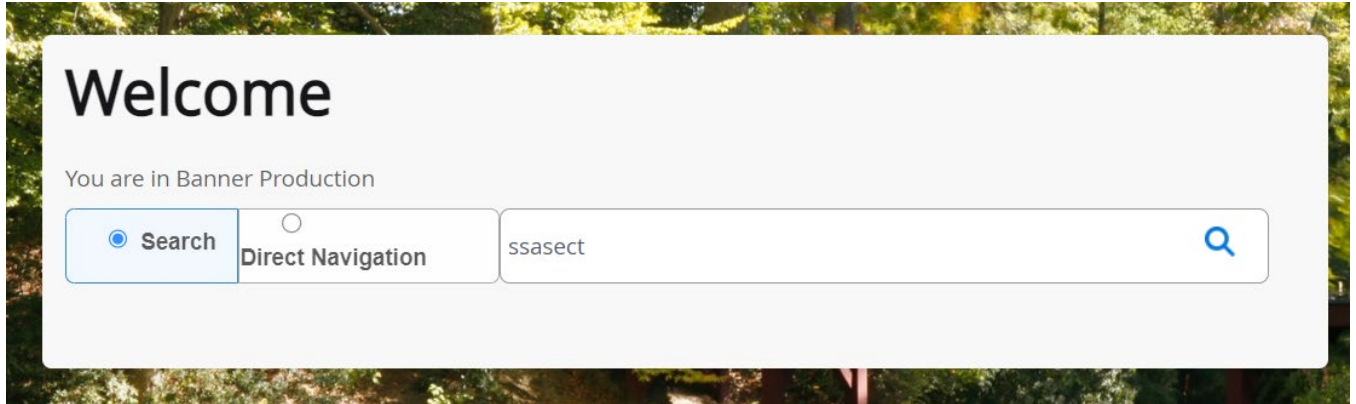


Banner – SSASECT – Searching / Adding a Course

Accessing Banner 9

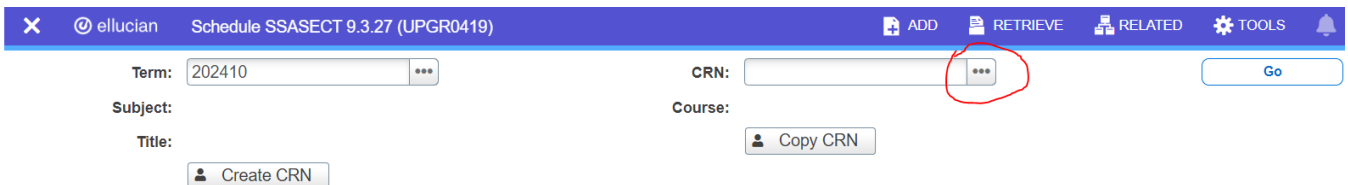
- In Google Chrome or Mozilla Firefox (not Internet Explorer); go to **Itlinks.wm.edu**
- Banner PROD (live environment) to make course updates.
- Using “Duo” verification, logon to Banner 9.
- Navigate using your mouse or keyboard shortcuts. Hover your mouse over a field to view the shortcut.
- Type SSASECT in the Search bar on the “Welcome” screen. Enter.



SSASECT	“THE” Scheduling Form; will use most frequently
Term	Fall terms end in 10. Spring terms end in 20. Summer terms end in 30.
CRN	Fall CRNs start with 1. Spring CRNs start with 2. Summer CRNs start with 3.
Why search for a CRN?	<ul style="list-style-type: none">— CRN not known.— May be able to re-activate an inactive CRN. (CRNs are not infinite).— Find out what the next consecutive section would be if adding a new CRN.

Search for a CRN

- Type in applicable term.
- Click on the 3 dots next to the CRN field. (F9)
- In the Schedule Section Query, complete the necessary fields (keyboard shortcut: tab, down arrow, tab, tab, down arrow). Go.
- The CRNs that match your search filters are displayed.
- If you wanted to edit course information for an existing CRN, highlight the specific CRN. Select.
- The CRN you selected is now pre-populated into the CRN field. Go.



ellucian Schedule Section Query SSASECQ 9.3.15 (UPGR0419)

SCHEDULE SECTION QUERY

Basic Filter Advanced Filter

Term: 202410 Subject: HIST Course: 211 Course/Section Title:

Add Another Field ...

