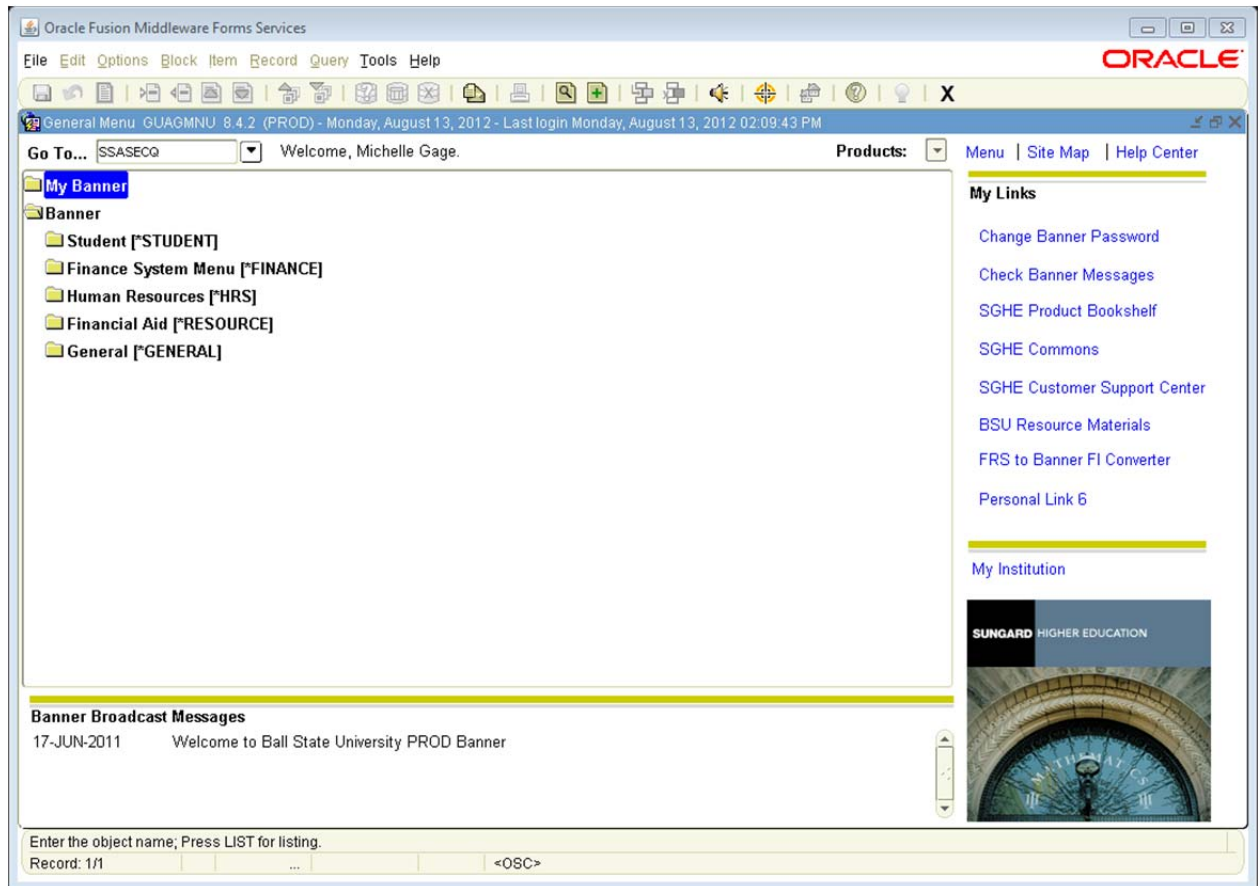


How to Look Up Enrollments in Internet Native Banner (“Big Banner” or “Ugly Banner”)

- Log into Internet Native Banner
- Enter SSASECQ in the Go To box (you can add this to your “My Banner” folder if you wish)



- Enter Term (Fall 2012 is 201210). You may use the other fields to narrow your search. My example below shows how to search for all Active HIST sections which are offered on the Main campus.

