Section Building Training Manual

Revised: June 4, 2015

Rosanne Wallace

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How to Log in to Internet-Native Banner

Set your web browser to: http://tifton.winthrop.edu:9090/

From the links, go under Internet-Native Banner (INB) and click Production Database (PROD)



Internet Native Banner (INB)

Banner 8 Production Database - [PROD]
Banner 8 TRNG Database - [TRNG8]

Banner 8 Pre-Production Database - [PPRD8]

Banner 8 Conversion Database - [CONV8]

Banner 8 Staging Database - [STAGE]

Banner 8 Old Staging Database - [OLDSTAGE]

Banner 8 Finance Database - [FTEST]

Banner 8 Student Database - [STEST]

Converter Tool

Banner 8 Converter Toolkit - [CONV8]

AppWorx (Applications Manager)

AppWorx Java Client Production
AppWorx Java Client Development

Self-Service Banner (SSB)

Production Database [PROD]
Alternate Production Database
Banner 8 Training Database [TRNG8]
Banner 8 Pre-Production Database [PPRD8]
STAGE Database [STAGE]
OLDSTAGE Database [OLDSTAGE]
FTEST Database
HTTPS 1494 FTEST Database
STEST Database

Banner 8 Bookshelf Documentation

Enter your User ID, which is the **capital W** followed by your 8-digit **Winthrop-issued ID number**, not your SSN. If you have logged in to Banner Finance, you may need to use the password you previously set. If this is the first time you will sign in to Banner, contact Maria Linn at x3928 or Joe McNamee at x4737 for your system-assigned password. After signing in with the system-assigned password, you will be immediately prompted to change your password and enter a security question and answer to be used in case you forget your password. When choosing and entering your password, remember that Banner is case sensitive. (If you cannot log in to Internet-Native Banner, please contact Joe McNamee at x4737.)

Term Codes

(Y stands for Year and T stands for Term)

SIS

• S = Spring

• M = Summer

F = Fall

Format: YYT

(ex: 15F is Fall 2015)

Banner

• 10 = Spring

• 50 = Summer

• 80 = Fall

Format: YYYYTT

(ex: 201580 is Fall 2015)

Special Section Number Designations

- 600-699 = Contract Courses (students register via Special Course
 Registration Form.) Contract courses should be capped at zero and
 should have the "Voice Response and Self-Service Available" box
 on SSASECT unchecked. When completed by Financial Aid, check
 for SITE code, reset cap, and check "VR." Then, approve.
- 080 = Restricted courses; registration by override only

Frequently Used Banner Forms

SSASECT: Basic course building screen

SSASECQ: Course search to locate sections when you don't have the CRN

SIAASGQ: Faculty schedule query

SSAMATX: Room schedule query

SLQMEET: Available room query

SIAINST: Faculty flag as "Active"

 Lesser used student screens: SHATERM – Course History; SFAREGQ – student schedule; SFARHST- registration history; SFASLST – course roster

Registration controls go on several different forms in Banner:

- Permission required = SSASECT section level only chair will use RESTRICT on SFASRPO to override
- Corequisite = SCADETL catalog level only chair will use CO-REQ on SFASRPO to override
- Section corequisite = SSADETL section level, but must first be set up at catalog level – chair will use CO-REQ on SFASRPO to override
- Major, minor, class, level, cohort, attribute restrictions = SCARRES/SSARRES - catalog/section level - chair will use RESTRICT on SFASRPO to override
- Prerequisites = SCAPREQ/SSAPREQ to view name of CAPP Area prereq and SMAAREA to view definition (or view on Wingspan) - catalog/section level - chair will use PRE-REQ on SFASRPO to override

SFASRPO - Student Permit/Override screen. Other override options are:

- DUPLICATE allows students to take duplicate courses
- LIMIT allows students into a class that has reached capacity
- TIME overrides student time conflicts

•	 ALL – overrides everything. Discourage chairs from using this. Even though it's easiest for them, it will override things they may not want it to, like time conflicts. 			

Keyboard Shortcuts

Function	Menu Option	Keystroke Option
Cancel Query	Query/Cancel	Ctrl + Q
Clear or Delete	Record/Clear or	Shift + F6
Record	Record/Remove	
Enter Query	Query/Enter	F7
Execute Query	Query/Execute	F8
Exit	File/Exit	Ctrl + Q
Insert Record	Record/Insert	F6
Next Block	Block/Next	Ctrl + Page Down
Next Field	Field/Next	Tab
Next Record	Record/Next	Down Arrow
Previous Block	Block/Previous	Ctrl + Page Up
Previous Field	Field/Previous	Shift + Tab
Previous Record	Record/Previous	Up Arrow
Rollback	File/Rollback	Shift + F7
Save	File/Save	F10
Select	File/Select	Shift + F3

