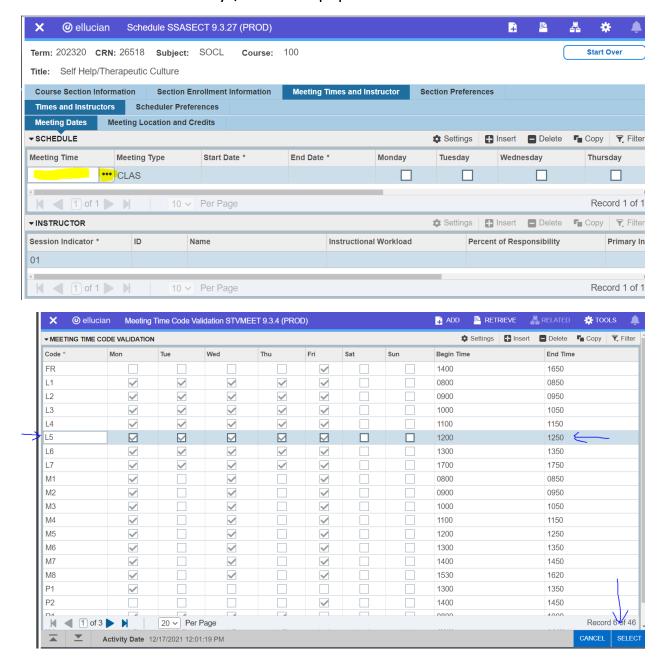# Shortcut to add Days & Times in Banner SSASECT

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

(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.

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 <u>second time</u> to populate the "Start Date" and "End Date" fields. Click Save.