

BANNER EXTRACT FEATURE:

Would you like to receive a comma separated data file of Banner Data?

Banner Limitations: If the Data Extract Option is set to 'Not Available' – you will not be able to use the extract feature in Banner for that particular form. Please contact the Administrative Technologies support staff for assistance.

Set Up - Follow instructions at the end of this document for required setting up a PC in internet Explorer.

Step 1: Bring up the form you wish to extract data from in Banner – like Class Attendance Roster Form, SFAALST. Under the Menu item 'Help' there are two options; 'Extract Data with Key' or 'Extract Data no Key'. 'Key' stands for the information in the Key Block such as the Term Code, CRN, etc. in the **SFAALST** form. Neither option will be available if the form does not have the data extract feature enabled (see above note). Choose either option that is available for the extract.

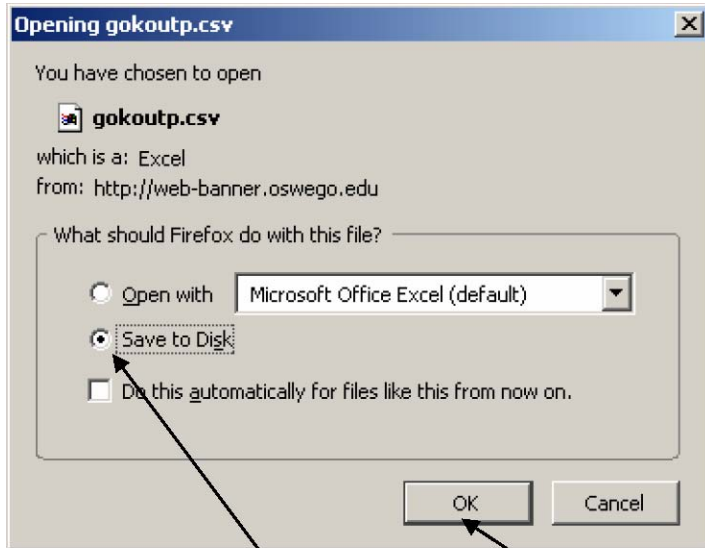
The screenshot shows the Oracle Developer Forms Runtime - Web interface for the SFAALST form. The 'Help' menu is open, displaying the following options:

- Online Help
- Dynamic Help Query
- Dynamic Help Edit
- Help (Item Properties)
- Show Keys
- List
- Display Error
- Display ID Image
- Calendar
- Calculator
- Extract Data with Key
- Extract Data No Key
- Technical Support
- About SCT Banner

The main form displays a table of student records with the following columns: Sequence, ID, Name, Stat, Term, Final Grade, Grade Mode, Rolled, and Hours. The data is as follows:

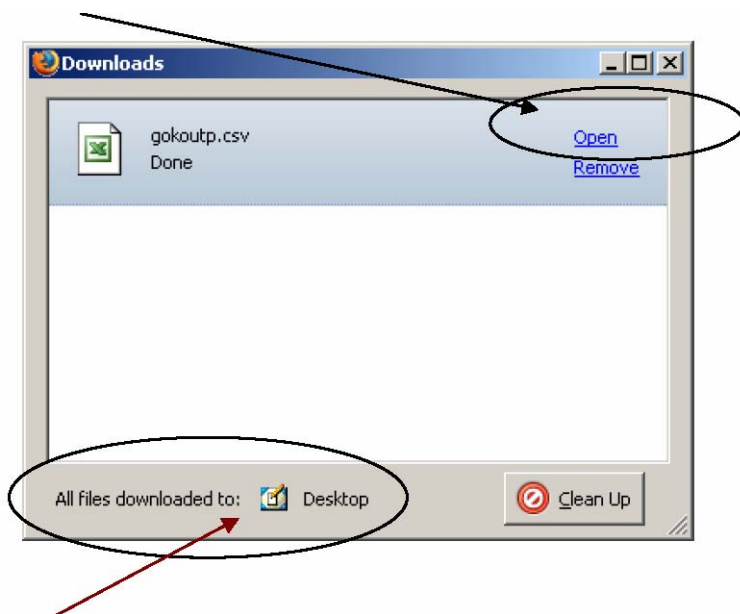
Sequence	ID	Name	Stat	Term	Final Grade	Grade Mode	Rolled	Hours
25	801425475	Alter, Douglas R.	RW			N	<input type="checkbox"/>	3.000
21	800100289	Balaban, Michael I.	RW			N	<input type="checkbox"/>	3.000
13	801853826	Brennan, Joseph J.	RW	19-APR-2006		N	<input type="checkbox"/>	3.000
12	800107800	Ching, James P.	RW	18-APR-2006		N	<input type="checkbox"/>	3.000
9	800112728	DiNottia, Marissa A.	RW	18-APR-2006		N	<input type="checkbox"/>	3.000
16	802096936	Ellis, Noel	RE	19-APR-2006		N	<input type="checkbox"/>	3.000