Oracle Fusion Middleware Forms Services: Open

File Edit Options Block Item Record Query Tools Help

Schedule Section Query SSASECQ 8.2 (PROD)

ORACLE

Term: 201210
 Part of Term:
 Registration From:
 Registration To:
 CRN:
 Block Schedule:
 Subject: HIST
 Course:
 Section:
 Section Status: A
 Campus: M

Course/Section Title:
 Schedule Type:
 Instructional Method:
 Duration:
 Unit:

Link:
 Cross List:
 Reserved Seats:
 Long:
 Syllabus:
 Comments:
 Enrollment: Maximum - Actual =
 Waitlist: Maximum - Actual =

Term:
 Part of Term:
 Registration From:
 Registration To:
 CRN:
 Block Schedule:
 Subject:
 Course:
 Section:
 Section Status:
 Campus:

Course/Section Title:
 Schedule Type:
 Instructional Method:
 Duration:
 Unit:

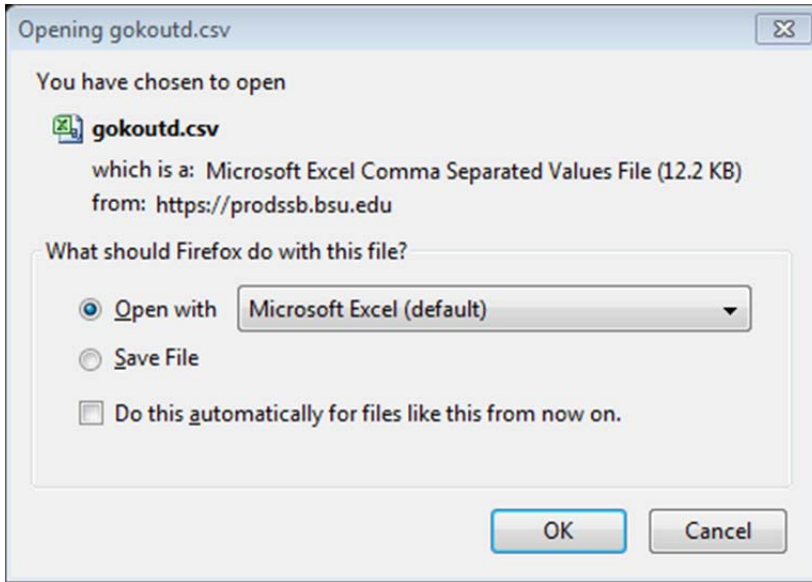
Link:
 Cross List:
 Reserved Seats:
 Long:
 Syllabus:
 Comments:
 Enrollment: Maximum - Actual =
 Waitlist: Maximum - Actual =

Enter a query; press F8 to execute, Ctrl+Q to cancel.
 Record: 1/1 Enter-Qu... <OSC>

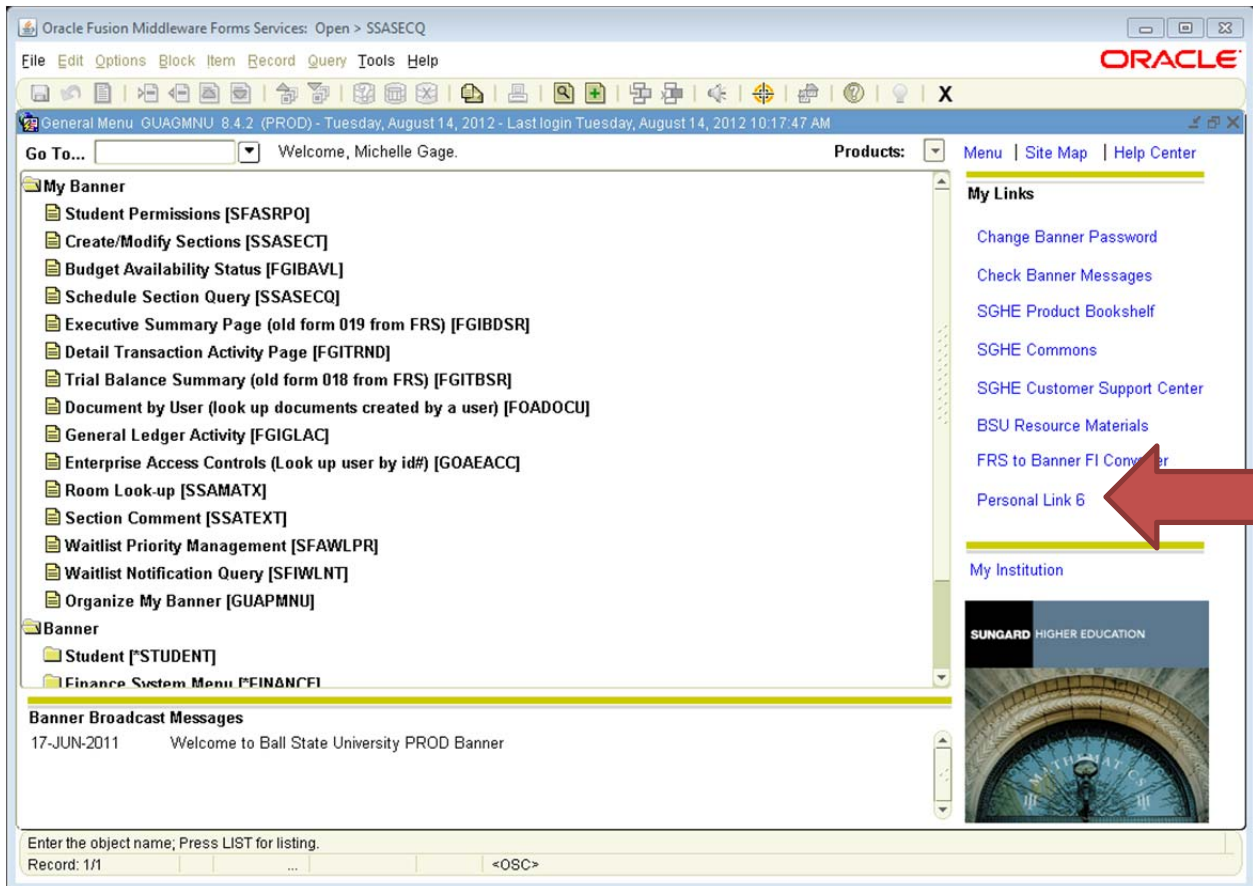
- Once you've completed your search parameters, hit F8 or the Execute Query button.

