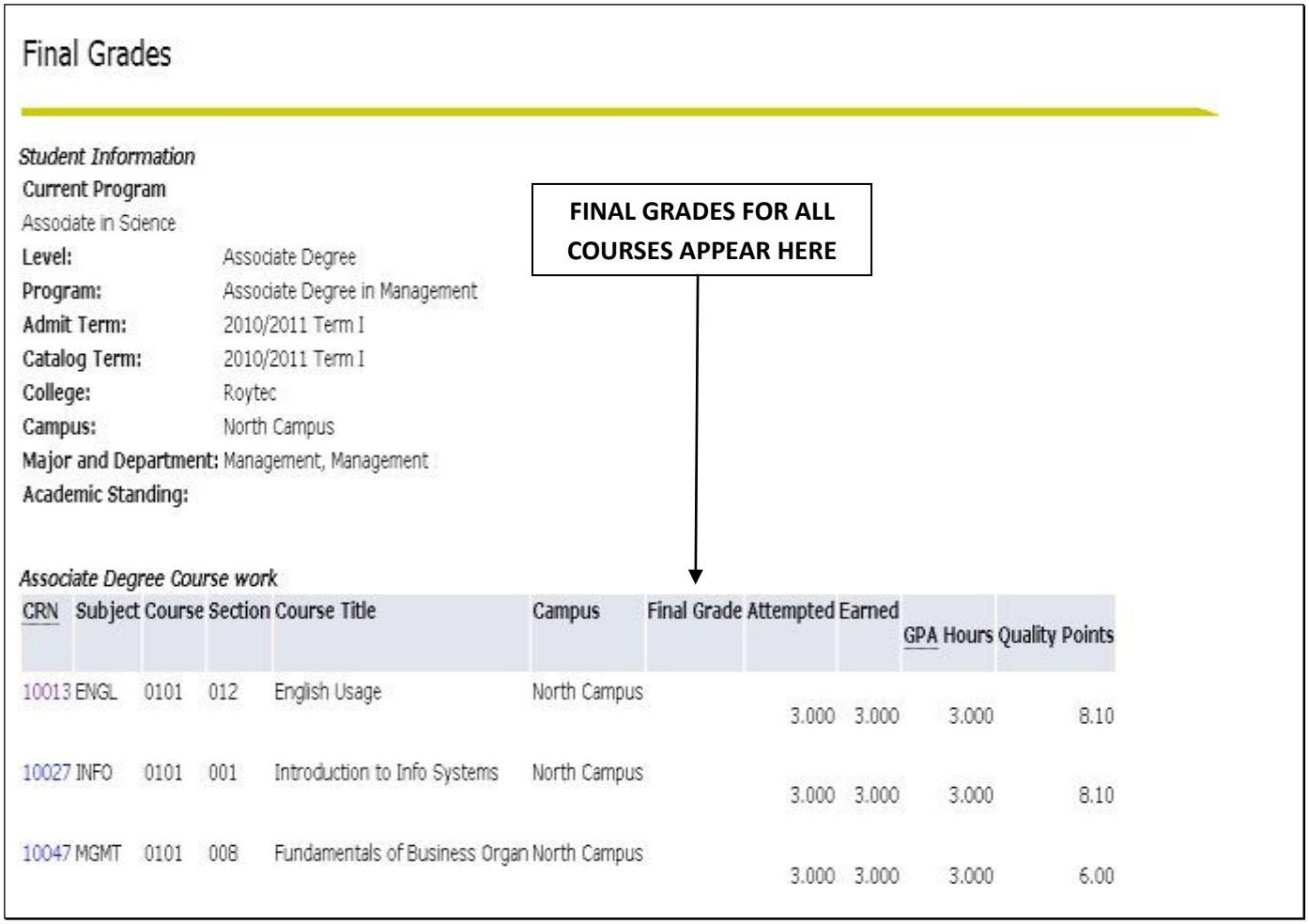
- **You can view the Final Grades for All Courses taken in a specified Term by accessing Final Grades from the Student Records Menu**



- **After Clicking on Final Grades, Select a Term to view Final Grades forall Courses**



- **The Final Grades Page is shown below and contains all Final Grades for All courses in a specified Term.**



Final Grades

Student Information

Current Program

Associate in Science

Level: Associate Degree
Program: Associate Degree in Management
Admit Term: 2010/2011 Term I
Catalog Term: 2010/2011 Term I
College: Roytec
Campus: North Campus
Major and Department: Management, Management
Academic Standing:

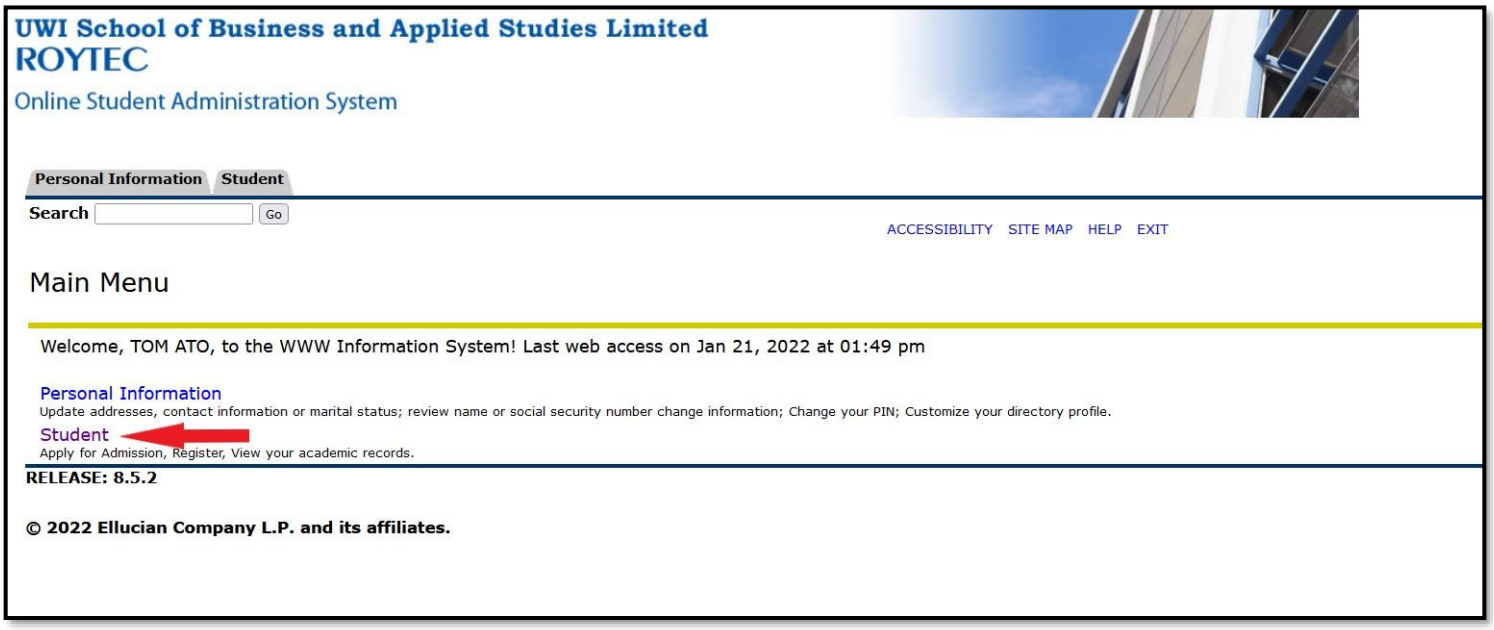
FINAL GRADES FOR ALL COURSES APPEAR HERE

Associate Degree Course work

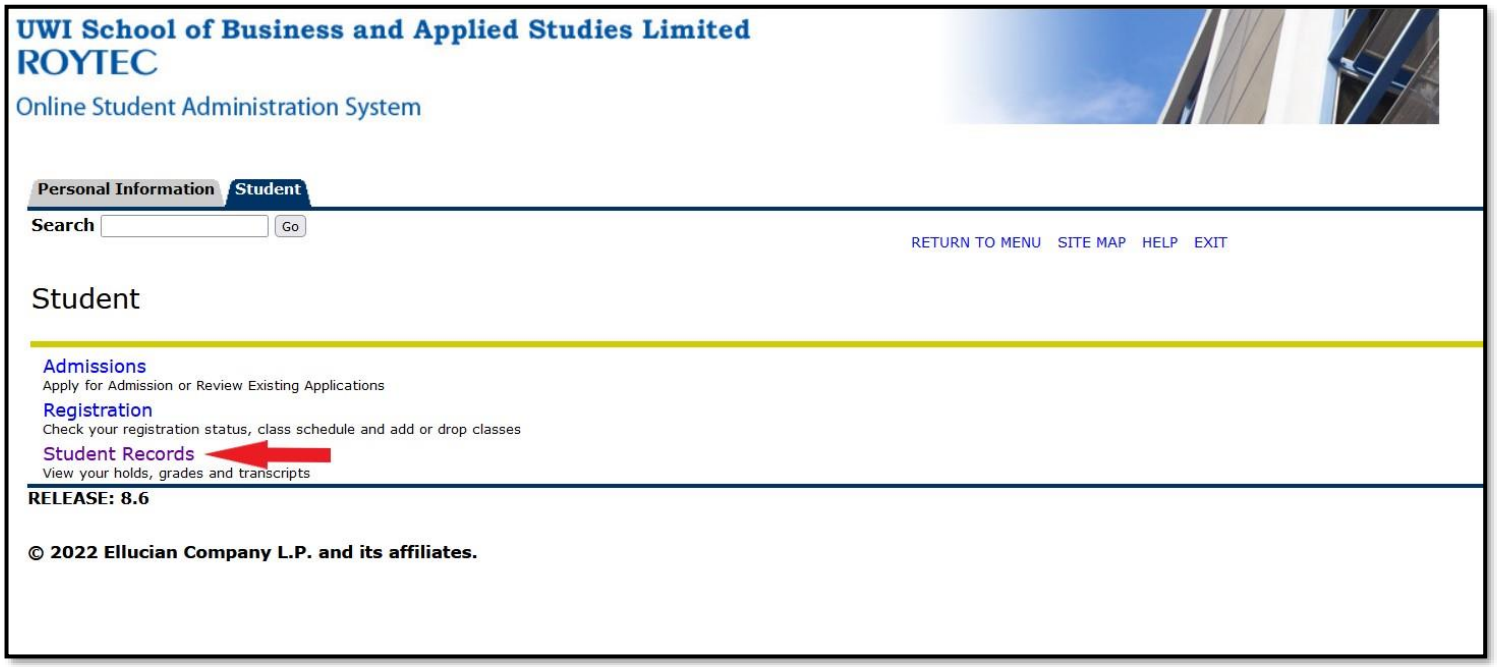
CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
10013	ENGL	0101	012	English Usage	North Campus		3.000	3.000	3.000	8.10
10027	INFO	0101	001	Introduction to Info Systems	North Campus		3.000	3.000	3.000	8.10
10047	MGMT	0101	008	Fundamentals of Business Organ	North Campus		3.000	3.000	3.000	6.00

