

## Contents

Is there a way I can search by name instead of ID? .....	1
When I do a search, I do not get results. What am I doing wrong? .....	1
What is the best way to search for all the courses in a department for a given semester? .....	2
Why do I only see 10 results when I'm doing a search? .....	2
What happened to the Options menu from Banner 8?.....	3
Why am I no longer seeing error messages at the bottom of the screen? .....	4
What do I do if I cannot remember the name the form? .....	5
How do I get to My Banner? .....	5
Is there an easy way to get back in if I log out before I mean to? .....	6

## Is there a way I can search by name instead of ID?

Yes, select the ID field and press Tab on your keyboard. This will make a new field appear to the right where you can do a name search.

The screenshot shows the Banner 9.3.7 search interface. At the top, there is a blue header with the text 'General Student SGASTDN 9.3.7 (PROD)' and several icons: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header, there are search fields for 'ID' and 'Term'. A red arrow points to a new search field that has appeared to the right of the 'ID' field. To the right of the search fields, there is a 'Student Summary' button and a 'View Current/Active: Curricula' checkbox. A green 'Go' button is located at the top right. Below the search fields, there is a grey bar with the text 'Get Started: Fill out the fields above and press Go.' At the bottom, there is a footer with 'EDIT', 'Record: 1/1', 'KEY\_BLOCK.NAME [1]', and 'ellucian'.

## When I do a search, I do not get results. What am I doing wrong?

Make sure you are not dismissing a pop-up that says you have more multiple results for your search. You need to click the Press to See Results button.

What is the best way to search for all the courses in a department for a given semester?

You can use multiple search fields. Set the Term to be equal to the term you want to see and set the Subject to contain the code for the department.

Why do I only see 10 results when I'm doing a search?

There may actually be several pages of results listed at 10 results per page. You can adjust how many results are on a page using the "Per Page" drop-down menu at the bottom of the results list. You can arrow through the pages of results using the arrows at the bottom of the results list.

✕ Schedule Section Query SSASECQ 9.3 (PROD)

▼ SCHEDULE SECTION QUERY

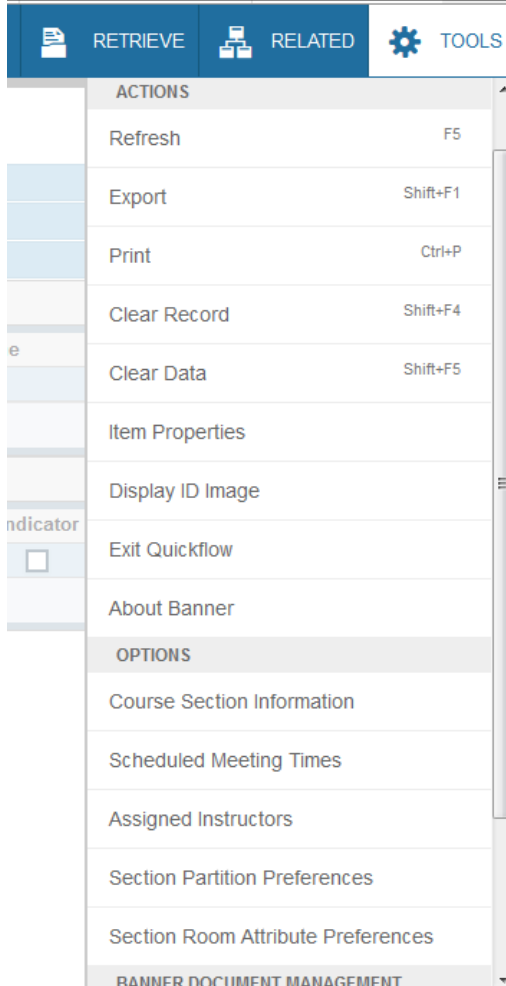
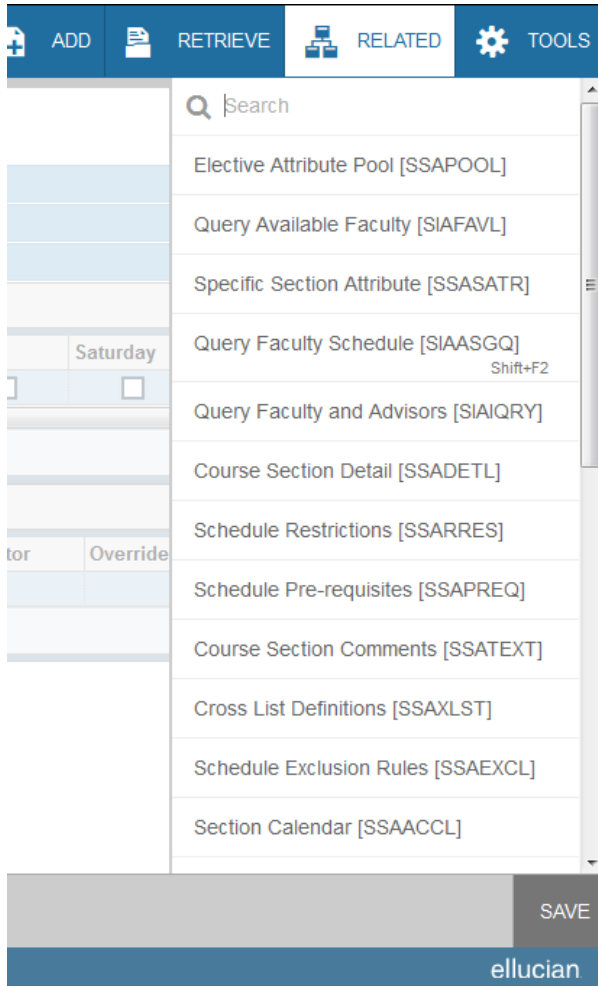
Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Sub
201810 ...	1			11296		PY
201810	1			11297		PY
201810	1			11298		PY
201810	1			10887		PY
201810	1			10476		PY
201810	1			10778		PY
201810	1			10888		PY
201810	1			11299		PY
201810	1			11300		PY
201810	1			12163		PY

