

# Getting Started with SBCC Portal/Banner

## Santa Barbara City College Faculty Resource Center

### Banner support contact info

**For faculty help**, call 805-965-0581, X2215 before 5 pm, Monday thru Friday or email the IT helpdesk at [helpdesk@sbcc.edu](mailto:helpdesk@sbcc.edu)

**For student help**, call 805-965-0581, X2949, Monday thru Friday or email [online@sbcc.edu](mailto:online@sbcc.edu). Students can also drop by the Campus Cyber Centers in the student cafeteria and the College library for in-person help.

### PART 1: Find/retrieve your Username and password

**Step 1.** Go to the portal login page at <http://pipeline.sbcc.edu>. Note that there is no WWW before the word “pipeline” in the web address.

**Step 2.** Choose the *Find my username* link under the START HERE header. A new browser window will open.

#### START HERE!

- [Find my username](#)
- Click [here](#) for solutions for common login problems.
- [Instructions- English/Spanish](#)

**Step 3.** In the new browser window, type your personal information. Then choose the Look UP button to find or retrieve your username and password.

(Note your Banner username/password are NOT the same as your username/password for Groupwise or the old Pipeline communication system. If you receive an error and are sure that you have typed in the information correctly, then contact the college’s IT help desk at X2215 before 5 pm, Monday through Friday.)

The screenshot shows a web form titled "Find UserName" with the following fields and controls:

- \* First Name: John
- \* Last Name: Doe
- \* Birth Date: 01/01/67 (mmdyyy)
- \* Last 4 Digits of SSN: [input field]

Buttons: Clear Form, Look Up

\* Indicates a REQUIRED field

**TIP:** Be sure to type zeros and not the letter "o" if your birthdate has zeros.

**Step 4.** A new browser window will open to display your Banner username and password. Write this information down but change your password to something more memorable after you log in.



### My Pipeline Username

Your Pipeline Username is: **jadoe**  
 Your Pipeline Password is: **010167**

## PART 2: Log into the Portal

**Step 5.** Type your username and password into the blanks below.

Welcome to Pipeline!

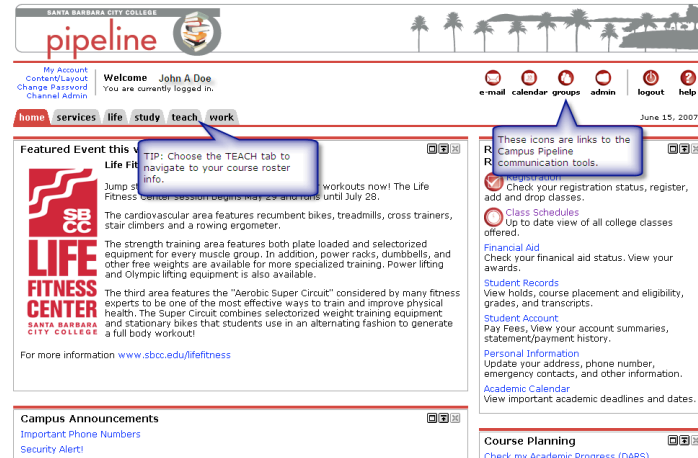
please sign in ↻

username:

password:

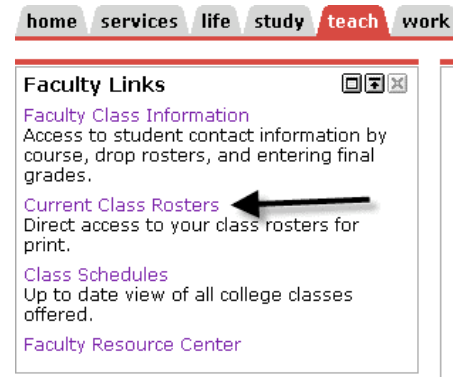
**TIP:** Note that your username makes use of your middle initial.

**Step 6.** This is an example of the SBCC Portal home page. Choose the teach tab to navigate to your Banner class rosters.

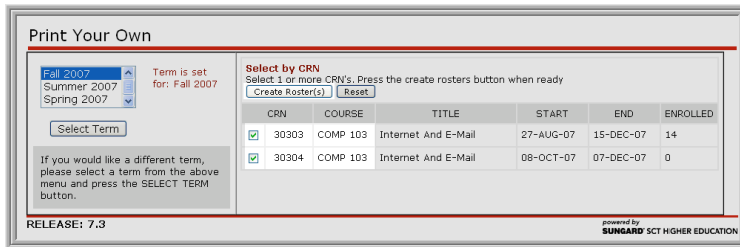


## PART 3: Access and select course rosters

**Step 7.** Each square/rectangle on a tabbed window is a channel of information. The faculty links' channel contains links to access your course roster information. Select the link titled "Current Class Rosters" to view or print a class roster.



