

CaTT Tales



A District Information Services Computer and Telecommunication Technology Initiatives Newsletter

October 2006

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Banner 7 Goes Live October 16th

By Robert Hughes

Information Services at the North Orange County Community College District is pleased to announce that Banner 7 will be in production throughout the District on **Monday, October 16**. This major upgrade of our administrative computer system will affect nearly everyone in the District - students, faculty, and staff. The most significant changes are a new, customizable user interface with tabbed browsing for people who log in to Banner and a cleaner, more modern look to WebSTAR for faculty and students.

Staff members throughout the District have spent the last 6 months preparing for this upgrade. Information Services staff members have been converting hundreds of local modifications to the new version, teaching classes to nearly 260 Banner users, doing test-runs of the upgrade process, and hosting sessions for users to test the new system. Given the diligence put into this effort and the stability of the Banner 7 release (it has been in production at many other colleges over the past two years), we are confident that this upgrade will go smoothly.

Banner and WebSTAR will be taken off-line at 5 p.m. on Friday, October 13, in order to begin the upgrade process and will remain inaccessible

to students, faculty, and staff throughout the weekend of October 14 and 15. All services are scheduled to resume on the new version beginning at 7 a.m. on Monday, October 16. While all system outages are inconvenient, we intentionally scheduled this downtime in the middle of the semester to minimize the impact on registration and grading activities.

On Monday, October 16, users of Banner will access the system via a new icon on your desktop. This will be configured for you by your local campus ACT staff. Users of WebSTAR (faculty and staff) will access the new version through the existing internet address (URL). If you have WebSTAR bookmarked in a web browser, it will continue to work for you.

Should you encounter any error messages while working in Banner 7, or discover that you no longer have access to a form, report, or process you previously used, please contact the District IS Help Desk at (714) 808-4849 or via e-mail at ISHelpdesk@nocccd.edu so we can quickly resolve the issue.

Thank you for your patience and cooperation as we continue to improve our information technology services.



Banner 7 Overview

By Erin Ridley

Banner 7 Overview sessions have given us a chance to show you all of the new features that will be coming your way on October 16. Banner 7 is much more user friendly. Best of all, you can customize Banner 7 to work for you! There are some new features that make it easy to get around forms, go to another form easily, create a personal menu, and customize colors! I am happy to report that the Banner 7 Overview sessions were very well received. We offered 18 classes and have trained almost 260 people!

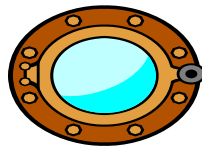
As with all of our training material, we have placed the handout for the Banner 7 Overview session on our website.

You can find it and all other training material at: <http://www.nocccd.edu/Departments/InfoServicesTraining.htm#BannerTrainingManuals>

We will offer a few more Banner 7 Overviews after we go live on October 16. To sign up for these sessions, please contact the Training Coordinators at your campus:

Anaheim -	Sandy Palmer
Cypress -	Vicki Sykes
Fullerton -	Laurie Barrett
SCE -	Irene Beck

Portal - A Better WebSTAR



As the first step towards implementing a portal to serve the needs of students, faculty, and staff at NOCCCD, District Information Services hired Adam Howard as IT Project Leader (Web Services). Adam has received specific training from Sungard Higher Education on the needed tools to create the portal, which will be crucial in integrating new and existing WebStar services into the portal. Adam has also researched available portal solutions and narrowed the field down to a selection of four different portals: Luminis, a Sungard product; Academus Portal, by Unicon; Oracle Portal as provided by the CampusEAI consortium; and uPortal, an open-source portal framework. These portals are widely implemented by higher education institutions, an important consideration in selecting a vendor to support integration with our information and learning systems. Adam has seen demonstrations of these portals and is confident that each could be tailored to meet our needs.

In planning for a portal implementation, the District has queried the campuses, using the Academic Computing departments for requirements of a portal system. Using those requirements identified, Adam developed a paper describing NOCCCD's portal needs and a framework to score how well each portal meets those needs. Using the information Adam has acquired through demonstrations, communications with schools that have implemented the portals, and documentation available online, Adam has begun to rate the vendors using the framework as a basis for discussion.

Adam also prepared an application for a grant offered by the CampusEAI consortium. This grant covers some licensing and implementation costs of the Oracle Portal. NOCCCD has been selected as a recipient of this grant, and will receive more information soon about the grant deliverables. This information will help to evaluate the cost considerations for the scoring framework for the Oracle Portal solution.

Once the rating of the portals in the evaluation framework is completed, we will have a summary of which portals will meet our needs best and in which areas each portal is strongest and weakest. With this information, we can move forward with the discussion of which portal best meets the needs of NOCCCD.

User Corner

By Chris Hebson

Concurrent Curricula - a New Feature in Banner 7

Concurrent Curricula (CC) is a set of baseline enhancements to Banner that allows students to apply, enroll, and graduate in an *unlimited* number of programs within the same term or across academic periods.

One of the features of this process is to retain a history of all changes to curriculum data using non-destructive updates. This refers to the process of saving a curriculum record before allowing entry of a new curriculum record. For this reason, no updates are allowed to existing curriculum and field of study records. The process to update existing curriculum information is to duplicate the existing record (Change Curriculum button) and then update the newly created record with the appropriate changes.

