





1. Log on to Banner
2. Select the report from DU Student Reports Menu, or enter report name in the Go To Box
 - a. WSR2004 – Student Status
 - b. WSR2100 – Student Summary
 - c. WSR2580 – Degree Candidate Report
 - d. WSR5000 – Class Schedule Section/Catalog
 - e. WSR2006 – GPA by Major
 - f. WSR3760 – Departmental Student Report
 - g. WSR3342 – Attrition Report
 - h. There is a chart at the end of the reports document which lists additional reports that you may access
3. Key Block
 - a. If you have saved a Parameter Set, you may enter or select it
4. Press **Go**  or **ALT-PAGEDOWN**
5. Printer Control section
 - a. Enter or select network printer
6. Navigate to the next section  or **ALT-PAGEDOWN** – Parameter Values section
 - a. Enter Parameters – note the help text
 - b. You may need to insert records to add multiple parameter values
7. Navigate to the next section  or **ALT-PAGEDOWN** – Submission section
 - a. Click in the *Save Parameter Set as* box to save your parameter values
 - b. You may save multiple different parameter sets if you give your parameter set a name

- c. **SAVE** to submit the print job.
8. You will receive an email when the report has finished printing
9. If you requested a download file:
 - a. In iBanner:
 - Go to the Related Menu
 - Review Output (GJIREVO)
 - Select the text file – filename.txt
 - Navigate to the next section  or or **ALT-PAGEDOWN** – to view the file
 - Tools Menu
 - Show Document (Save and Print File)
 - b. From your browser:
 - File, Save As
 - Change the folder location – a network drive is the best place to save a file with sensitive information
 - Give the file a name
 - Save as a text file – filename.txt
 - c. From MS Excel
 - File, Open
 - Text Import Wizard, click Finish
 - You may need to resize some of your column widths to view the data
 - d. Don't forget to close each application when you are finished

OVERVIEW OF NECESSARY STEPS

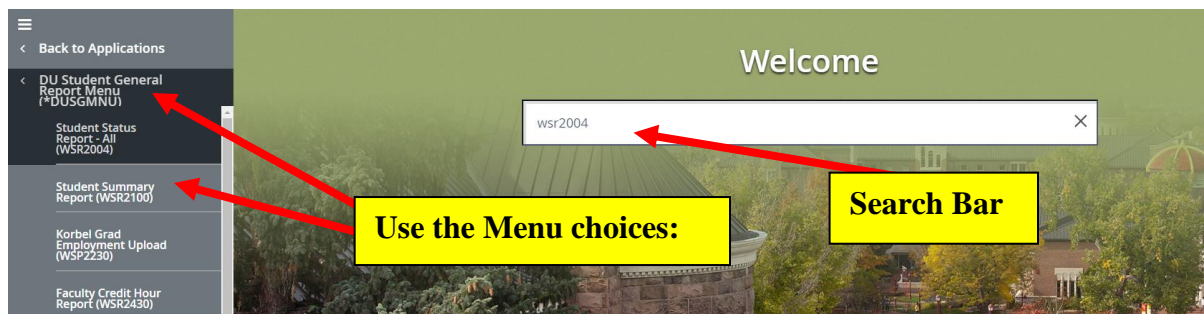
1. Log on to Banner.
2. Select the reports from the DU Student Report Menu, or enter the report name in the **SEARCH BAR** on the **LANDING PAGE**.
3. Enter Parameters.
4. Save to submit the print job.


GENERAL

There are many Banner processes and reports that exist throughout the Banner system. Additionally, the University of Denver has written a number of reports which are available for you to run. Many of them are attached to custom menus, for example; DU Student Report Menu. Access to the processes and reports is tied to your Banner security. NOTE: You may have trouble running reports if you have your browser pop-ups blocked. There is a browser settings document linked to the iBanner Setup document that you can find either on the Banner Tab in PioneerWeb, or linked to the iBanner page: <https://ibanner.du.edu>. Or, you may contact the IT Help Center, 303-871-4700 and they can help with browser settings.

STEPS

1. Log on to Banner.
2. Select the report you wish to run from the DU Student General Reports Menu, or enter the report name (for example, WSR2004) in the Search Bar on the Landing Page; then select the report.

