WAYNE STATE
UNIVERSITY
HUMAN RESOURCES

COURSE OVERVIEW

COURSE NAME
Banner 8 Navigation

INSTRUCTOR INFORMATION
Les Nolan
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COURSE LENGTH
Three hours

COURSE DESCRIPTION
This session was designed to be instructor-led and follows traditional classroom activities participants may have been previously exposed to. In this course, the instructor will present information about how to use Banner and – at times – ask that participants complete activities and exercises in this manual. Participants will find that following along in the manual will help you to successfully complete this course.

LEARNING OBJECTIVES
By the conclusion of this course, partipants will be able to:

- Explain the functions of Banner, the interface, and major features.
- Use keyboard shortcuts and mouse actions to navigate within Banner.
- Describe the layout of Banner forms and how to access them.
- Enter data into a Banner form.
- Perform inquiries using various types of Banner forms.
- Define a FOAPAL and identify index codes.
- Use the embedded calculator and calendar functions.

PREREQUISITES
Banner access is preferred.

COURSE MATERIALS
You will need the following course materials:

- Banner 8 Navigation Participant Guide

COURSE OUTLINE

Lesson 1: **Introduction to Banner**

Topic 1: The Function of Banner

Topic 2: Systems Interfacing with Banner

Topic 3: Major Features of Banner

Lesson 2: **Getting Started in Banner**

Topic 1: Log On to Banner

Topic 2: Parts of the Interface

Topic 3: Forms

Topic 4: Keyboard Shortcuts

Lesson 3: **Banner Forms**

Topic 1: Types of Banner Forms

Topic 2: Understanding Form Names

Topic 3: Accessing Forms

Lesson 4: **Performing Inquiries**

Topic 1: Querying and Using Wildcards

Topic 2: Performing a Query Using a Form Field

Topic 3: Performing a Query Using an Application Form

Topic 4: Performing a Query Using an Inquiry Form

Topic 5: Commonly Used Forms to Query

Lesson 5: **Defining and Understanding FOAPAL**

Topic 1: Define and Identify FOAPAL String and Elements

Topic 2: Identify Index Codes

Topic 3: Use the FOAPAL String Quick Reference

Lesson 6: **Features In Banner**

Topic 1: Using the Calculator and Calendar

Topic 2: Changing the Banner Password

Appendix: **Session Key Points**

Topic 1: Toolbar Buttons

Topic 2: Keyboard Shortcuts

Topic 3: Form Names

Topic 4: Common Inquiry Forms

SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Attend all instructor-led sessions
- ✓ Participate in instructor-led activities
- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

ADDITIONAL RESOURCES

There are several WSU websites available to supplement this course. The websites listed below are not required for this course but are helpful references you can refer to as needed.

- Banner: http://computing.wayne.edu/banner/index.php
- ApplicationXtender: http://computing.wayne.edu/doc-management/index.php
- Cognos: http://computing.wayne.edu/reporting/index.php
- EPAF: http://wayne.edu/hr/esc/management-services/epaf-management.php
- I-9 eXpress: http://wayne.edu/hr/esc/management-services/form-i-9.php
- FMLA Source: http://wayne.edu/hr/esc/management-services/fmla.php
- Online Hiring System: http://wayne.edu/hr/esc/recruiting/online-hiring.php
- Work Authorization Request: http://www.oiss.wayne.edu/departments/work-authorization.php
- Halogen: To be announced
- WayneBuy: http://www.purchasing.wayne.edu/waynebuy.php
- TravelWayne: http://fisops.wayne.edu/travel/