Clear All Go

ellucian Schedule Section Query SSASECQ 9.3.15 (UPGR0419)

SCHEDULE SECTION QUERY

Active filters: Term: 202410 Subject: HIST Course: 211 Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Stat
202410	1			17788		HIST	211	01	A
202410	1			17789		HIST	211	02	A
202410	1			17790		HIST	211	03	I
202410	1			17791		HIST	211	04	A
202410	1			17792		HIST	211	05	A
202410	1			17793		HIST	211	06	A
202410	1			17794		HIST	211	07	A
202410	1			17795		HIST	211	08	A
202410	1			17797		HIST	211	09	I
202410	1			18194		HIST	211	10	A

1 of 2 10 Per Page Record 1 of 11

ellucian Schedule SSASECT 9.3.27 (UPGR0419)

Term: 202410 CRN: 17788 Go

Subject: HIST Course: 211 Copy CRN

Title: Civil War in American Memory Create CRN

OVERVIEW We will now review the 4 tabs of the SSASECT form:

Tab 1) Course Section Information – 4 sections

- Course Section Information
- Class Type
- Credit Hours
- Class Indicators

Tab 2) Section Enrollment Information

- Enrollment Details

Tab 3) Meeting Times and Instructor – made up of 2 boxes. Save for each box.

- Schedule (Meeting Dates tab; Meeting Location and Credits tab)
- Instructor

Tab 4) Section Preferences – leave as is / blank

Add a CRN

- For this next example, we are going to add a new section of HIST 211. This will require a new CRN to be added in Banner.
- Remove the CRN in the CRN field. (optional step: click F5 to remove subject and course number)
- Type “ADD” in CRN field. Go.

The screenshot shows the Banner system search interface. At the top, it says "ellucian Schedule SSASECT 9.3.27 (UPGR0419)". There are navigation buttons for ADD, RETRIEVE, RELATED, TOOLS, and a bell icon. The search fields are: Term: 202410, CRN: ADD (highlighted in yellow), Subject, Course, and Title. There are buttons for "Go" and "Create CRN".

TAB 1. COURSE SECTION INFORMATION	
Section 1. Course Section Information	
<i>Subject</i>	<u>Example</u> HIST, ENGL, INTR
<i>Course Number</i>	Usually 3 digits
<i>Title</i>	-May only can be changed for Topics courses & COLLege 100s & 150s -Thirty-character limit which includes spaces
<i>Section</i>	- <u>Required</u> to be two characters (numbers). - <u>Best Practice</u> Use next available section which could mean activating an inactive CRN.
<i>Campus</i>	WM for most of your courses
<i>Status</i>	A = Active; I = Inactive (ONLY Academic Scheduling may use the C = Cancel status)
<i>Schedule Type</i>	<u>ONLY</u> change from the default schedule type for repeatable courses like topic courses or independent studies
<i>Special Approval</i>	-If approval is required to register for this class; you would enter here. -The most common approval is “IN” for <i>Instructor Permission required</i> . -Special Approval must also be indicated as a Course Attribute in the SSADETL form.

The screenshot shows the Banner system course section information form. The top bar includes "ellucian Schedule SSASECT 9.3.27 (UPGR0419)" and navigation buttons. The search criteria are: Term: 202410, CRN: ADD (circled in red), Subject: HIST, Course: 211, Title: Topics in Scheduling. There is a "Start Over" button. Below the search criteria are tabs for "Course Section Information", "Section Enrollment Information", "Meeting Times and Instructor", and "Section Preferences". The "Course Section Information" tab is active, showing fields for Subject (HIST), Course Number (211), Title (Topics in Scheduling), Section (15), Campus (WM), Status (A), Schedule Type (L15), and Special Approval (IN). There are also buttons for Insert, Delete, Copy, and Filter.

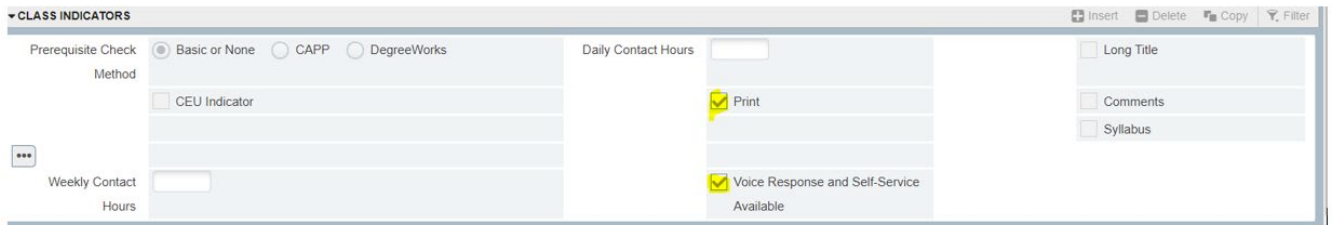
TAB 1. Section 2. Class Type	
<i>Part of Term</i>	<p>-Must be entered for every course</p> <p>-A&S usually will be 1</p> <p>-<u>Exception</u>: A&S course may not be POT 1 if a sibling course is in a Cross List with a course that has a different part of term. (<u>Example</u> Home course is BUAD, EDUC or LAW course)</p> <p>-Once you type in the part of term, tab once and the fields will be populated with the applicable start and end meet dates.</p> <p>-Multiple terms available during Summer (S1, S2, S3, NS)</p> <p>-If using a non-standard part of term—be sure to include the non-standard meet dates on your <i>Final Qlik Report</i>. You will not be able to edit the meet dates in Banner.</p>