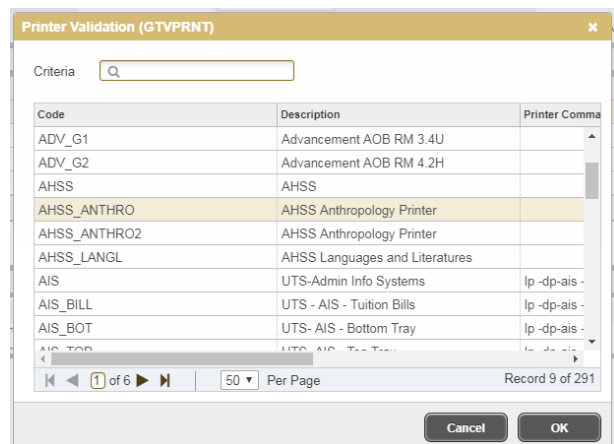



3. There are four sections (or blocks) to this form – you are in the key block where your report name is listed:
 - a. Key Block
 - b. Printer Control
 - c. Parameter Values
 - d. Submission
4. Press the iBanner **Go** button  (**Alt-PageDown**) to select your destination printer.

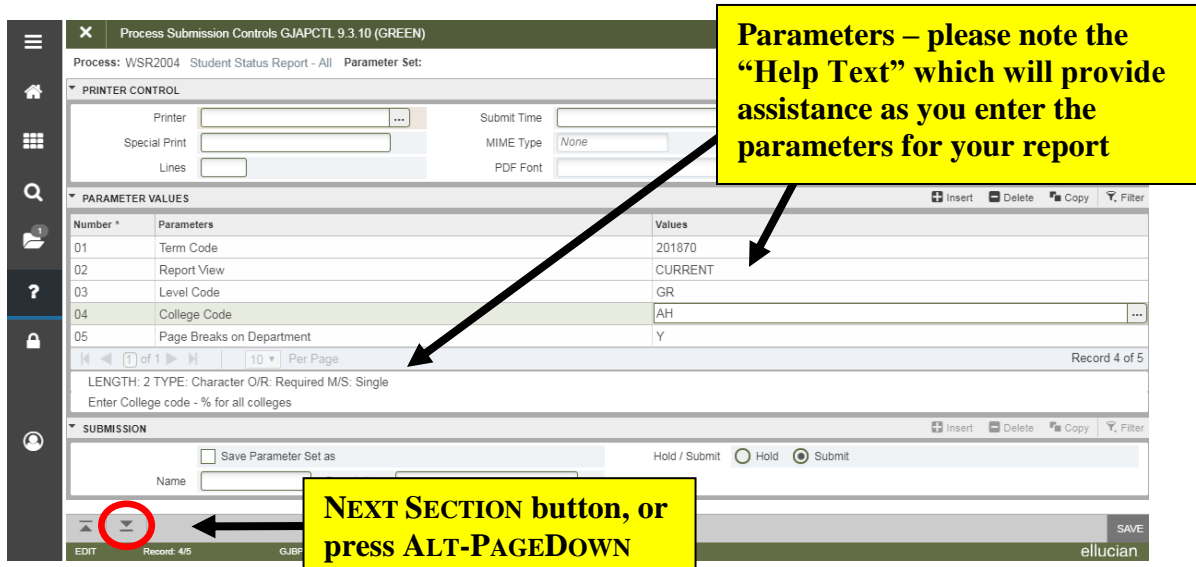


5. Select your Banner printer name in the Printer Control section, or click the ellipses (...) to list the printers that have been set up to work with iBanner. If you don't see a departmental networked printer for your area, you may submit a support request at <http://support.du.edu>

NOTE: Not all reports have the same types of output. Some of the reports have options to email a pdf file, or create a text file which you could then import into MS Excel. For some reports you leave the printer field blank to create a text file, and for other reports you may need to print to “database” to create the text file. Some reports have to print to a Banner printer.



6. Press the Banner **NEXT SECTION** button  (**ALT-PAGEDOWN**) to enter parameters. There is “help text” which will help to explain how to enter the parameters. If you leave out the parameters, it is possible to run reports that are thousands of pages long.

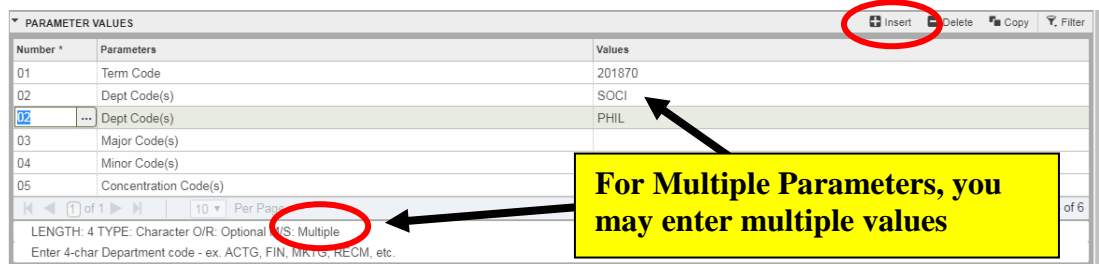


Parameters – please note the “Help Text” which will provide assistance as you enter the parameters for your report

