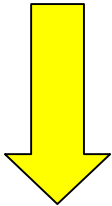


BANNER TRAINING MATRIX

This matrix is for the Training Workgroup as they attempt to quantify the overall Banner training needs over the balance of the implementation and in the production environment. Skills to acquire are listed below and potential training population groups are listed to the right.

SKILLS



POPULATION

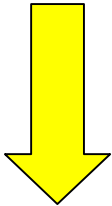


	Academic Records & Grades staff	Advisors	Bursar staff	Admissions staff	Athletics staff	CAPP staff	Financial Aid staff	English Language Institute staff	Master Course & Timetable staff	Orientation staff	Prospect Recruiting staff	Registration staff	Institutional Reporting staff	Room Scheduling Staff	Deans, Directors, Department Heads	Faculty	Departmental Secretaries
Add new users to Banner				X													
Admit a student to a Graduate program				X													
Assess fees			X														
Assigning a printer to Banner	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Banner general navigation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Check admissions status		X	X	X			X					X					
Create and run data warehouse reports using Discoverer 3.1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Enter fee waivers in the department															X	X	X
Execute an existing report on the Web	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Get names and addresses of students	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Learn basic Windows skills	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Obtain academic histories	X	X													X		
Obtain classrolls												X			X	X	X
Request changes to security classes															X		
Route output to a Banner printer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Schedule a course in the timetable									X			X					
Submit grades	X																

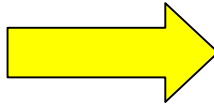
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SKILLS



POPULATION



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View graduation financial information			X														
View information between Financial Aid and A/R			X														
View ledger entries			X														
Waive course restrictions, prereqs and coreqs to add a student to a class		X															
Run a CAPP audit	X	X													X		X
Change a major or advisor		X															
Grant course overloads		X															
Grant petitions		X															
Declare a major		X															
Assign as advisor		X													X		
View the catalog		X							X			X					