1 of 10 | 10 Per Page

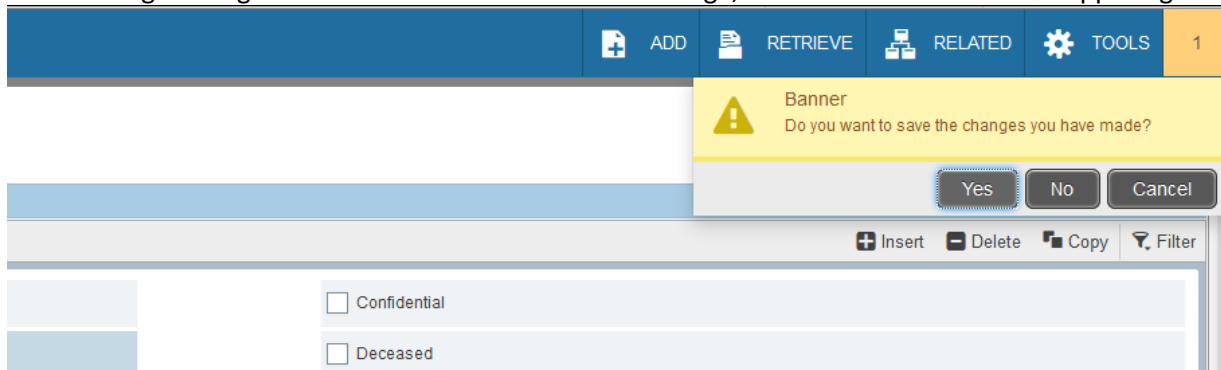
Maximum

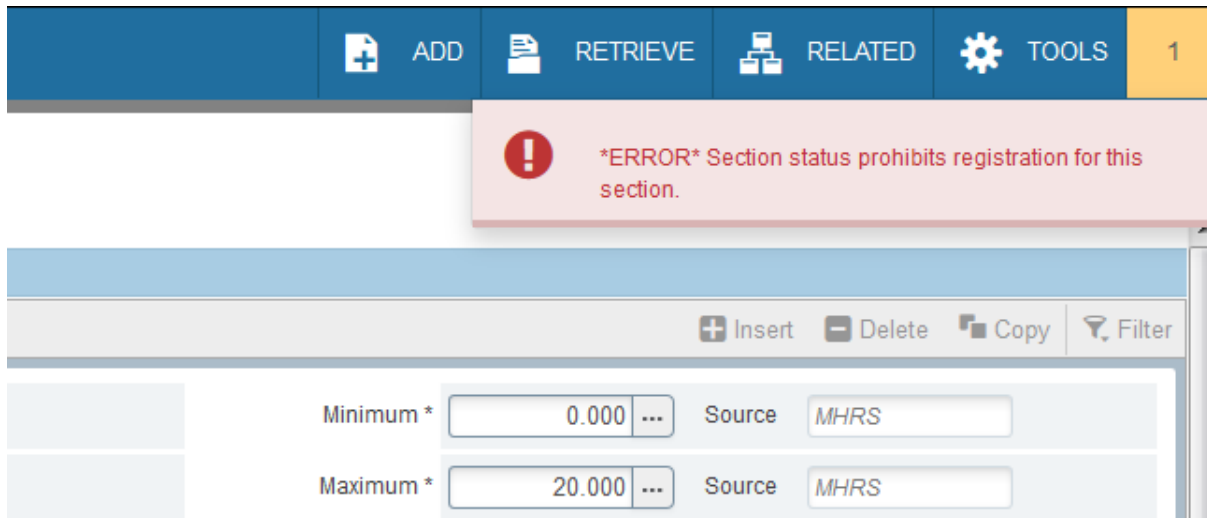
## What happened to the Options menu from Banner 8?

It has been split between the Related and Tools menus. The options related directly to specific forms are now found under Tools. All others are under the Related menu.