Number *	Parameters	Values
01	Term Code	201870
02	Report View	CURRENT
03	Level Code	GR
04	College Code	AH
05	Page Breaks on Department	Y

NEXT SECTION button, or press ALT-PAGEDOWN

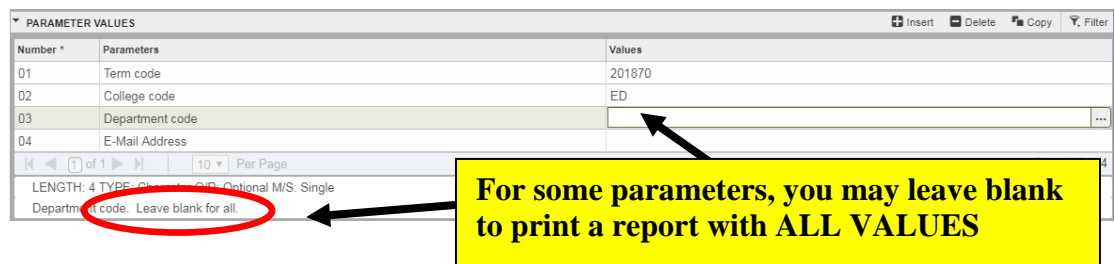
- a. O/R – Indicates whether the parameter is Optional or Required
- b. M/S – Multiple or Single
If it is a multiple parameter, you may enter additional records by using the iBanner **INSERT RECORD** function.



Number *	Parameters	Values
01	Term Code	201870
02	Dept Code(s)	SOCI
02	Dept Code(s)	PHIL
03	Major Code(s)	
04	Minor Code(s)	
05	Concentration Code(s)	

For Multiple Parameters, you may enter multiple values

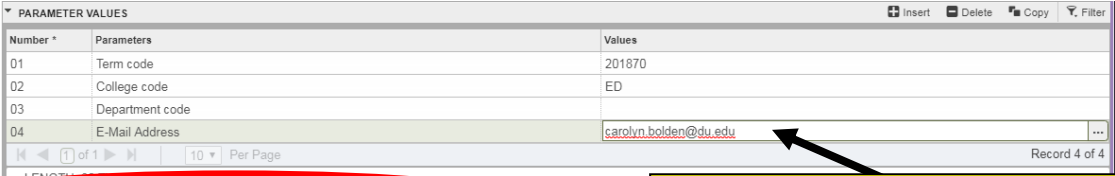
- c. You won't need to enter values if the help text indicates – “Leave blank for all”
If you do this, the report will include ALL VALUES



Number *	Parameters	Values
01	Term code	201870
02	College code	ED
03	Department code	
04	E-Mail Address	

For some parameters, you may leave blank to print a report with ALL VALUES

- d. If you are prompted for an email address, enter your complete email address

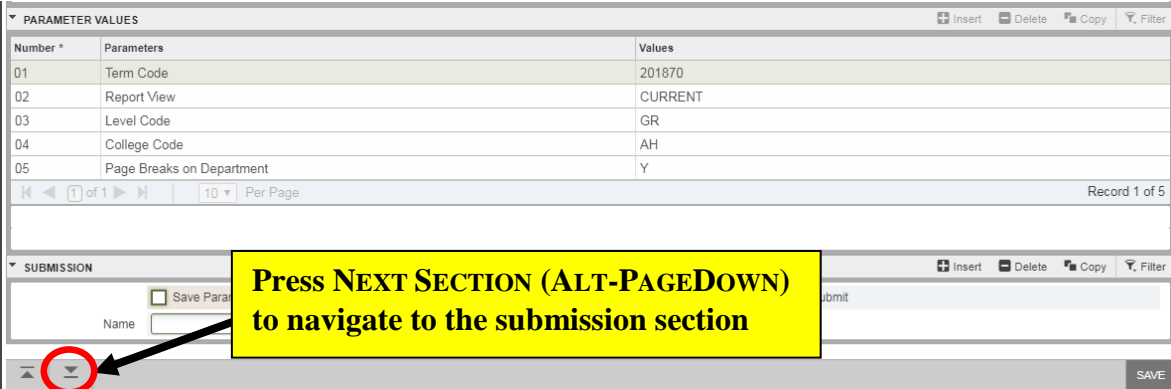


The screenshot shows the 'PARAMETER VALUES' section of the Banner system. It contains a table with the following data:

