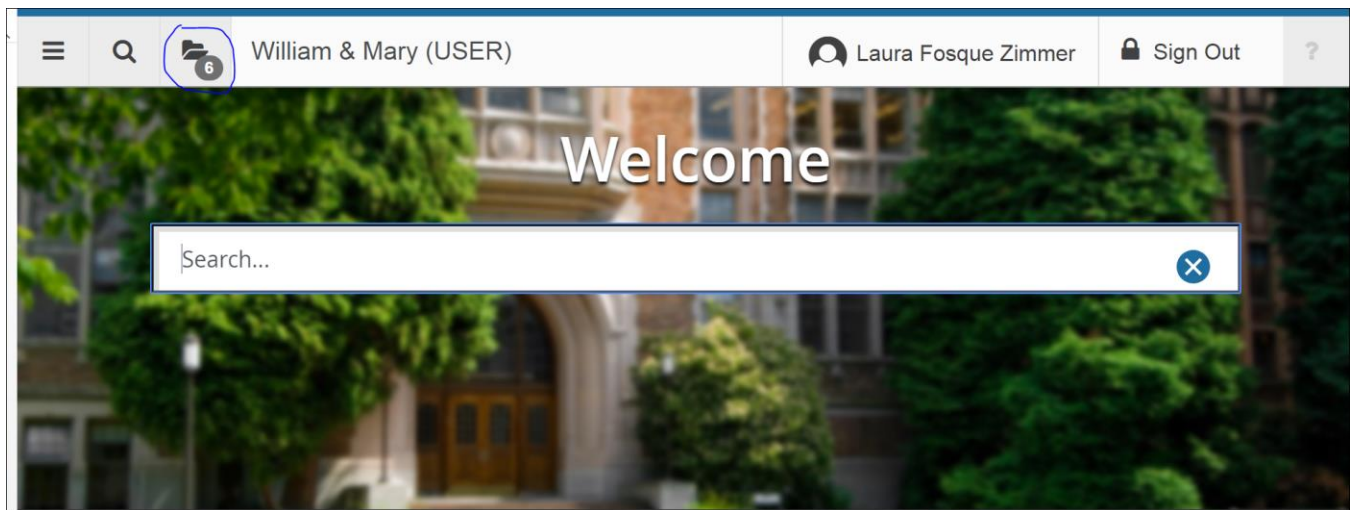


Banner GRAD – SSASECT – Searching / Adding a Course

Accessing Banner 9

- In Google Chrome or Mozilla Firefox (not Internet Explorer); go to **Itlinks.wm.edu**
- Banner USER (test environment) for exercises. 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.



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.

Banner GRAD – SSASECT – Searching / Adding a Course

Schedule SSASECT 9.3.9 (USER0603)

Term: ... CRN: ... **Go**

Subject: _____ Course: _____

Title: _____

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Schedule Section Query SSASECQ 9.3 (USER0603)

SCHEDULE SECTION QUERY + Insert - Delete Copy Filter

Basic Filter Advanced Filter

Term: ... Part of Term: ... Registration From:

Registration To: ... CRN: ... Block Schedule:

Subject: ... Course: ... Add Another Field ...

SCHEDULE SECTION QUERY + Insert - Delete Copy Filter

Active filters: Term: 201910 Subject: INTR Course: 204 Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status
201910	1			12459		INTR	204	01	A
201910	1			12460		INTR	204	02	A
201910	1			14233		INTR	204	03	A
201910	1			14234		INTR	204	04	A
201910	1			16363		INTR	204	05	A

1 of 1 Per Page Record 1 of 5

	Maximum	Actual	Remaining
Enrollment	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="0"/>
Waitlist	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Schedule SSASECT 9.3.9 (USER0603)

Term: ... CRN: ... **Go**

Subject: INTR Course: 204

Title: Introduction to GIS

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Banner GRAD – SSASECT – Searching / Adding a Course

Add a CRN

- For this next example, we are going to add a new section of INTR 204. This will require a new CRN to be added in Banner.
- Delete 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 SSASECT 9.3.9 interface. The title bar reads "Schedule SSASECT 9.3.9 (USER0603)". The main form has the following fields and buttons:

- Term:** 201910
- CRN:** ADD
- Subject:** (empty)
- Course:** (empty)
- Title:** (empty)
- Buttons:** "Go" (green), "Create CRN" (grey), "Copy CRN" (grey)

A grey instruction bar at the bottom states: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

OVERVIEW We will cover the 4 tabs of the SSASECT form:

1. Course Section Information – 4 sections
 - i. Course Section Information
 - ii. Class Type
 - iii. Credit Hours
 - iv. Class Indicators
2. Section Enrollment Information
 - i. Enrollment Details
3. Meeting Times and Instructor – made up of 2 boxes. Save for each box.
 - i. Schedule (Meeting Dates tab; Meeting Location and Credits tab)
 - ii. Instructor
4. Section Preferences – leave blank / as is