**Step 8.** These are the rosters for fall term. Select the checkboxes next to the rosters and the CREATE ROSTER (S) button to view the rosters.



#### PART 4: View and Print your course rosters

**Step 9.** A new browser window will open so you can view the roster(s). The first portion contains the ACTIVE class roster which you can view and print. **IMPORTANT:** The drop dates for your course are particular to your course and may vary from other courses at the college. The drop dates on your roster are the deadlines for your specific course reference number, i.e., section.

**Banner Production Fall 2007 Primary Term**

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE
30303	COMP	103	1.00	INTERNET AND E-MAIL

**INSTRUCTOR(S) - (P)Primary**  
Doe, John (P)      Distance, Internet/Dela

**CRITICAL DATES**  
Start Date: 27-AUG-07      Last Date to drop without a "W": 09 SEP 2007  
End Date: 15-DEC-07      Last Date to drop with a "W": 26 OCT 2007  
Last Date to add class: 08-SEP-07      Census Date: 09/10/07  
Last Date to drop with a refund: 08-SEP-07

**IMPORTANT:** The drop dates for your course are particular to your course. The Drop dates on your roster are the deadlines for dropping students for this individual course. Notes, these dates may vary from one course number to the next.

#### PART 5: How to add students

**Step 10.** As you scroll down the browser window, the second viewable item is your list of Add Authorization Codes.

**IMPORTANT:** The College no longer makes use of ADD cards or wait lists. Each teacher is given 20 ADD authorization codes per course per semester. These codes are unique and will not work after the add deadline.

Here are the two instances when you use these codes:

- a. when a class has closed because its limit has been reached and you want to add additional students.
- b. when you want to add a student during/after the first official day of classes.

You assign one code per student and can distribute the code in-person, via email, etc. During the add process in Banner, the student will be prompted to enter the four digit add code in order to validate his add. Once an individual's add code for a course has been used, the code is no longer usable for the course and the student's name is added to the active roster. The code sheet (example below) can be printed for your convenience so you can keep track of the specific numbers you give to individual students. Note you do NOT submit the list of add codes to Admissions & Records (A & R).

**CRITICAL DATES**  
Start Date: 27-AUG-07      Last Date to drop without a "W": 09 SEP 2007  
End Date: 15-DEC-07      Last Date to drop with a "W": 26 OCT 2007  
Last Date to add class: 08-SEP-07      Census Date: 09/10/07  
Last Date to drop with a refund: 08-SEP-07

As of: 15-JUN-2007 09:54:47

Seats Taken			Available			Week																														
30			14			16			Date																											
Student Name	ID	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S									
1	Brown, Paul	K00106059	RW	1.00																																
2	Carroll, Andrea	K00114347	RW	1																																
3	Carroll, Regina	K00107576	RW	1																																
4	Carroll, Sandra	K00103335	RW	1																																
5	Carroll, Ryan	K00109415	RW	1																																
6	Carroll, Sherrill	K00110253	RW	1.00																																

Note that the College no longer makes use of social security numbers in class rosters. Students are assigned Banner ID (K Numbers) by the College.

**Add Authorization Codes**

Auth#	Student Name	Date
0097		
0552		
1019		
1078		
1090		
1351		
1578		

## PART 6: View dropped students who have already dropped

**Step 11.** As you continue to scroll down the window, the last item viewable is the drop roster. It contains the list of students' names who have dropped themselves or who you have dropped.

CRITICAL DATES		Start Date: 27-AUG-07		End Date: 15-DEC-07		Last Date to add class: 08-SEP-07		Last Date to drop with a refund: 08-SEP-07		Last Date to drop without a "W": 09 SEP 2007		Last Date to drop with a "W": 26 OCT 2007		Census Date: 09/10/07																	
Seats Taken		Available		Dropped Students As of: 15-JUN-2007 10:19:01																											
30		14		16																											
Student Name		ID		Reg		Cr		M		T		W		R		F		S		M		T		W		R		F		S	
1																															
2																															
3																															
4																															

## PART 7: How to drop students before and after census

**Step 12.** You can drop your students in the Banner system provided you drop them by the drop deadlines listed on your individual rosters. To drop students, navigate back to the teach tab and select the Faculty Class Information link.

home services life study **teach** work

### Faculty Links

[Faculty Class Information](#)  
Access to student contact information by course, drop rosters, and entering final grades.

