











Extract Data from Banner to Excel

Refer to Setups to Extract Banner Data documentation prior to extracting data the first time.





- Retrieve data to be extracted.
- Click Help (Menu bar), Extract Data with Key or Extract Data No Key.
 - Extract Data with Key includes information entered into the Key Block.
- Select '**Open in Excel**' if asked.
- Save file to PC.
 - Work with file as needed outside of Banner.

Student Examples:

Class Roster SFASLST

- Key in **SFASLST** in the **Object Search Field (Go To...)** on the Banner Main Menu.
 - Press **Enter**.
- In the **Term** field (Key block) enter the appropriate term.
- In the **CRN** field enter the course reference number.
 - If CRN is not known, click  (Search) next to CRN.
 - Select **Section Query**.
 - Enter search criteria.
 - Click  (Execute Query) to retrieve records.
 - Click  (Select) to retrieve selected record and return to Key Block.
- Click  (Next Block) to move to **Class Roster Information Block**.
 - **Sequence** – Order in which student registered for course.
 - Sequence numbers may skip due to a student dropping the course.
 - **Status** – RE (Registered), RW (Registered via web), WL (Waitlisted).
- Query on **Status** to view only enrolled students or only waitlisted students.
 - Click  (Enter Query) to clear form.
 - Key in criteria, ie 'R%' to get enrolled students or 'WL' for waitlist.
 - Click  (Execute Query) to retrieve records.
 - Click  (Execute Query) a second time to retrieve all records.
- **To extract class list to Excel:**
 - Refer to Setup Banner Extract documentation to verify PC and internet settings.
 - Click **Help** (Menu bar), **Extract Data with Key** or **Extract Data No Key**.
 - Extract Data with Key includes information entered into the Key Block.
 - If list includes waitlisted students, will get a warning message for each. Click  until message no longer appears.
 - Select '**Open in Excel**' if asked.
 - Save file to PC.
 - Work with file as needed outside of Banner.
- Click  (Rollback) to return to the Key Block (to search for another class roster).
- Click  (Exit) to close form and return to **Banner Main Menu**.

Course Enrollment

- Key in **SSASECQ** in the **Object Search Field (Go To...)** on the Banner Main Menu.
 - Press **Enter**.
 - By opening a query form directly will not be able to view information about a course other than the information that appears on the query form.
- Enter search criteria.
 - **Term** – Enter term.
 - **Block Schedule** – Enter '**Y**' only if searching for courses associated with block schedule.
 - Course Section Detail [SSADETL] has information on which block schedule(s) apply to section.
 - Block Sections Control [SSABLCK] list sections associated with a specific block.
 - **Subject** – Enter subject.
 - **Course** – If not entered, query will return all courses.
 - Leave blank if searching for all courses for a subject.
 - Enter a course number if searching for specific course.
 - Enter '#%' to look for courses within a specific level.
Examples: 2% returns all 200 level courses, 5% returns all 500 level courses.
 - Use '<', '>', '=' or a combination to search for courses within a range of levels.
Examples: >=200 returns all courses 200 and above, <200 will return all courses 199 and below, <>210 will return all courses except 210.
 - **Section** – Will not use '**0**' (zero) section for registration.
 - Enter '>**0**'.
 - If left blank, '**0**' sections will be returned in the results.
 - **Section Status** – Enter '**A**' to query only Active sections.
 - **Link** – Enter if known or enter '>**0**' to query all linked courses.
 - If a criterion is entered, the results will have only linked courses, if any.
 - **Cross List** – Enter if known or enter '>**0**' to query all cross listed courses.
 - If a criterion is entered, the results will have only cross listed courses, if any.
 - **Enrollment: Actual** – Enter '>**0**' to query sections that have students registered.
 - **Enrollment: =** – Enter '>**0**' to query sections that have available seats.
 - **Waitlist: Actual** – Enter '>**0**' to query sections with students on the waitlist.
 - **Waitlist: =** – Enter '>**0**' to query sections with available waitlist seats.
- Click  (Execute Query) to retrieve records.
- **To extract class list to Excel:**
 - Refer to Setup Banner Extract documentation to verify PC and internet settings.
 - Click **Help** (Menu bar), **Extract Data with Key** or **Extract Data No Key**.
 - Extract Data with Key includes information entered into the Key Block.
 - Select '**Open in Excel**' if asked.
 - Save file to PC.
 - Work with file as needed outside of Banner.
- Click  (Cancel Query) followed by clicking  (Enter Query) to search for another subject and repeat process.
- Click  (Exit) to close form and return to **Banner Main Menu**.