Banner GRAD – SSASECT – Searching / Adding a Course

TAB 1. COURSE SECTION INFORMATION	
Section 1. Course Section Information	
<i>Subject</i>	<u>Example</u> LAW, MSCI, EDUC, BUAD
<i>Course Number</i>	Usually 3 digits
<i>Title</i>	-Usually only changed for repeatable 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>Cross List</i>	-AKA as the “Cross List Code” -If your course is the HOME program, let the Academic Scheduling Coordinator know which course(s) will be cross listed (sibling and home) AND the details of the enrollments via email. Academic Scheduling will add the sibling course & create the Cross List. -If this field has a cross list code AND is cross listed with a subject outside your program; DO NOT delete this field. Instead let the Academic Scheduling Coordinator know that what courses should be removed from a cross list in an email.
<i>Campus</i>	WM, PC, etc. ON if a fully online course
<i>Status</i>	A = Active; I = Inactive (only use the C = Cancel status if students were dropped from the course)
<i>Schedule Type</i>	<u>ONLY</u> change from the default schedule type for repeatable courses like topic courses or independent studies
<i>Instructional Method</i>	-Enter e-Learning code if Online or Hybrid course -Leave field <u>blank</u> if course is a “standard” in-person course (A or K code)
<i>Integration Partner</i>	-Use if applicable
<i>Grade Mode</i>	- <u>ONLY</u> to be entered if <u>something other than the default grade mode is required</u> . - <u>Example</u> ENGL 465-01 has a default grade mode of “Standard grading”; but for <i>this</i> term for <i>this</i> topic and <i>this</i> section; it will be a pass/fail course. So, the Grade Mode will be “hard coded” to “P” for pass/fail grading. -Leave this field blank if you wish the grade mode to be the default grade mode of the course (usually “S”).
<i>Session</i>	Leave blank
<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> .

Banner GRAD – SSASECT – Searching / Adding a Course

	-Special Approval must also be indicated as a Course Attribute in the SSADETL form.
<i>Duration</i>	Leave blank
<i>Override Duration</i>	Leave unchecked

Schedule SSASECT 9.3.9 (USER0603)

Term: 201910 CRN: ADD Subject: INTR Course: 204 Title: Introduction to GIS

COURSE SECTION INFORMATION

Subject * INTR INTERDISCIPLINARY STUDIES Campus * WM Main Campus Grade Mode
 Course Number * 204 Status * A Active Session
 Title Introduction to GIS Schedule Type * LC Lecture Special Approval IN Instructor Approval
 Section * 10 Instructional Method Duration
 Cross List Integration Partner Override Duration

TAB 1. Section 2. Class Type

<i>Part of Term</i>	<ul style="list-style-type: none"> -Must be entered for every course -Different parts of terms -Once you type in the part of term, tab over and the fields will be populated with the applicable start and end meet dates. -Multiple terms available during Summer (S1, S2, S3, NS, etc.) -If using a non-standard part of term in summer <u>OR</u> a short term fall/spring course—be sure to change the start and end meet dates <u>HERE!</u>
<i>Open Learning Class</i>	Leave all fields blank

CLASS TYPE

Traditional Class
 Part of Term 1 Start Date 08/29/2018 End Date 12/19/2018 Maximum Extensions 16

Open Learning Class
 Registration Dates First Last
 Start Dates
 Maximum Extensions 0

TAB 1. Section 3. Credit Hours

<i>Credit Hours</i>	Only changed if “hard coding” a variable credit course
<i>Billing Hours</i>	Only changed if “hard coding” a variable credit course
<i>Contact Hours</i>	Only changed if “hard coding” a variable credit course
<i>Lecture</i>	Only changed if “hard coding” a variable credit course
<i>Lab</i>	Only changed if “hard coding” a variable credit course
<i>Other</i>	Only changed if “hard coding” a variable credit course

Banner GRAD – SSASECT – Searching / Adding a Course

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

CREDIT HOURS

Credit Hours:
 Credit Hours: None To Or
 Indicator:

Billing Hours:
 Billing Hours: None To Or
 Indicator:

Contact Hours:
 Contact Hours: None To Or
 Indicator:

Lecture:
 Lecture Indicator: None To Or

Lab:
 Lab Indicator: None To Or

Other:
 Other Indicator: None To Or

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>Gradable</i>	-This box should be checked if this course is gradable. (Default = box checked) -Uncheck box for courses that do NOT get graded (<u>Examples</u> zero credit labs, discussion sections).
<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.

CLASS INDICATORS

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 CEU Indicator:

Link Identifier:
 Attendance Method: ...

Weekly Contact Hours:
 Daily Contact Hours:

Print
 Gradable
 Tuition and Fee Waiver
 Voice Response and Self-Service Available

Long Title
 Comments
 Syllabus

SAVE

Banner GRAD – SSASECT – Searching / Adding a Course

“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 -Maximum enrollment can be less than the projected enrollment. -Maximum enrollment is usually changed during registration to control student enrollment.
<i>Waitlist Maximum</i>	Leave blank if not LAW. Only Law uses this field.
<i>Projected</i>	-Enter the estimated final number of seats that will be allowed in this course after registration is complete. -The projected enrollment is used to decide the room assignment.

