

CHICAGO STATE UNIVERSITY

Banner 6 For Advisers, Part II

by

Marjorie Moretz Stinespring

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BANNER FOR ADVISERS

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INTRODUCTION

This manual is designed for advisers who have already used Banner and do not need an introduction, but may want reminders of access between uses. The forms available to advisers are listed in the order they appear on the FACULTY/STUDENT VIEW MENU. The use is designed for access with NOVELL. Following the general discussion, is a section about using BANNER on the web. The differences are slight, but access is different. One advantage of the web is that access is available from anywhere, not just from specially loaded computers at CSU.

Also, at the end of this manual is first a list of the holds an adviser may encounter with reference to where the student should go to have the hold removed. Finally, there is a quick reference of the forms with their access names and a hint of their uses.

Configuration of Menu

Banner 6.0 does not automatically display the codes for the forms on the menu. Expanding the Faculty/Student View Menu gives initially the form below.

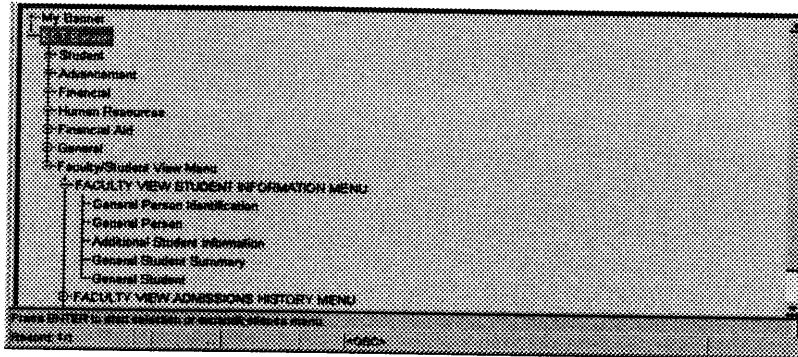


fig 1

You can add the codes for the forms by changing your preferences. Pull down the File menu and choose the Preferences option.

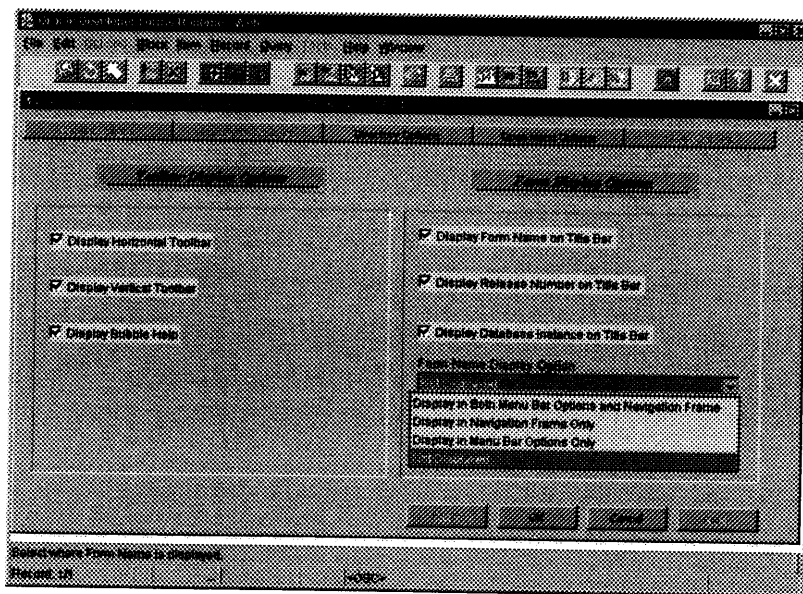


fig 2

Click on the arrow next to the Form Name Display Option and choose the Display in Both Menu Bar Options and Navigational Frames option. After clicking OK, you will get a message that this will only become active when you next log on to Banner.