

Useful Banner Batch Jobs for Departments

In order to run a job, you must have a Banner account!

To set up an account, contact Sandra Jones (sjones@westga.edu) in ITS.

Note: the first two letters of the job code refer to the area on this link https://grim.westga.edu/pls/UWGP_STAFF_DAD/hwwklibr.p_staffmenu where you can find the job.

You will be required to log in to Banner to access the above link.

Batch job code	Description of information provided
ca1010	LISTs STUDENTS WITH SELECTED MAJOR (INCLUDING 2ND MAJOR), TERM AND LEVEL - ALSO LIST DEGREE SOUGHT
ca1045	LIST ALL COURSE NUMBERS WITH ENROLLMENT NUMBERS FOR A DEPARTMENT BY TERM - INPUT DEPARTMENT CODE AND TERM
ca1085	STUDENTS WITH SELECTED MINOR OR CONCENTRATION, TERM, LEVEL - LIST MAJOR AND DEGREE SOUGHT
ca1110	PRINTS A LIST OF E-MAIL ADDRESSES FOR STUDENTS WITH A SELECTED MAJOR, TERM & LEVEL
aa2145	GRADE DISTRIBUTION BY COURSE - NORMAL GRADE MODE