Banner 9 Basic Navigation Outline — *includes student privacy discussion (page 2)*

Intro
- Login through ULINK – use any browser (Chrome or Firefox = best)
- B8 to B9 Upgrade – uses same database/same processes/same access/updated modern look (web based)/ still building it and improving performance/gradual implementation

Application Navigator 3.0 (Landing Page)
- Sidebar Menu
    - Dashboard – Return to Landing Page
    - Applications Menu (Banner/My Banner) – Setup "My Banner" on GUAPMNU (future: will have SSB links)
    - Search – Same as main search bar
    - Recently Opened – Lists all recently opened pages during this session
    - Online Help – Much more robust than B8 (opens in new tab)
    - Sign Out – Should use this, instead of just closing browser
- Main Search Bar (keywords [Ex: "Hold"], page name, page code) – Setup codes to display on GUAUPRF (Search "General User…")

Page Layout/Navigation (SGASTDN)
- Key block only → enter info → Go *(B8 = Next Block)*
- Key block collapses → info displayed ("Go" button turns into "Start Over" button)
- Keyboard shortcuts/hints (hover over button)
- Sections *(B8 = Blocks)*
    - Tabs – used for organization
    - Grey Bars (Header) – separate each section. Use arrow to collapse section to make more screen space
    - Previous/Next Section icons *(B8 = Previous/Next Block)*
        - Can also click directly in the section
    - Insert/Delete/Copy/Filter
    - More information *(B8 = Supplemental Info)*
    - Next Record arrow *(B8= vertical scrollbar or Next Record button)*
    - Scroll bars – vertical and horizontal
- Notification Center – 3 levels *(B8 = Auto hint Line)* – ex: Comments > Enter wrong term
    - Red = Error/ Yellow = Warning/ Green = Success or Info Message
- Start Over *(B8 = Rollback)* – **Select new person using filter and select term using lookup**
- Filters *(B8 = Queries)* – working on a filter system more similar to B8 (basic & advanced searching)

Page Header (SPAIDEN)
- Close Page/Search Icon/Recently Opened Icon/Dashboard Icon to navigate to a new page
- Page Name/Version #/AWS_PROD
- BDM – Add/Retrieve icons
- Related/Tools - B8 Options menu has been split between them

Page Footer (SPAIDEN)
- Next/Previous Section
- Activity Date/User
- EDIT or QUERY access
- Record Number & Field Table Name
- Save (F10)

B9 Features (SFAREGQ) – Example: C_____
- Use Lookup (ellipses) to find Term Code
- Click on column headers to sort them. Can drag columns to rearrange them
- Can filter a list to make it easier to find info

Student Privacy

- FERPA – Family Educational Rights and Privacy Act
  - Federal law that protects the privacy and integrity of a student's educational record
  - Official FERPA policy found in University Catalog **(show)**
  - FERPA governs Education Records:
    - Records that are directly related to a student and are maintained by the university or by a party acting on our behalf
    - Examples are grades, GPA, class schedule, etc.
  - As a university employee, you may have access to student information
  - FERPA prevents you from disclosing a student's educational record to a third party without a student's written consent
  - Be cognizant of this law when dealing with educational records
    - Only access records that you need to access as part of your job
      - Curiosity is not a lawful reason to access a student's record
    - Do not release records without the student's written consent
  - Always err on the side of caution by not releasing student information and contact the Registrar with any questions
  - This information is not intended to be a comprehensive training on FERPA
  - The Registrar's Office offers formal FERPA training sessions for Departments, so please contact us if you would like to schedule one (hope to offer in-depth trainings this Fall)

Data Integrity

- Data Entry
  - If your job requires you to enter data into Banner please make sure that you are up-to-date on the University's data standards
  - The Data Standards Manual is now available on the Institutional Research website (getdata.louisiana.edu/)

Security

- Separation Procedures
  - The Department Head should submit a Banner Access Request ticket (Help Desk) to request that their former employee's access be removed/cut (https://helpdesk.louisiana.edu/banneraccess)
  - This includes all student workers and graduate students
  - The University is working on a more efficient solution, but just submit the request for now