Number *	Parameters	Values
01	Term code	201870
02	College code	ED
03	Department code	
04	E-Mail Address	carolyn.bolden@du.edu

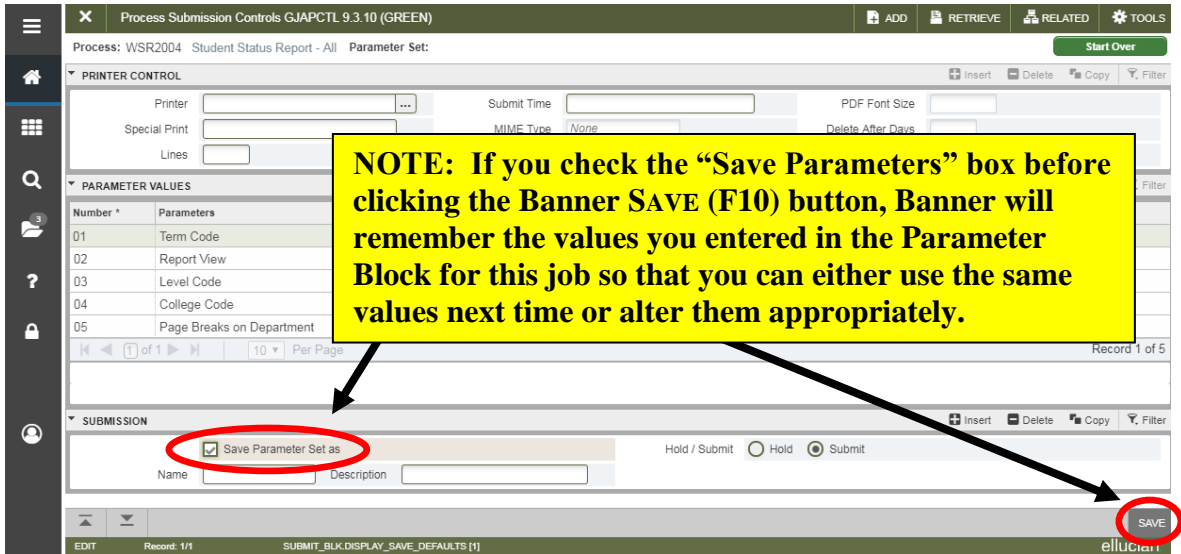
Below the table, there is a red oval highlighting the text: "E-mail address of user. Required. A PDF of the Schedule is mailed to user." A yellow callout box with a black border points to this text with the text: "If prompted, enter your email address of an email report".

7. Press the Banner **NEXT SECTION** button (**ALT-PAGEDOWN**) to navigate to the Submission section.



The screenshot shows the 'SUBMISSION' section of the Banner system. It includes a 'Name' field, a 'Save Parameters' checkbox, and a 'Submit' button. A yellow callout box with a black border points to a red circle around a button in the bottom left corner of the submission area with the text: "Press NEXT SECTION (ALT-PAGEDOWN) to navigate to the submission section".

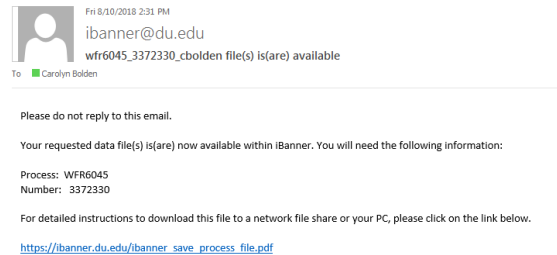
- If you check the box "Save Parameter Set As", iBanner will save your parameters so that you don't have to figure them out again next time you run this report. Press the Banner **SAVE** (F10) button to submit your job.



