Banner Training

Banner Navigation, General Person, Admissions, and Registration
Date: Tuesday, September 14, 2010
Time: 9:30 a.m. - 11:30 a.m. OR 1:30 p.m. - 3:30 p.m.
Location: District Office Building
Facilitator: I.T. Department

This workshop is recommended for new users as well as new job assignments and responsibilities. Participants will learn how to navigate in Banner, create a General Person, learn to use Common Matching, and how to admit and register students in Banner.

Web-Gate Navigation for Staff
Date: Tuesday, September 21, 2010
Time: 9:30 a.m. - 11:30 a.m. OR 1:30 p.m. - 3:30 p.m.
Location: District Office Building
Facilitator: I.T. Department

Learn how to navigate web-gate for students, Financial Aid and account information. This workshop is recommended for all staff that may interact with any student. Participants will learn how to navigate in Web-Gate to view student information such as: Admissions, Registration, Financial Aid, Student Accounts etc.

Web Admissions, Registration, Academic History, & Online Tuition Payment
Date: Tuesday, October 12, 2010
Time: 9:30 a.m. - 11:30 a.m. OR 1:30 p.m. - 3:30 p.m.
Location: District Office Building
Facilitator: I.T. Department

This hands-on workshop is recommended for new users, as well as, those with new job assignments and responsibilities. Participants will learn how to assist students with online admissions, online registration, print transcripts and bill pay.
Pre-Requisite: Participants must have web gate ID

Web-Gate for Faculty: Faculty Grading, Faculty Class Schedules and Sending Emails to Students Via Web-Gate
Date: Tuesday, November 16, 2010
Time: 9:30 a.m. - 11:30 a.m. OR 1:30 p.m. - 3:30 p.m.

Location: District Office Building
Facilitator: I.T. Department

This hands-on workshop is recommended for faculty or staff needing to know the “faculty” online services. Participants will be able to learn how to look up schedules, print class lists and input grades.
Pre-requisite: participants should have web gate ID

Mail Merge
Date: Monday, October 4, 2010
Time: 1:30 p.m. - 3:30 p.m.
Location: District Office Building
Facilitator: I.T. Department

Learn to use mail merge for mass mailings, learn to merge multiple xls files into one file. This workshop is recommended for all staff whose job duties may require the functions of mailing, extracting data and concatenating files.

IT Request Form Submission
Date: Monday, November 1, 2010
Time: 1:30 p.m. - 3:30 p.m.
Location: District Office Building
Facilitator: I.T. Department

Learn how to complete an online form to request District IT services. This workshop is recommended for all District staff.

Outlook Tips and Tricks
Date: Monday, November 29, 2010
Time: 1:30 p.m. - 3:30 p.m.
Location: District Office Building
Facilitator: I.T. Department

Learn how to get the most out of Outlook. This workshop is recommended for all District staff.

Help Desk
Date: Monday, December 13, 2010
Time: 1:30 p.m. - 3:30 p.m.
Location: District Office Building
Facilitator: I.T. Department

Learn how to open a Help Desk Ticket to ensure fast service by District IT Staff. This workshop is recommended for all District staff.

TECHNICAL TRAINING