TAB 1. Section 3. Credit Hours	
<i>Credit Hours</i>	Leave blank unless “hard coding” variable credit
<i>Billing Hours</i>	Leave blank unless “hard coding” variable credit
<i>Contact Hours</i>	Leave blank unless “hard coding” variable credit
<i>Lecture</i>	Leave blank unless “hard coding” variable credit
<i>Lab</i>	Leave blank unless “hard coding” variable credit
<i>Other</i>	Leave blank unless “hard coding” variable credit

Please Note: The fields under the Credit Hours tab may change based on the course.

The next screenshot displays a course that is not variable credit so the Credit Hours section is left untouched.

TAB 1. Section 4. Class Indicators	
<i>*Only need to review the below boxes*</i>	
<i>Print</i>	-This box should be checked if you want the course to be viewable in the Banner Dynamic Schedule/Open Course List. (Default = box checked) -Uncheck this box if you'd like to "hide" the course so that students cannot see or search for the CRN.
<i>Voice Response and Self-Service Available</i>	-This box should be checked if you want the course to be viewable in the Banner Dynamic Schedule/Open Course List. (Default = box checked) -Uncheck this box if you'd like to "hide" the course so that students cannot see or search for the CRN.

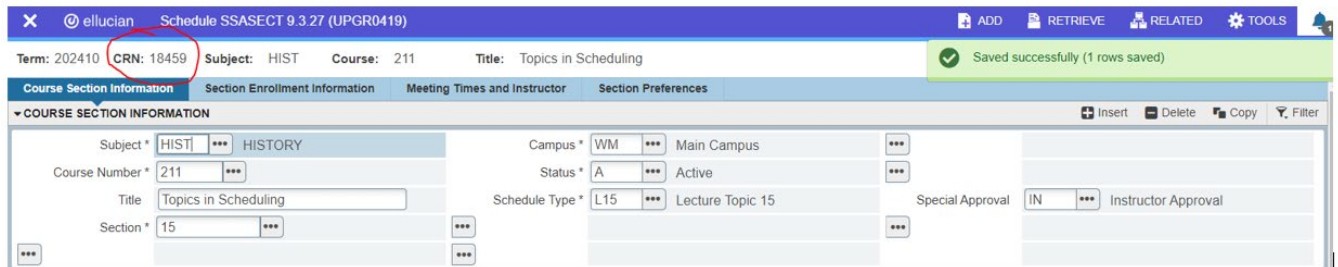


“Visibility” of a Course in Banner Dynamic Schedule/Open Course List

- The Print box AND the Voice Response box have to be checked to make the course visible.
- The Print box AND the Voice Response box have to be unchecked to hide the course.
- **PLEASE NOTE** A “hidden” course is still an active course. If a student has the CRN from when the course was visible; he/she can still register in Banner Self-Service if registration is open. As an added precaution; add Instructor Permission to the course on the Course Section Information tab to prevent any enrollment.

-SAVE to keep all course information entered in the 4 sections of the Course Section Information tab.

-If adding a new course, once you click Save-- the new CRN will display at the top of the page.



TAB 2. SECTION ENROLLMENT INFORMATION	
Enrollment Details tab	
<i>Maximum</i>	-Enter the maximum enrollment that will be allowed in this class - DO NOT enter the number of seats you would like available for priority registration. This info should only be recorded in the <u>Tiered Enrollment Spreadsheet</u> which is collected separately at a later date. -The maximum enrollment must match the projected enrollment during your Banner data entry.
<i>Waitlist Maximum</i>	-LEAVE BLANK!
<i>Projected</i>	-Enter the estimated final number of seats that will be allowed in this course after registration is complete. -Students can see both the Maximum and Projected Enrollments on a course -Both the Maximum enrollment and the Projected enrollment are used to decide the room assignment so it is IMPERATIVE that they are the same number. Follow the Rule *Match Maximum enrollment to Projected enrollment*

-SAVE enrollment information.

ellucian Schedule SSASECT 9.3.27 (UPGR0419) ADD RETRIEVE RELATED TOOLS

Term: 202410 CRN: 18459 Subject: HIST Course: 211 Title: Topics in Scheduling Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