[Current Class Rosters](#)  
Direct access to your class rosters for print.

[Class Schedules](#)  
Up to date view of all college classes offered.

[Faculty Resource Center](#)

**Step 13.** Next select the drop rosters' link.

## Faculty and Advisors

- [Advisors Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Summary Class List](#)
- [Final Grades](#)
- [Course Section Information](#)
- [Class Rosters](#)
- [Drop Rosters](#) ←

**RELEASE: 7.3**

**Step 14.** Select the term, the submit button below it, and the course reference number and submit button below that to access the drop roster.

<p><b>Select Term</b></p> <hr style="border: 1px solid red;"/> <p>Select a Term: <input type="text" value="Fall 2007"/></p> <p><input type="button" value="Submit"/></p>	<p><b>CRN:</b> <input type="text" value="Internet And E-Mail - 30303"/></p> <p><input type="button" value="Submit"/></p>
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**Step 15.** Select the checkboxes in the row of each student you want to drop. At the bottom of the window, select the Submit Students' button. This will move the students from your active roster to your drop roster.

I have reviewed my roster and certify that I do not have any drops to report

Note, if you drop students before census, there will be two buttons. If there are NO students to be dropped, select the *No Drops to Report* button indicating that you are certifying that there are no students to be dropped.

I have reviewed my roster and certify that I do not have any drops to report

After census, the No Drops to Report button will be removed. When you drop students after census, they are generally dropped with/without a W.

**IMPORTANT:** If you drop a student in error, you MUST contact Admissions to reinstate the student. There is NO way for you to undo a drop via Banner once you've dropped a student.

Rec.#	Reg.	Seq. ID	Student Name	Credits	Reg. Status/Date	Drop?	Rolled
1	10	K00106059	Brinn, Paul J.	1.00	**Web Registered** / May 20, 2007	<input type="checkbox"/>	No
2	1	K00114347	Escobar, Andrea	1.00	**Web Registered** / Apr 30, 2007	<input checked="" type="checkbox"/>	No
3	13	K00107576	Garcia, Regina E.	1.00	**Web Registered** / Jun 11, 2007	<input checked="" type="checkbox"/>	No
4	6	K00103335	Gibelli, Sandra	1.00	**Web Registered** / May 12, 2007	<input type="checkbox"/>	No

**PART 8: Download an electronic copy of your roster and view individual student contact info**

**Step 16.** Navigate back to the teach tab and then select the Faculty class information link so you can access the Faculty and Advisors view. Then choose the Summary class list link.

## Faculty and Advisors

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[Advisors Student Information Menu](#)

[Term Selection](#)

[CRN Selection](#)

[Summary Class List](#) ←

[Final Grades](#)

[Course Section Information](#)

[Class Rosters](#)

[Drop Rosters](#)

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RELEASE: 7.3

**Step 17.** You can download an electronic copy of your course roster by selecting the download button and you can access individual student contact info by selecting each of the students' names.

The screenshot shows a web interface for a course roster. At the top, there are two buttons: "Excel Download" and "Print Basic Roster". Below these are sections for "Course Information" (CRN: 30303, Duration: Aug 27, 2007 - Dec 15, 2007, Status: Active) and "Enrollment Counts" (Enrollment: 30, Cross List: 0). The "Summary Class List" table has columns for Record Number, Student Name, and a status code. A callout points to the "Excel Download" button, stating: "Select the Excel Download button to download an electronic copy of your class roster." Another callout points to the student names in the table, stating: "Each student's name in blue is actually a link. To view this individual student's contact info, select the student's name."

Record Number	Student	
1	<a href="#">Biron, Paul J.</a>	K00000000
2	<a href="#">Escobar, Andrea</a>	K00000007
3	<a href="#">Garcia, Regina E.</a>	K00000076
4	<a href="#">Gilbert, Sandra</a>	K00000006

**Step 18.** Once you access a student's contact info, you select any of the links at the bottom of the screen to access his current major or class schedule. Note that you cannot access a student's historical grade record. Historical records can be accessed by counseling faculty and staff, DSPS faculty and staff, and administrators. If you need access to historical records, contact your area division dean.