- You will have a list of courses. You can scroll down to view more sections. This list will let you see your Maximum Enrollment, Actual Enrollment, and Seats Remaining. You can also see your Waitlist Maximum, Actual, and Remaining.

- You can export this data to create an Excel file. First, make sure there is not a [Q] after the SSASECQ on your header. If there is a [Q] you will not be able to export. If that is the case, please contact Steve Reed (stevenreed@bsu.edu) for assistance.
- To export data, go to the Help Menu. Choose Extract Data No Key from the drop-down menu.
- A pop-up window will open (be sure your Pop-Up Blocker is off).



- Open the file. You'll need to do a Save As to save it as an Excel file. Once that's done, you can manipulate the data as you wish.
- If your file comes through without headers for the information, you need to adjust one of your Banner settings. Return to the Main Menu.



- Select Personal Link 6. Go to the Data Extract box on the first screen and make sure the box is checked beside Include Header Row in Data Extract.

Oracle Fusion Middleware Forms Services: Open > GUAUPRF

File Edit Options Block Item Record Query Tools Help

General User Preferences Maintenance GUAUPRF 8.0 (PROD)

Display Options Directory Options My Links Menu Settings LDAP

Display Options

- Display Form Name on Title Bar
- Display Form Name on Menu
- Display Release Number on Title Bar
- Display Database Instance on Title Bar

Alert Options

- Prompt Before Exiting Banner
- Display Additional Confidential Warning
- Display Additional Deceased Warning
- Display Duplicate SSN/SIN/TIN Warning

Data Extract

- Include Header Row in Data Extract

User Interface Color Settings

Description: Enter the RGB color code for non iconic buttons.
Default Value: r204g204b153
User Value: r204g204b153

Description: Enter the RGB color code for the canvas.
Default Value: r255g255b255
User Value: r255g255b255

Description: Enter the RGB color code for code/description prompts.
Default Value: r0g0b0
User Value: r0g0b0

Description: Enter the RGB color code for the menu links canvas.
Default Value: r255g255b255
User Value: r255g255b255

Description: Enter the RGB color code for the menu broadcast message canvas.
Default Value: r255g255b255
User Value: r255g255b255

Check to have form name display on window title.
Record: 1/1 <OSC>

- Try your export again. This time you should have header rows.
- A note about browsers. Some people have better luck working in Internet Explorer, while others use Firefox or Chrome. If you run into a problem doing your export in one browser, try one of the others. There doesn't seem to be any rhyme or reason to why one works for one person but not for someone else. You may have to experiment to find the one that works most reliably for you!