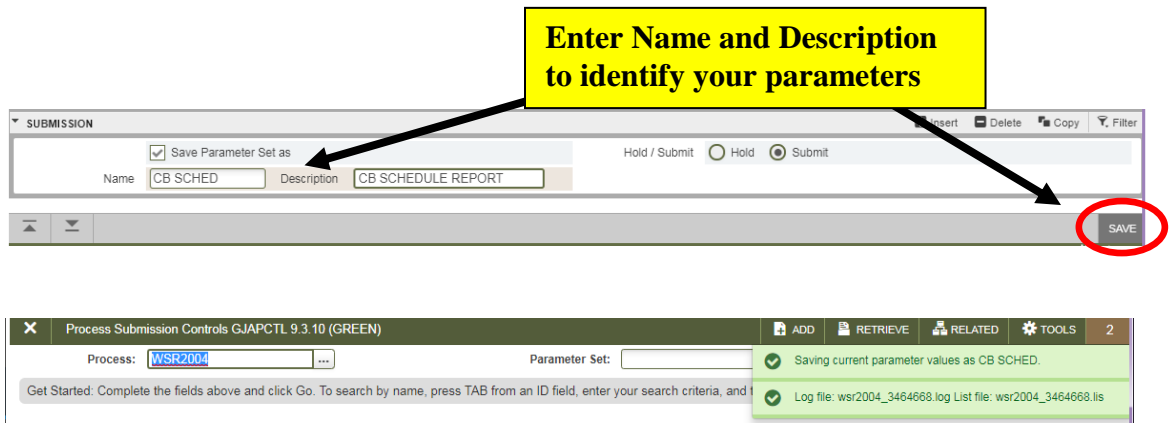
NOTE: If you check the "Save Parameters" box before clicking the Banner SAVE (F10) button, Banner will remember the values you entered in the Parameter Block for this job so that you can either use the same values next time or alter them appropriately.

The screenshot shows the 'SUBMISSION' section of the Banner interface. A yellow callout box points to the 'Save Parameter Set as' checkbox, which is circled in red. Another red circle highlights the 'SAVE' button in the bottom right corner. The 'SUBMISSION' section includes fields for Name and Description, and radio buttons for 'Hold / Submit', 'Hold', and 'Submit'.

You will receive an email notification when the print job has completed.



- If you don't always run the report with the same parameters, it is possible to create multiple parameter sets. In the submission block of the form, enter a name and description before you click the Banner **SAVE** button.



Enter Name and Description to identify your parameters

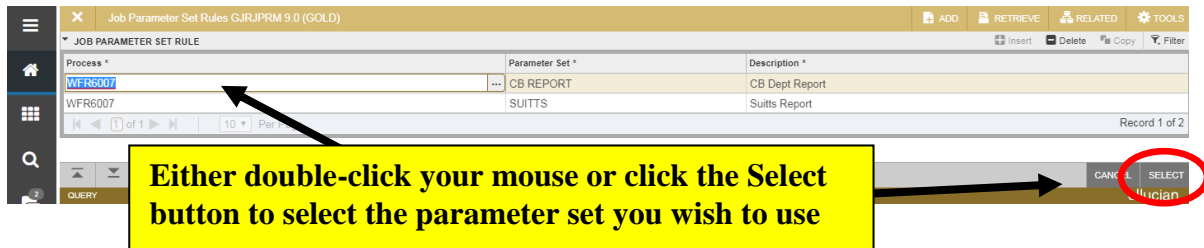
The screenshot shows the 'SUBMISSION' section of the Banner interface. A yellow callout box points to the 'Name' and 'Description' fields, which contain 'CB SCHED' and 'CB SCHEDULE REPORT' respectively. A red circle highlights the 'SAVE' button in the bottom right corner. The 'SUBMISSION' section includes a 'Save Parameter Set as' checkbox, radio buttons for 'Hold / Submit', 'Hold', and 'Submit', and the 'Name' and 'Description' fields.

Below the submission form, a status bar shows the process name 'WSR2004' and a confirmation message: 'Saving current parameter values as CB SCHED.' and 'Log file: wsr2004_3464668.log List file: wsr2004_3464668.lis'.

The next time you run the report, you can select a parameter set. Click the ellipses (...) from the key block of the form to view available parameter sets.



You will see any parameter sets that you have defined. Either double-click your mouse, or press the Banner **SELECT** button to select the parameter set you wish to use:



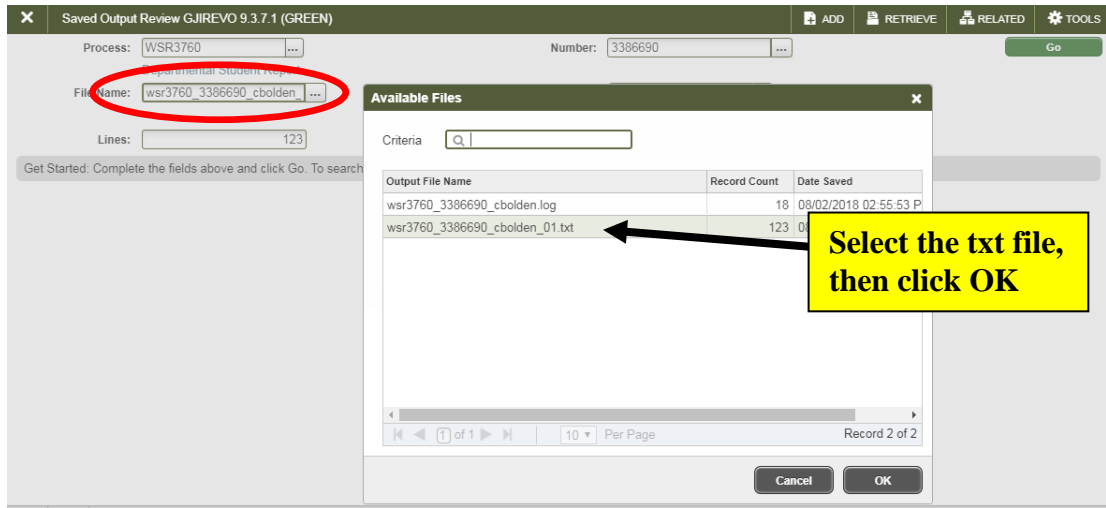
The report parameters will now populate with saved parameters.

10. If your report is creating a text file for you to import into MS Excel, from iBanner:

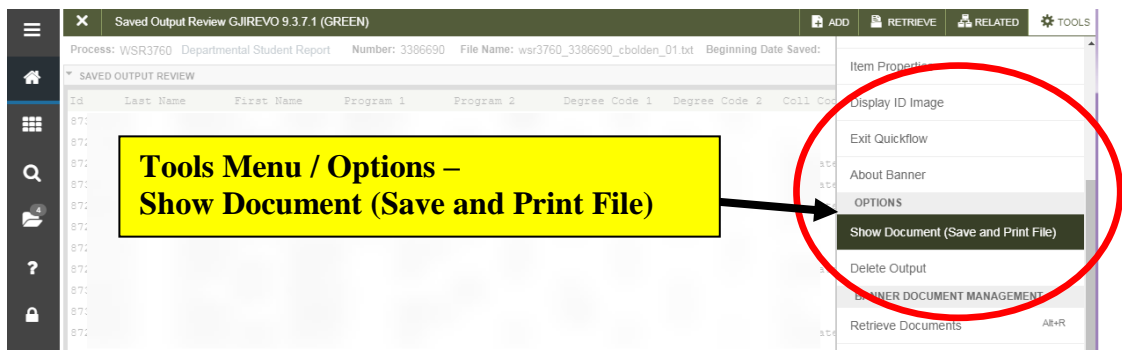
a. Related Menu / Review Output (**GJIREVO**)



b. Click the ellipses (...) by File Name, select the text file, click **OK**:



c. Tools Menu / Options, Show Document (Save and Print File):

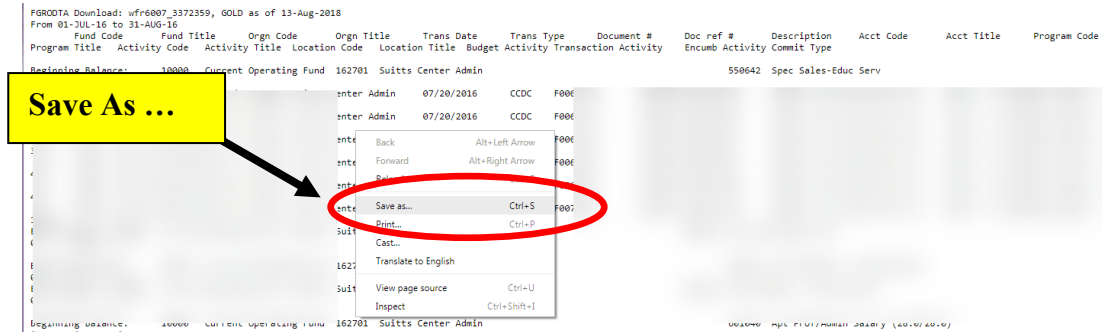


NOTE: If you don't get a prompt it is likely that your browser is blocking the popup window – you will need to modify your browser settings (contact the IT Help Center, x14700 if you need help with this)

