

Upcoming Training Schedule

To discuss scheduling Banner Training, please contact Susan Malmgren at 650-949-6133 or malmgrensusan@fhda.edu.

Contacts to Signup for Training

- Judi McAlpin (650-949-6953) will be the contact for Foothill,
- Mary Kay Englen (408-864-8322) will be the contact for De Anza
- Kari Elliott (650-6917) will be the contact if neither Judi nor Mary Kay is available.

The following training classes are in place for sign up:

Topic: Finding What You Need in Banner

Audience: Administrators, Coordinators, and Staff who are required to use Banner Forms

Goal: Provide a Foundation for using Self-Service Banner (SSB) and Internet Native Banner (INB) Forms.

Summary Agenda: Self-Service Banner provides an easy way to view student information such as contact data, transcripts and schedules. You must obtain permission to view student information from A&R. The request must be made by your Dean or Vice President. Banner Forms may also be required to do your job. The first half of the class will cover SSB and the second half INB. People who will only be using SSB do not have to stay for the second half of the class.

Foothill Scheduled Class

~~Wed, 11/17, 2 – 3:30 PM – KCI 4004~~ **CANCELLED**

De Anza Scheduled Class

~~Thursday, 12/9, 3:30 – 5:00 PM – De Anza LCW 16 (Staff Development Lab)~~
CLOSED

Topic: Faculty Tab – How to Use

Audience: Faculty

Goal: Learn how to accept contract, print roster and add codes, post grades and much more.

Foothill Scheduled Class

~~Friday, 12/10, 10 – 11 AM – Foothill D270 (behind the tennis courts)~~
CANCELLED

If you have questions regarding the content of the classes, please contact Susan Malmgren at 650-949-6133 or malmgrensusan@fhda.edu.