A pop up will appear that the extract was complete as follows:



Step 2: Select 'Save to Disk' and press the OK button to save the file to disk. Use the Open command to start excel and See your file

Note where the file was downloaded to for future reference



Microsoft Excel - gokoutp

File Edit View Insert Format Tools Data Window Help

Type a question for help

A1 25

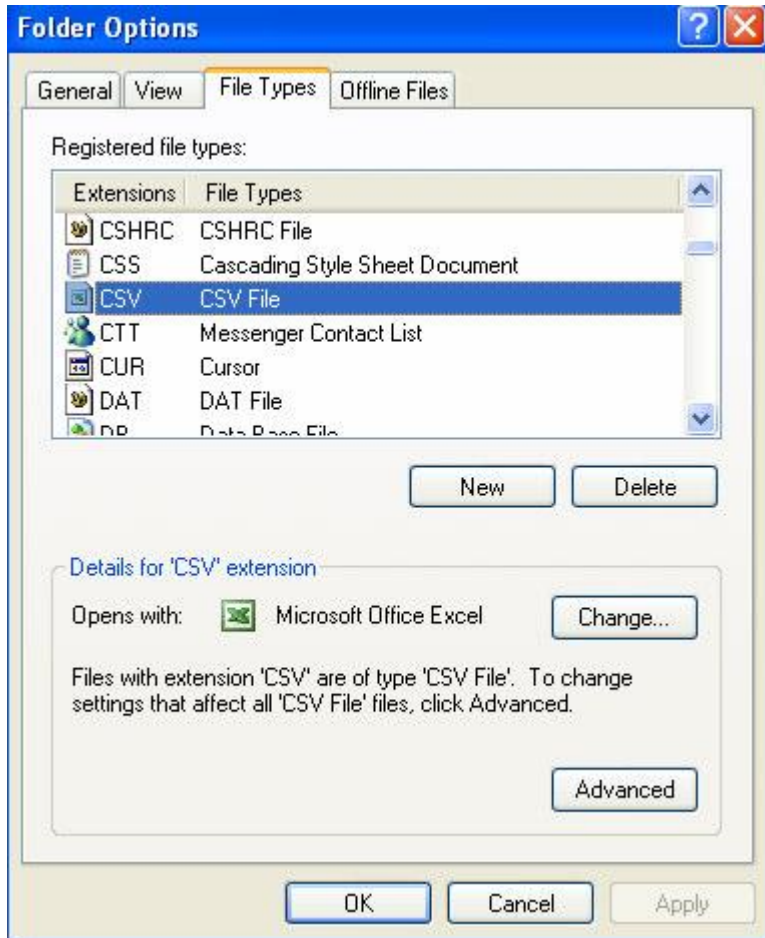
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	25	8.01E+08	Alter, Doug	RW	25-Apr-06			N	N		3						
2	21	8E+08	Balaban, M	RW	21-Apr-06			N	N		3						
3	13	8.02E+08	Brennan, J	RW	19-Apr-06			N	N		3						
4	12	8E+08	Ching, Jan	RW	18-Apr-06			N	N		3						
5	9	8E+08	DiNottia, M	RW	18-Apr-06			N	N		3						
6	16	8.02E+08	Ellis, Noel	RE	19-Apr-06			N	N		3						
7	24	8.02E+08	Ermann, K	RW	24-Apr-06			N	N		3						
8	10	8E+08	Favata, Da	RW	18-Apr-06			N	N		3						
9	23	8.02E+08	Graham, K	RW	22-Apr-06			N	N		3						
10	26	8.01E+08	Grove, Mel	RW	25-Apr-06			N	N		3						
11	2	8E+08	Harvey, Ri	RW	16-Apr-06			N	N		3						
12	6	8E+08	Hoffman, C	RW	17-Apr-06			N	N		3						
13	28	8.01E+08	Ignaszewski	RW	25-Apr-06			N	N		3						
14	14	8E+08	Kavanagh, R	RW	19-Apr-06			N	N		3						
15	1	8E+08	King, Dani	RW	14-Apr-06			N	N		3						
16	22	8E+08	Klein, Brar	RW	21-Apr-06			N	N		3						
17	7	8E+08	LaCascia, R	RW	17-Apr-06			N	N		3						
18	29	8.02E+08	Levy, Derr	RW	26-Apr-06			N	N		3						
19	5	8E+08	Mason, Tr	RW	17-Apr-06			N	N		3						
20	15	8E+08	Menendez, R	RW	19-Apr-06			N	N		3						
21	4	8E+08	Monette, K	RW	17-Apr-06			N	N		3						
22	3	8E+08	Morgan, Tr	RW	17-Apr-06			N	N		3						