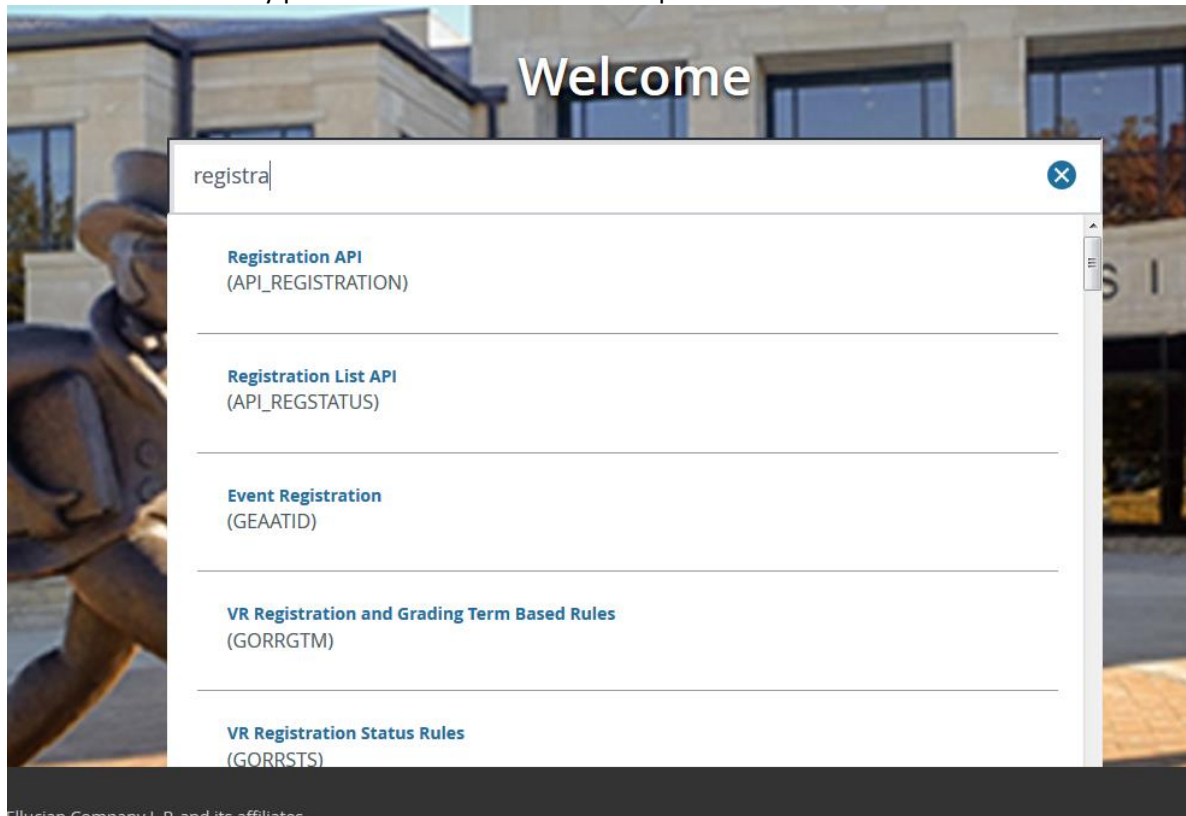
Why am I no longer seeing error messages at the bottom of the screen?  
 All messages are now found in the upper right of the screen. This includes confirmation, success, error, and warning messages. To clear a non-confirmation message, click on the number in the upper right.