ENROLLMENT DETAILS Insert Delete Copy Filter

Maximum *	15	Waitlist Maximum *	0	Projected *	15
Actual	0	Waitlist Actual	0	Prior	0
Remaining	15	Waitlist Remaining	0	<input type="checkbox"/> Reserved	
Registered		Waitlisted			
Pending Finalization		Pending Finalization			

Authorization Codes Active for Section Generated Credit Hours 0.000

Census One Enrollment Count 0 Freeze Date * 09/11/2023

Census Two Enrollment Count 0 Freeze Date

Add Authorization Registration Dates

Calculated Section	08/30/2023	Add Authorization Start Date		Waitlist Notification Ending Date	
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SAVE

-Now go to the next tab to add days, times, departmental room and/or instructor(s).

TAB 3. MEETING TIMES AND INSTRUCTOR	
Box 1. (Part A). Meeting Dates - Schedule	
<i>Meeting Time</i>	-Tab past or go to “Shortcut to Add Days/Times” pdf to utilize this field
<i>Meeting Type</i>	-Will auto fill when you tab over
<i>Start Date</i>	-Will auto fill when you tab over.
<i>End Date</i>	-Will auto fill when you tab over.
<i>Monday / Tuesday, Wednesday / Thursday / Friday / Saturday / Sunday</i>	-Check applicable box(es).
<i>Start Time</i>	-Use military time; 1:00 pm = 1300
<i>End Time</i>	-Use military time; 1:50 pm = 1350 -Usually end time is 10 minutes before the hour or half hour

Term: 202410 CRN: 18459 Subject: HIST Course: 211 Title: Topics in Scheduling

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE Settings Insert Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
	CLAS	08/30/2023	12/19/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350

Closeups:

Term: 202410 CRN: 18459 Subject: HIST Course: 211 Title: Topics in Scheduling

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE Settings Insert Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	CLAS	08/30/2023	12/19/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Term: 202410 CRN: 18459 Subject: HIST Course: 211 Title: Topics in Scheduling

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE Settings Insert Delete Copy Filter

End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
12/19/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350

TAB 3. Box 1. (Part B). Meeting Locations and Credits - Schedule	
<i>Automatic Scheduler</i>	-Tab past
<i>Building</i>	-Leave blank UNLESS assigning a departmental room -Usually uses an abbreviation of the building name -May also be set as “None” -Please only add “None” as the building if the course <u>HAS</u> days/times.
<i>Room</i>	Leave blank UNLESS assigning a departmental room
<i>Hours per Week</i>	-Will usually automatically populate. -Will not automatically populate if the course has no days/times. *See <u>Repeatable/Variable Courses</u> pdf for handling these exceptions.*
<i>Override Indicator</i>	-Usually left blank, tab past -Add “O” if sharing departmental room space with another course - <u>Warning</u> Adding “O” allows the room to be double booked (“shared”)

Screenshot of the ellucian scheduling interface. The top navigation bar shows 'Schedule SSASECT 9.3.27 (UPGR0419)'. Below the navigation, the course details are: Term: 202410, CRN: 18459, Subject: HIST, Course: 211, Title: Topics in Scheduling. The 'Meeting Location and Credits' tab is active, showing a table with the following data:

Automatic Scheduler	Building	Room	Hours per Week *	Override Indicator	Partition Details	Room Attribute Details
	BOSWEL	343	2.50		<input type="checkbox"/>	<input type="checkbox"/>

-To add more than one time slot, insert another line. See example below.

Screenshot of the ellucian scheduling interface. The top navigation bar shows 'Schedule SSASECT 9.3.27 (UPGR0419)'. Below the navigation, the course details are: Term: 202410, CRN: 18459, Subject: HIST, Course: 211, Title: Topics in Scheduling. The 'Meeting Times and Instructor' tab is active, showing a table with the following data:

Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
CLAS	08/30/2023	12/19/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350
CLAS	08/30/2023	12/19/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1750

-Save. Go to next block to add Instructor.

TAB 3 CONTINUED. MEETING TIMES AND INSTRUCTOR CONTINUED	
Box 2. Instructor	
Session Indicator	Will auto fill, tab past
ID	For instructor’s id if known; use search function if not known (F9)
Instructional Workload	Will auto fill, tab past
Percent of Responsibility	Will auto fill to 100% if just one instructor
Primary Indicator	-Default is checked. - If more than one instructor listed; the instructor in charge of overrides and grading should be set as primary.
Percent of Session	Will auto fill to 100% if just one instructor

-SAVE

Instructor box closeup:

Adding Secondary Instructor

- Be sure that the Percent of Responsibility and Percent of Session totals 100% for the two (or more) instructors.
- Also, make sure that the Percent of Responsibility and Percent of Session is the same percentage for each instructor.