Toolbar Buttons

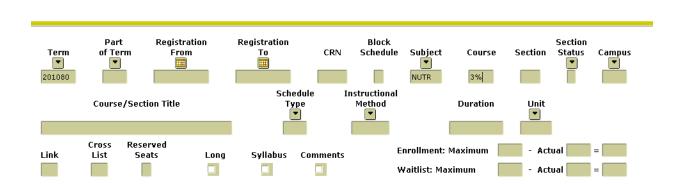
- Save Rollback Select 圛 Insert Record **Delete Record** <u>Z</u> **Previous Record Next Record Previous Block Next Block Enter Query** P **Execute Query Cancel Query** X
- X Exit

Online Help

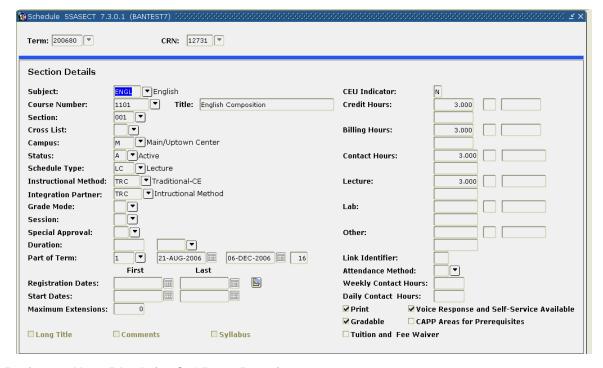
Searching for an Existing Course

(if you have already accessed the section, start with Step # 5)

1. If you know the CRN (i.e., from Wingspan), skip to step 2. If not, go to SSASECQ, where a variety of queries can be performed. The example below shows a search of all fall 2010 300-level NUTR courses (the % acts as a wild card). Hit F8 to execute the query. You will see two courses at a time and have to scroll down to see more. When you have found the course you wish to access, highlight it and select SSASECT under Options to take you to the main schedule form.

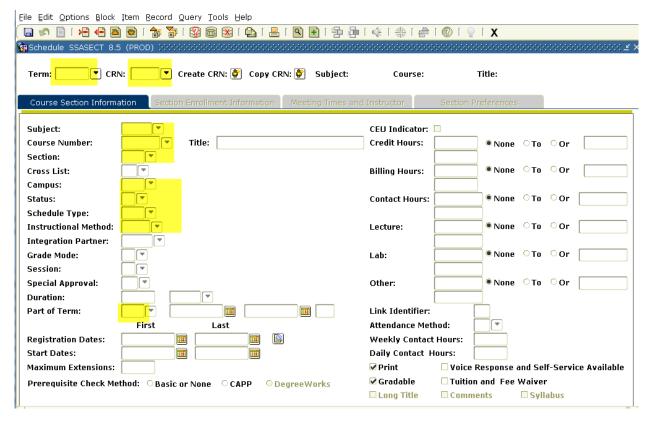


- Access the Schedule Form (SSASECT).
- 3. Enter the term code in the **Term** field in the key block.
- 4. Tab to the **CRN** field and enter the Course Reference Number you want to update.



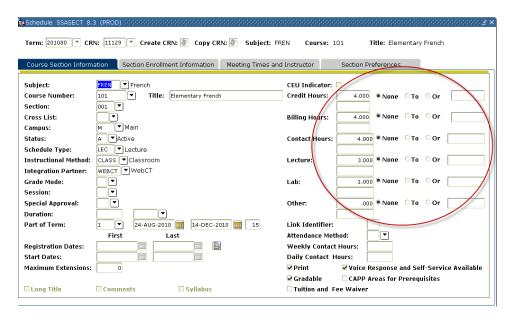
- 5. Perform a **Next Block** (or Ctrl Page Down).
- 6. Update the section information. To change a section number (even if the section is cross-listed), enter the new section number.
- Click the Save icon (or press F10).
- 8. Click the **Exit** icon (or Ctrl Q) to go back to the General Menu.

Adding a Section of a Course

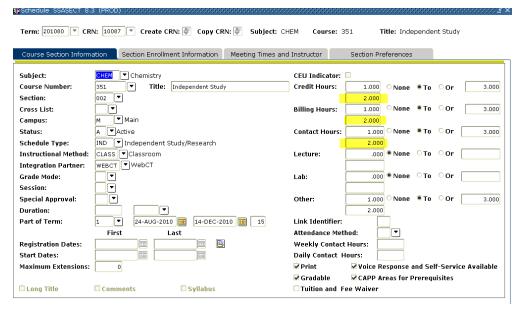


- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the **CRN** (Course Reference Number) field and type ADD. Perform a next block.
- Type the subject code (ex. MATH) in the Subject field.
- 5. Type the course number (ex. 101) in the **Course Number** field. The course title will automatically fill. This information is brought from the catalog. **Do not make changes to the course title.**
- Tab to the **Section** field.
- 7. Enter a section number (should use the 3-digit format starting with 001 and using 600 for contract courses). If you have entered a section number that already exists, you will not be able to move past this field.
- 8. Type 'M' in the campus code in the **Campus** field for main campus. *Required field
- 9. Type 'A' in the status code in the Status field for active. *Required field
- 10. Type the schedule type code in the **Schedule Type** field (ex., LEC). If you do not know the schedule type code, double click (or press F9) in the **Schedule Type** field to access a list of existing schedule type codes, then select the appropriate code.
- 11. Type 'CLASS' for regular classes, 'WEB' for online classes, or 'HYB' for hybrid classes (part online but with regular assigned meeting times too) in the **Instructional Method** field.