-Save enrollment information.

Banner GRAD – SSASECT – Searching / Adding a Course

Term: 201910 CRN: 17449 Subject: INTR Course: 204 Title: Introduction to GIS				Start Over
Course Section Information		Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Enrollment Details		Reserved Seats		
Insert Delete Copy Filter				
Maximum *	<input type="text" value="15"/>	Waitlist Maximum *	<input type="text" value="0"/>	Projected *
Actual	<input type="text" value="0"/>	Waitlist Actual	<input type="text" value="0"/>	Prior
Remaining	<input type="text" value="15"/>	Waitlist Remaining	<input type="text" value="0"/>	<input type="checkbox"/> Reserved
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours <input type="text" value="0.000"/>		
Census One				
Enrollment Count	<input type="text" value="0"/>	Freeze Date *	<input type="text" value="09/10/2018"/>	
Census Two				
Enrollment Count	<input type="text" value="0"/>	Freeze Date	<input type="text"/>	
Add Authorization Registration Dates				
Calculated Section	<input type="text" value="08/29/2018"/>	Add Authorization	<input type="text"/>	Waitlist Notification
Start Date		Start Date		Ending Date
				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 Type</i>	Will be auto filled when you tab over
<i>Start Date</i>	-Will be auto filled when you tab over. -Do not edit the date on this tab! ONLY change meet dates through the <u>Part of Term</u> field on the <u>Course Section Information</u> tab (Tab #1).
<i>End Date</i>	-Will be auto filled when you tab over. -Do not edit the date on this tab! ONLY change meet dates through the <u>Part of Term</u> field on the <u>Course Section Information</u> tab (Tab #1).
<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 (except for Law)
<i>Session Indicator</i>	Will auto fill, tab past

Banner GRAD – SSASECT – Searching / Adding a Course

Term: 201910 CRN: 17449 Subject: INTR Course: 204 Title: Introduction to GIS 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																													
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ SCHEDULE Insert Delete Copy Filter </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Meeting Time</th> <th>Meeting Type</th> <th>Start Date *</th> <th>End Date *</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td></td> <td>CLAS</td> <td>08/29/2018</td> <td>12/19/2018</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> 1 of 1 10 Per Page Record 1 of 1 </div>										Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun		CLAS	08/29/2018	12/19/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun																					
	CLAS	08/29/2018	12/19/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					

Term: 201910 CRN: 17449 Subject: INTR Course: 204 Title: Introduction to GIS ✔ Saved successfully (1 rows saved)																													
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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *																				
<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	01																				

TAB 3. Box 1. (Part B). Meeting Locations and Credits - Schedule	
<i>Automatic Scheduler</i>	Leave blank, tab past
<i>Building</i>	<ul style="list-style-type: none"> -Usually uses an abbreviation of the building name -Also can be set as "Online" or "None" -Recommend only adding "None" as the building if the course <u>HAS</u> days/times.
<i>Room</i>	<ul style="list-style-type: none"> -If requesting a public classrooms on main campus; please use the Survey- https://wmsas.qualtrics.com/jfe/form/SV_6GvhEb0A7U6GHkN
<i>Hours per Week</i>	<ul style="list-style-type: none"> -Will usually automatically populate. -Will not automatically populate if the course has no days/times. *See <u>Repeatable/Variable Courses</u> document for handling these exceptions.*
<i>Override Indicator</i>	<ul style="list-style-type: none"> -Usually left blank, tab past -Add "O" if sharing room space with another course (sharing space, cross listed course) -<u>Warning</u> Adding "O" allows the room to be double booked ("shared")
<i>Session Credit Hours</i>	Will be auto filled

Banner GRAD – SSASECT – Searching / Adding a Course

Term: 201910 CRN: 17449 Subject: INTR Course: 204 Title: Introduction to GIS 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 + Insert - Delete Copy Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room A
...	MORTON	341	LC	2.50		3.000	<input type="checkbox"/>	

Record 1 of 1

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

Term: 201910 CRN: 17449 Subject: INTR Course: 204 Title: Introduction to GIS 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 + Insert - Delete Copy Filter

Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
...	CLAS	08/29/2018	12/19/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0900	0950
	CLAS	08/29/2018	12/19/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1750

Record 1 of 2

-Save. Go to next block to add Instructor.

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

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.

-Save

Banner GRAD – SSASECT – Searching / Adding a Course

INSTRUCTOR							Insert	Delete	Copy	Filter
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator				
01	930408651	Zeman, Janice L.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Record 1 of 1

INSTRUCTOR								Insert	Delete	Copy	Filter
Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session				
	930408651	Zeman, Janice L.	0.000	90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	90				
	930063797	Rublein, George T.	0.000	10	<input type="checkbox"/>	<input type="checkbox"/>	10				

Record 2 of 2

INSTRUCTOR								Insert	Delete	Copy	Filter
Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session				
	930408651	Zeman, Janice L.	0.000	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50				
	930063797	Rublein, George T.	0.000	50	<input type="checkbox"/>	<input type="checkbox"/>	50				

Record 2 of 2