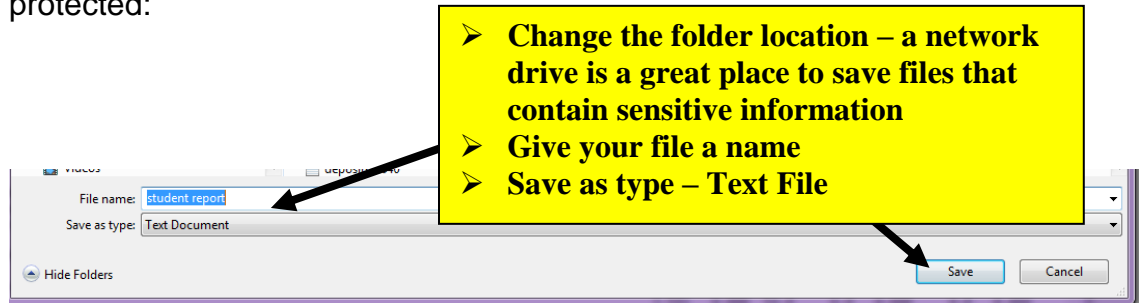
When prompted, click Yes



- d. From your browser window – File, Save As:
(If you don't have a menu bar, try right-clicking your mouse)



- e. Change the folder location to your network drive. As these files contain sensitive information, it is important that the information is password protected:

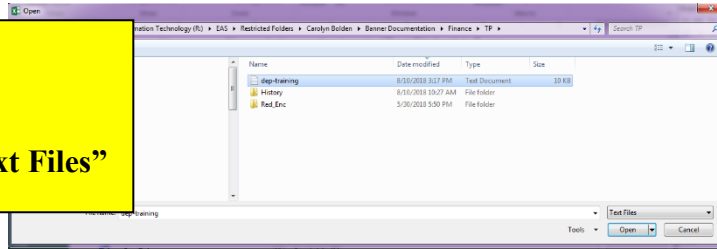


Name your file, and change the type to “Text File”, click **SAVE**


- f. Open your file in MS Excel
- Open MS Excel
 - File, Open
 - Locate the folder where you saved the text file

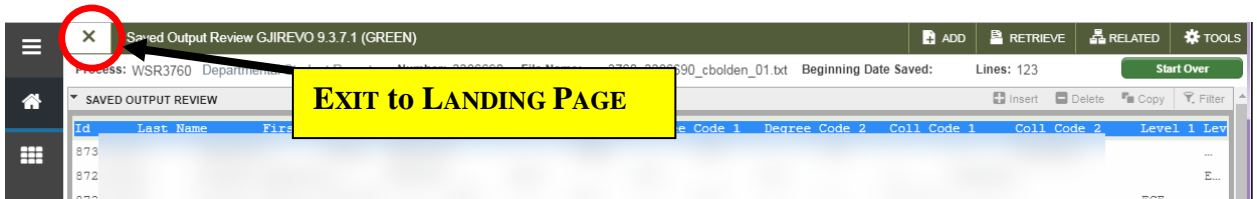
- Change the “Files of Type” to text Files

- **Open MS Excel**
- **File, Open**
- **Browse to folder location**
- **Change File Type to “Text Files”**



- Your report is now in MS Excel – you may need to double-click on some of the column widths to re-size them.

11. Back to your iBanner report – close the browser window where you viewed the information, then in iBanner, press the **EXIT** button  twice to return to the **LANDING PAGE**.



Form Name	Menu Access	Information
WSR2004	Student System DU Student Report Menu DU Student General Reports	Student Status Report – Major, Concentration, DU ID Number, Name, Class, Degree, Enrolled Hours, Status, Gender, Ethnicity, Citizenship, Age
WSR2100	Student System DU Student Report Menu DU Student General Reports	Student Summary Report – Level, College, Department, Degree Class, Total Students (Continuing, New, Transfer, Re-Entry, No-Credit), Download Detail to MS Excel
WSR2580	Student System DU Student Report Menu DU Student General Reports	Degree Candidate Report – College, Level, Term, Name, DU ID Number, Diploma Name, Status, Degree, ACAT, Major, Authorized
WSR5000	Student System DU Student Report Menu DU Student General Reports	Class Schedule Section / Catalog Report – Department, CRN, Section, Title, Co Requisite, Pre Requisite, Enrollment, Dates, Times, Days, Instructor
WSR2006	Student System DU Student Report Menu DU Student General Reports	Major GPA Report – Level, College, Department, Major, Class, DU ID Number, Name, Major GPA, Level GPA
WSR3755	Student System DU Student Report Menu DU Student General Reports	Graduated Students Report – DU ID Number, Name, Citizenship, Grad Term, Catalog Term, Grad Degree Code / Description, Program, College, Degree, Major, Level, Address, Email, Download to MS Excel
WSR3760	Direct Access	Departmental Students Report – DU ID Number, Name, Program, College, Level, Class, Department, Major, GPA, Advisor, Email, Address, Download to MS Excel
WSR2007	Direct Access	Instructor Courses by Term Report – College, Department, Level, DU ID Number, Name, Course Number, Course Title
WSR2230	Direct Access	Duals and Classes Report – CRN, Title, Billing Hours, Registration Status, Date, Tuition, Fees (Flexible Dual Degrees from SGAUSDF Reporting Element 1)
WSR2330	Direct Access	Quarter / Semester Unduplicated Counts Report – College, Department, Level, DU ID Number, Name, Course Number, Course Title
WSR2430	Student System DU Student Report Menu DU Student General Reports	Faculty Credit Hour Report – College, Department, EClass, Name, Home Organization, Course Number, Course Title, Credit Hours, # Enrolled, Total Hours, Term, Download to MS Excel