Curriculum data is now separated into two parts: Curriculum and Field of Study. Curriculum data consists of term, catalog, level code, campus, degree, and program information. Field of Study consists of major, minor, and concentration data. Because a learner can have multiple concurrent programs, a 'Priority' field has been added to organize this data. A priority of '1' will signify the primary curriculum. Most of our students have only one major so we will usually assign a priority of '1' in the Curriculum and Field of Study windows.

A Curricula tab is displayed in SGASTDN, SFAREGS, SRARECR, SHADEGR and SAAADMS. When you click the Curricula tab, the Curriculum tab and Field of Study tabs display. SRAQUIK and SAAQUIK have mini Curriculum windows on the bottom of the first window of each form to allow quick data entry. A new form, SOILCUR, allows you to view all curriculum information for a student.

Detailed information can be found in Banner Bookshelf, Student, User Guide. See chapters 10, 11, 12, and 13.



Imaging - A Plan for NOCCCD

By Deborah Ludford

Introduction

Much of the information that we use every day comes to us in paper form. Paper documents are needed when we work with students, process employees, and work with the community. For example, students come to us with many documents that we require in order to assist them in selecting the right programs, apply for all types of assistance to enhance their learning experience, and document where they have been and where they are going. These documents should be handled the same way we would handle any other type of information we collect about students. Often these documents paint a very clear picture of how we as an institution can help them to achieve their potential. As a result, our staff needs easy access to these documents in order to best direct their choice of study. Similarly, we need to keep documents regarding our financial transactions and other important District business. Document imaging is one way that we can take all of these "pieces of data" and store them in a way in which they are readily available when they are needed.

A Vision for Imaging

As a result of these needs, wouldn't it be nice to be looking up in Banner employee, student, or vendor information and know that these other documents exist? And better yet be able to look at them to determine if they contain information relevant to the task at hand? One-click access to all documents, records, and information about any person or business with which we interact is the vision for the

future that would make our jobs easier and our work more thorough. Imaging is a tool that could make this vision a reality.

History

Imaging was first introduced by the Admissions & Records department at Fullerton College as a tool to be used to capture these types of documents for archival and retrieval, along with the ability to analyze transcripts for degree verification and course placement. A team was formed and the Hershey imaging system was selected. Each campus - Fullerton, Cypress, and the School of Continuing Education - use some functionality provided by Hershey. Much good information has been stored, used, and analyzed using this system, but it is time to take the next step to completely integrate these documents with our enterprise system, Banner. That is the only way to achieve the vision of one-click access.

Plan of Action

The next step is for all of us to work together to evaluate the best way to integrate documents with Banner. This will involve investigating the available options for integration and choosing one which will meet our needs for now and into the future. This needs to be done while preserving the documents we have already captured in the current system. Once this is done, the District-wide Strategic Plan Focus Area of "Effective and Efficient use of Resources" will be one step closer to reality.



Tips 'N' Tricks

By Information Services Help Desk



Banner Options

Banner options are just a right click away! While in a form, right click to get the list of options available to you. Left click to select the option you want!

USER ID and PASSWORD

Your Banner **USER ID** and **PASSWORD** will remain the same after the conversion to Banner 7. Your security also remains the same. Whatever you have in Banner 6 on Friday, October 13, you will still have on Monday, October 16!

Navigating Forms

You are in a form and just need to go to another form quickly to look something up. No problem! Just press F5. The "Go To" box will appear at the top of the screen. Enter the form you need to go to. Do what you need to do and then exit. You will be right back where you left off! Just press F5 again to make the "Go To" box go away.

Training Manuals

The **Banner 7 Overview** handout, as well as all of our other training handouts, can be found on the web at:

<http://www.nocccd.edu/Departments/InfoServicesTraining.htm#BannerTrainingManuals>

Change Banner Password

Changing your password has never been easier! Just click on the link called "Change Banner Password" located under MY LINKS in Banner 7. Make sure that you change your password **BEFORE** it says you have one day left to change it! Also remember, it uses calendar days, not work days! If your password will expire while you are on vacation or gone for the holidays, change it before you leave!

*Your Banner **USER ID** and **PASSWORD** will remain the same after the conversion to Banner 7. Your security also remains the same. Whatever you have in Banner 6 on Friday, October 13, you will still have on Monday, October 16!*

-I.S. Help Desk

Training Schedule 2006

By Erin Ridley

Navigation Training

October 26	9:00 a.m. - 11:30 a.m.
November 2	2:30 p.m. - 5:00 p.m.
November 8	9:00 a.m. - 11:30 a.m.
December 1	9:00 a.m. - 11:30 a.m.
December 7	2:30 p.m. - 5:00 p.m.
December 15	9:00 a.m. - 11:30 a.m.

RQ Training

November 17	8:30 a.m. - 12:30 p.m.
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**To sign up for either the Navigation or RQ training classes, please contact your campus training coordinator:

AC: Sandy Palmer, CC: Vicki Sykes
FC: Laurie Barrett, SCE: Irene Beck

Argos Training - Power Users

November 1	2:00 p.m. - 4:00 p.m.
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Argos Training - End Users

November 15	2:00 p.m. - 4:00 p.m.
December 6	2:00 p.m. - 4:00 p.m.

If you are one of the remaining people in the District still using SDA Views to generate your reports, please consider attending an Argos training class. Argos has replaced SDA views as the District's reporting tool, and any use of SDA views will be discontinued this academic year.

**To sign up for Argos Training go to Reporting Central (<http://www.reporting.nocccd.cc.ca.us>).

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CaTT Toon

By Carl Schoner



"There is a difference between impatience and importance"