EXPORT YOUR UNOFFICIAL ACADEMIC TRANSCRIPT

- **STEP 1**
  Select the "Student" option from the Homepage of Banner



- **STEP 2**
  Select the "Student Records" menu option

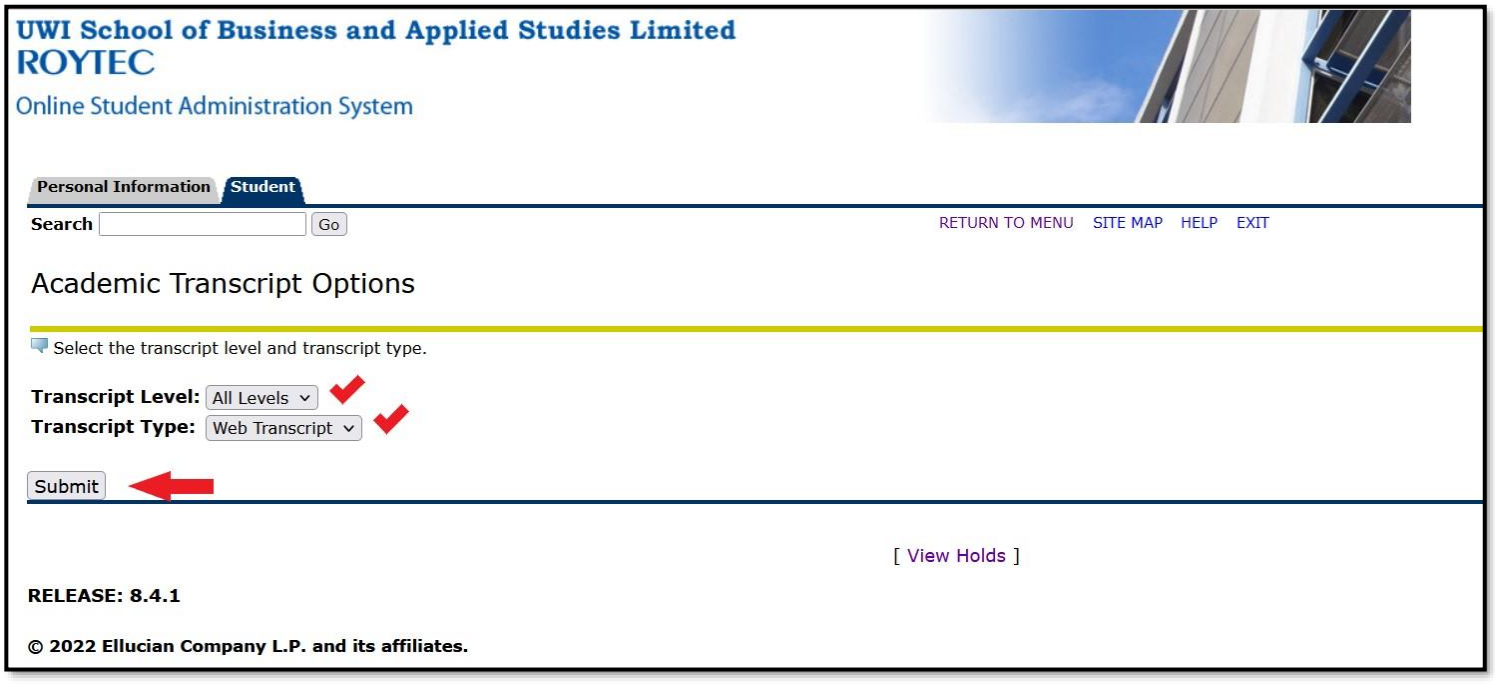


- **STEP 3**

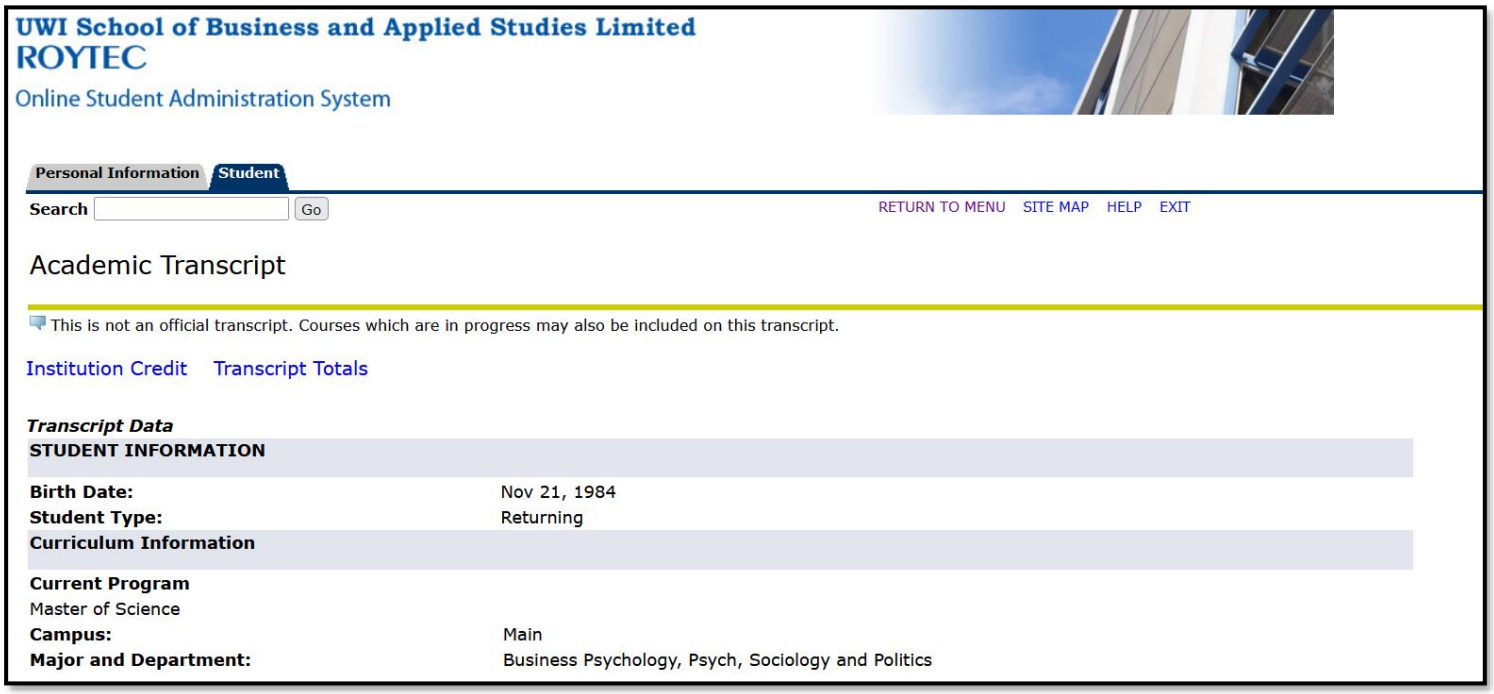
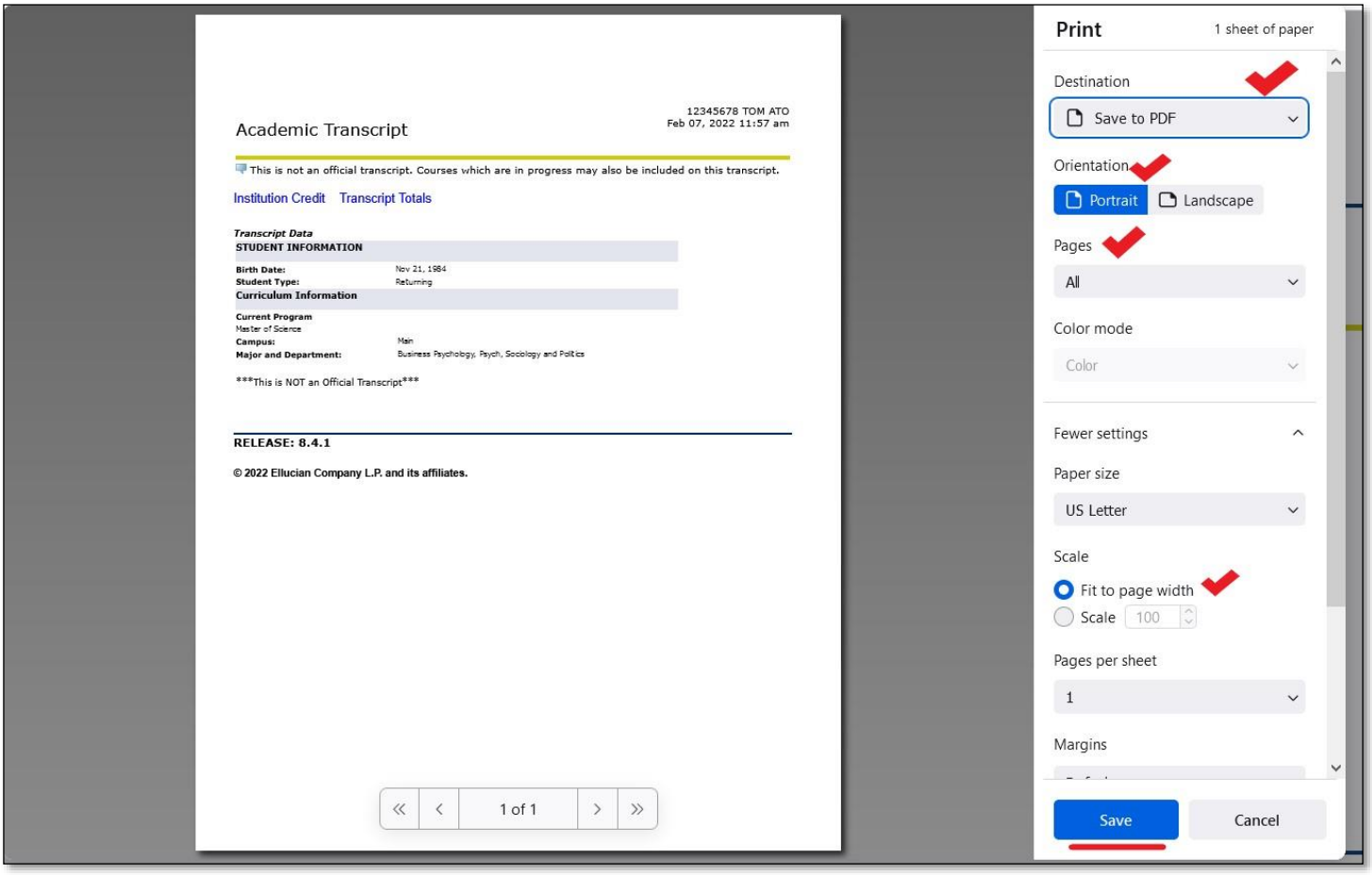
  Select the "Academic Transcript" menu option

- **STEP 4**

  Select the options shown below, and click "Submit"



- **STEP 5**
  You will be taken to the Academic Transcript page.



- **To save a copy of this transcript, press and hold <u>CTRL + P</u> on your keyboard. A print dialog box will appear. Select the options seen below, and click "Save" to save to your device.**