Form Name	Menu Access	Information
WSR2490	Direct Access	Students Not Yet Registered Report – ID, Name, Registered Hours (last quarter registered), Major, Degree, Cumulative Hours, Last Registered Date, Email, Phone, Address, Download to MS Excel
WSR2540	Direct Access	Non-Tax Student with Tax Course Report – ID, Name, College, Term, Course Grade
WSR3342	Direct Access	Attrition Report – ID, Name, College, Degree, Program, Degree, Graduation Term, Last Term Enrolled, Withdrawal term, Withdrawal Description, Hold Codes/Descriptions, Leave Codes/Descriptions, Activity Codes/Descriptions, Cohort Codes/Descriptions, Phone, Email
WSR3400	Student System DU Student Report Menu DU Student General Reports	Formerly Enrolled Students WC Report – ID, Name, Class, Degree, Major, Gender, Ethnicity, Race, Age, Total Hours, Last Term Attended, Address, Download to MS Excel
WSR3405	Student System DU Student Report Menu DU Student General Reports	WC Attrition Report – ID, Name, Entry Term, Last Term, Major, Graduation Date, Current Age, Old Ethnicity, Cumulative GPA, Transfer Hours, Ethnicity, Race, Download to MS Excel
WSR3410	Direct Access	WC Major/Minor Requirements Report – Last Term Attended, ID, Name, Age, Deceased Indicator, Confidential Indicator, Old Ethnicity, New Ethnicity, Race, Class, Major, Minor, Status, Hours, GPA, Transfer Hours, Holds, Phone, Address, Email, Requirements, Download to MS Excel
WSR3510	Direct Access	Course Means and Medians Report – College, CRN, Subject, Course #, Sequence #, Course Title, Enrolled Students, Graded Students, GPA Related Grades, Mean, Median, Quality Points, Credit Hours, Download to MS Excel
WSR3515	Student System DU Student Report Menu DU Student General Reports	Law Career Development Download Report – Term, CRN, Course #, Course Title, Instructor, ID, Name, Law Email, Full / Part Time, Class, Term Code Admit, Download to MS Excel
WSR3550	Direct Access	CENR Departmental Overrides Report –Term, Name, ID, Email, College, Degree, Major, Concentration, Subject, Course #, CRN – Departmental Permit, CRN – Registered, Registered for Term, Download to MS Excel
WSR3355	Direct Access	Curricula Rules Download Report – College, Program, Degree, Major, Department, Level, Recruit, Admission, Student, Academic History, Download to MS Excel

BANNER STUDENT REPORTS

Form Name	Menu Access	Information
WSR3605	Student System DU Student Report Menu DU Student General Reports	Current Holds Report – Name, ID, Level, College, Degree, Program, Major, Department, Hold Description, From Date, To Date, Reason, Amount, Originator, Email, Address, Download to MS Excel
WSR3915	Student System DU Student Report Menu DU Student General Reports	Declared Majors by Department Report – Totals Report – College, Department, Majors, Class, 1 st Major, 2 nd Major, Total Undergraduate and Graduate Majors, Download to MS Excel
WSR4200	Student System DU Student Report Menu DU Student General Reports	Major Statistics Report – Total students by College, Department, Major, Class – NOTE: Run this with NOPRINT for the printer to define term code parameters for WSR4210
WSR4210	Student System DU Student Report Menu DU Student General Reports	Major Statistics Roster Report – ID, Name, Class, Level; Students enrolled by term – NOTE: You must run WSR4200 first to define the term code
WSR6020	Direct Access	Time to Graduate Report – ID, Level, College, Degree, Major, Department, Program, Start Term at DU, Program Start Term, Transferred Credit Hours, Download to MS Excel
WSR7060	Direct Access	1st 2nd Year Commuters Report – Report must be run after week 3 and before end of term;