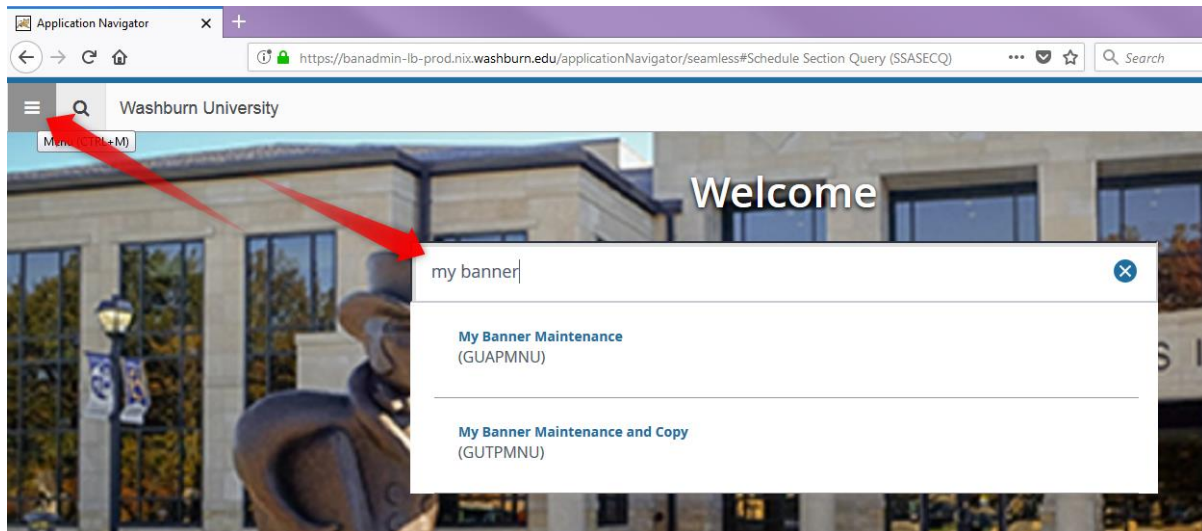
## What do I do if I cannot remember the name the form?

You can search for any part of the form name or description.



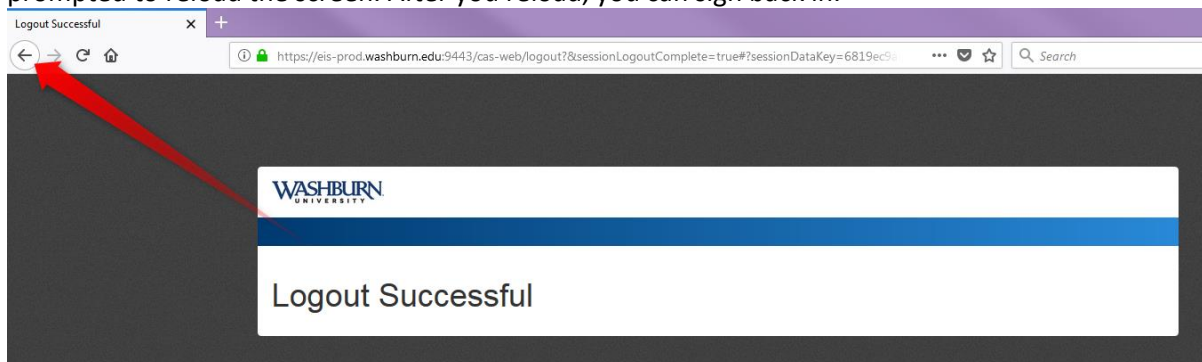
## How do I get to My Banner?

You can either click the three lines on the top left of the screen or you can type "my banner" into the search box.



Is there an easy way to get back in if I log out before I mean to?

Yes, if you log out and want to get back in, from the logout screen press the back button. You will be prompted to reload the screen. After you reload, you can sign back in.



Your session has expired. Click Reload to access login page.

Reload

Cancel