### Student Contact Info

Search

### View Student Addresses and Phones

Information for [Rodger Dodger](#)

#### Addresses and Phones

Mailing	Phones
<b>Current:</b> Jan 01, 2007 - (No end date) 2121 Hunkey Dorey Lane Santa Barbara, California 93105	Primary: 805- 222-2233

[ [Student Information](#) | [Student E-mail Address](#) ]

### Student major and individual schedule screens

<p>Information for <a href="#">Rodger Dodger</a></p> <p><b>Student Information effective from Fall 2007 to End of Time</b>        Registered for Term: Yes        First Term Attended: Fall 2002        Last Term Attended: Spring 2007  <b>Status:</b> Active  <b>Residence:</b> Resident CA  <b>Citizenship:</b> U.S. Citizen  <b>Student Type:</b> Continuing  <b>Class:</b> Sophomore</p> <p><b>Curriculum Information</b>        Current Program        Other Credit Award (&lt;6 units)  <b>Level:</b> Credit  <b>Program:</b> Undeclared  <b>Major:</b> Marketing  <b>Admit Term:</b> Summer 2007  <b>Catalog Term:</b> Summer 2007  <b>College:</b> Santa Barbara City College</p>	<p><b>Current Schedule</b>        Total Credit Hours: 11.000</p> <p><b>Managerial Accounting - ACCT 240 - 0</b>  <b>Associated Term:</b> Fall 2007  <b>CRN:</b> 30249  <b>Status:</b> **Web Registered** on May 2007  <b>Assigned Instructor:</b> <a href="#">Michael N. Kujala</a>  <b>Grade Mode:</b> Standard Letter  <b>Credits:</b> 4.000  <b>Level:</b> Credit  <b>Campus:</b> SBCC</p> <p><b>Scheduled Meeting Times</b>  <table border="1"> <thead> <tr> <th>Type Time</th> <th>Days Where</th> </tr> </thead> <tbody> <tr> <td>Class 12:45 pm - 2:50 pm</td> <td>MW Business/Communication Center 301</td> </tr> </tbody> </table></p>	Type Time	Days Where	Class 12:45 pm - 2:50 pm	MW Business/Communication Center 301	<p><b>Select Term</b></p> <hr/> <p><b>Select a Term:</b> <input type="button" value="Fall 2007"/></p> <p><input type="button" value="Submit"/></p>	<p><b>CRN:</b> <input type="text" value="Internet And E-Mail - 30303"/></p> <p><input type="button" value="Submit"/></p>
Type Time	Days Where						
Class 12:45 pm - 2:50 pm	MW Business/Communication Center 301						

### PART 9: How to submit final grades

**Step 19.** Navigate back to the teach tab select the Faculty Class Information link.

**Step 20.** Select the Final Grades link to access the final grades' roster.

### Faculty Menu

- [Student Information Menu \(For Counselors\)](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Summary Class List](#)
- [Final Grades](#) ←
- [Class Rosters](#)
- [Drop Rosters](#)

RELEASE: 7.3

**Step 21.** If necessary, elect the term, the submit button below it, and the course reference number and submit button below that to access the final grades' roster.

**Step 22.** In the row of each student, select the grade for the student using the pull-down menu. The letter grades available for submission are A, B, C, D, & I. Students who have been approved by you and the college to take the course for credit/no credit will have CR/No Credit instead of the grade options. At this point in time, there is no way to submit the INCOMPLETE contracts via Banner if your student is to receive an incomplete. Contact Admissions for more info.

**IMPORTANT:** If you submit a final grade in error, you MUST contact Admissions to change the grade. There is NO way for you to undo a final grade submission via Banner once you've submitted a final grade for a student.

Internet And E-Mail - COMP 103 0  
 CRN: 18710  
 Students Registered: 2

Please submit the grades often. There is a 60 minute time limit starting at 11:27 am on Jun 15, 2007 for this page.

Enter positive attendance info into the blanks below if your course requires that you keep track of positive attendance info.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	<a href="#">Diana N.</a>	#00004854	1.000	**Web Registered** Mar 13, 2007	C	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	2
2	<a href="#">Patricia E.</a>	#00007274	1.000	**Registered** Mar 02, 2007	A	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	1

Please submit the grades often. There is a 60 minute time limit starting at 11:27 am on Jun 15, 2007 for this page.

Select the individual student's grade by choosing it via the pulldown menu.

You can print a copy of the final grades you submit by choosing your Internet browser's print button.

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**Web-based tutorials** - You can access short video demonstrations of these tasks on the FRC's home page at: <http://frc.sbcc.edu> Choose the tutorials' link. Then, scroll down and videos demonstrating these tasks with their respective times are listed. Note that you need high-speed Internet connection, e.g., DSL or cable speed modem, and the free Flash plug-in in order to view the videos. Also, be sure to turn up the volume on your computer's sound card to hear the narrations.

Finally, there is a link to access Banner Frequently Asked Questions (FAQS) on the same tutorial page. The FAQs contain answers to questions that may have not been addressed in the video demonstrations or in this handout.