

Shortcut to add Days & Times in Banner SSASECT

In SSASECT, click on the “Meeting Times and Instructor” tab. Click your mouse in the “Meeting Time” box. There are two ways to utilize the Days/Times shortcut:

(1) Click the three dots next to the “Meeting Time” box. This will bring you to the “Meeting Time Code Validation” table. Click on the row of the days/times you wish to add to your course. Click Select. Days/times will populate. Click Save.

ellucian Schedule SSASECT 9.3.27 (PROD)

Term: 202320 CRN: 26518 Subject: SOCL Course: 100 Start Over

Title: Self Help/Therapeutic Culture

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
	CLAS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 1

INSTRUCTOR Settings Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary In
01					

1 of 1 Per Page Record 1 of 1

ellucian Meeting Time Code Validation STVMEET 9.3.4 (PROD)

ADD RETRIEVE RELATED TOOLS

MEETING TIME CODE VALIDATION Settings Insert Delete Copy Filter

Code *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
FR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1650
L1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850
L2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950
L3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050
L4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150
L5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1250
L6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350
L7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1750
M1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850
M2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950
M3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050
M4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150
M5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1250
M6	<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
M7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450
M8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1620
P1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350
P2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450

1 of 3 Per Page Record 6 of 46

Activity Date 12/17/2021 12:01:19 PM CANCEL SELECT

Shortcut to add Days & Times in Banner SSASECT

(2) If you already know the code of the days/times you wish to add; type the two-digit code in the “Meeting Time” box (“L5” for this example). Click the Tab button on your keyboard. Days/times will populate but the Start Date and End Date boxes will be empty. Click the “Tab” button a second time to populate the “Start Date” and “End Date” fields. Click Save.

ellucian Schedule SSASECT 9.3.27 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202320 CRN: 26518 Subject: SOCL Course: 100 Title: Self Help/Therapeutic Culture Start Over

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
L5	CLAS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 1

▼ INSTRUCTOR Settings Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Inc
01					<input type="checkbox"/>	

1 of 1 Per Page Record 1 of 1

ellucian Schedule SSASECT 9.3.27 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202320 CRN: 26518 Subject: SOCL Course: 100 Title: Self Help/Therapeutic Culture Start Over

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
L5	CLAS	01/25/2023	05/16/2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 1

▼ INSTRUCTOR Settings Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Inc
01					<input type="checkbox"/>	

1 of 1 Per Page Record 1 of 1