

BLISS 200 – Banner Overview and Navigation Instructor Outline

Introductions

Your Self and the participants
Appropriate Audience for this Class
Materials supplied and how they will be used. (User Guide and Workshop Activities)

Banner Overview:

Parts of the product we are implementing
INB vs Portal/SSB
Introduction of Terms:
 INB/SSB/Portal/Luminus
 Forms/Webpages

User Guide:

1. Log into Banner
2. MySanDiego & INB
3. Banner Main Menu GUAGMNU
 - a. Title bar
 - b. Menu Bar
 - c. Tool Bar
 - d. Form Title Bar
 - e. Direct Access
 - f. Products dropdown
 - g. Menu, Site map, Help center
 - h. My Banner
 - i. Banner Folders
 - j. My Links
 - k. My Institution
 - l. Banner Broadcast messages
 - m. Auto-Hint Line
4. Banner Forms – Naming Conventions
5. Banner Wild Card Characters ‘%’ and ‘_’
6. Accessing Banner Forms
7. Pop Up Boxes
8. Typical Banner forms
9. Navigation
10. Putting it together
11. Getting Help
12. Helpful Links
13. Appendix

Summary/Wrap-up