23	11	8E+08	Rosa, Allie	RW	18-Apr-06			N	N		3						
24	19	8.01E+08	Roseman, R	RW	21-Apr-06			N	N		3						
25	27	8.02E+08	Scott, Rya	RW	25-Apr-06			N	N		3						
26	30	8.01E+08	Speicher, R	RW	18-Aug-06			N	N		3						
27	8	8E+08	Williams, r	RW	18-Apr-06			N	N		3						
28	31	8.02E+08	Michael, C	RW	28-Aug-06			N	N		3						
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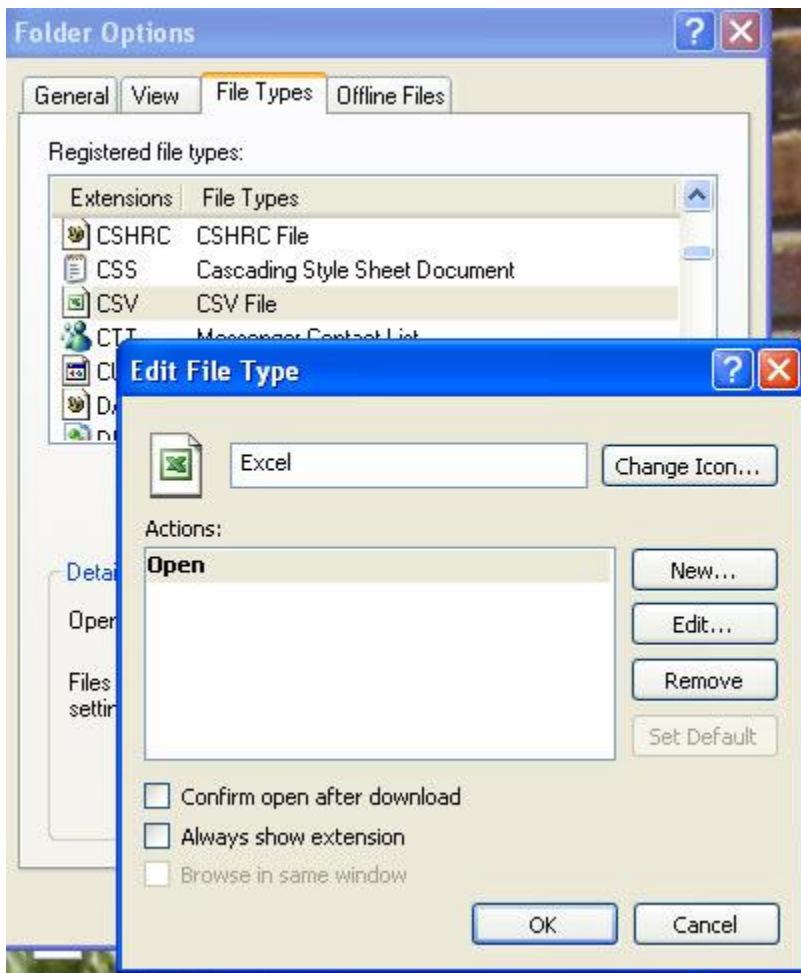
Ready NUM

Your new file. You may now manipulate it as any excel file.

Setup a PC for INBBanner Data Extract to Function when using Internet Explorer as your browser.

- 1 Must set IE/Tools/Security/Custom Level/Downloading/Automatic Prompting for File Downloads to Enabled
- 2 Modify or add a CSV (Comma Separated Values) for file types on the PC. From Control Panels select Folder Options.
- 3 Click the File Types tab on top and scroll down to where CSV is. If CSV is not an option then add it by clicking the New button.
- 4 If the button below change says restore, click that and the bottom button should say advanced. Click the advanced button. The Edit File Type window will appear (see below). Ensure the check box is NOT checked for confirm open after download. If you have a action of Open under action click edit. Otherwise click New and add a new action. Type Open for the action.





4. Now you will be editing the action for Open, use the browse to locate Microsoft Excel on the PC. For example :
"C:\Program Files\Microsoft Office\OFFICE11\EXCEL.EXE" Click the check box for Use DDE and set up as in the image below. Make sure you add the double quotes around the "%1" this is very important.