- 12. The Integration Partner field should be left blank.
- 13. **The Grade Mode field should be left blank** to allow students the option of choosing the grade mode for their sections. For courses that have been approved as only S/U, this will be the only option the student has for grading. Grading information related to a course is pulled from at the catalog level, not the section level.
- 14. The **Special Approval** field will be used in place of the restriction "Permission of department". Double click (or press F9) in this field to access a list of existing Approval codes. Students will not be able to register for these sections unless a registration override is given.
- 15. Tab to the **Part of Term** field. Enter the Part of Term code (will be 1 for full-term Fall, Spring and Summer terms. Press F9 or double click for a list of other parts of term that have been set up for half-term, third-term, etc. courses). The dates of the term will automatically fill. If you need a different special term set up, contact the Academic Scheduling Office.
- 16. If the course is a fixed credit hour course you will not need to enter the credit hours into the **Credit Hours** and **Billing Hours** fields. This information is brought from the catalog.



17. ***If the course is a **variable credit** hour course, the credit hours should be entered when the course is created, in the fields shown below (credit, billing, and contact).***

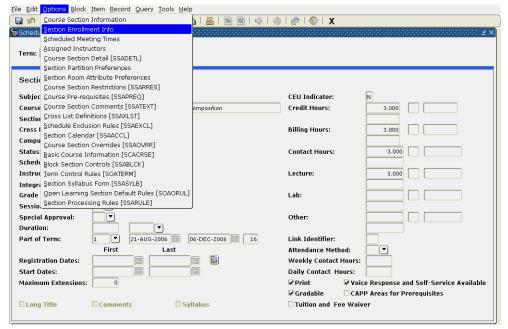


- 18. Click the **Save** icon (or press F10). The CRN will be created once you save.
- Click the Exit icon (or Ctrl +Q)

Entering Maximum Enrollment

(if you have already accessed the section, start with Step # 5)

- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
- 4. Perform a next block.
- 5. Perform another next block or click on the **Options** menu at the top of the screen. Select Section Enrollment Info.



6. Enter the maximum number of students you want to allow to register for this section in the **Maximum** field

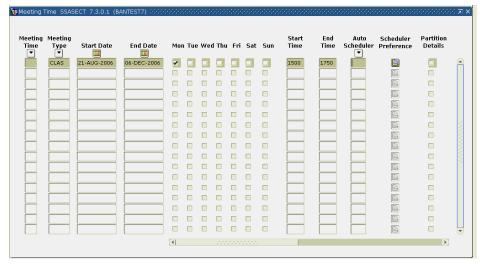
If the maximum enrollment is left as zero, students will not be able to register.



7. Click the **Save** icon (or press F10).

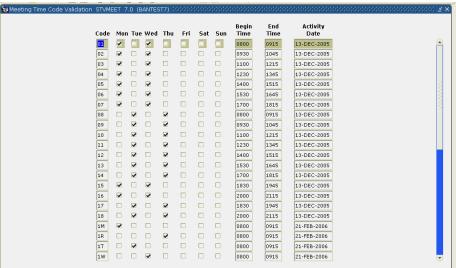
Assigning a Meeting Time

(if you have already accessed the section, start with Step # 4)



- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
- 4. Perform three Next Blocks to navigate to the **Meeting Time window**.

Double click in the **Meeting Time** field to access the pre-set meeting times. *times are in military format

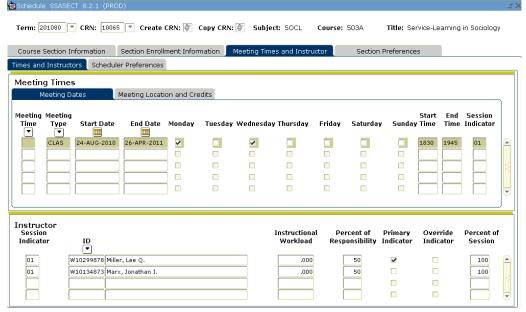


- 6. Double click on the meeting time that the section is scheduled for. It will automatically fill in the days and time. Using the pre-set meeting time codes prevents typos, but you may also enter the times manually. Tab across to populate the **course start** and **end** date, click on the proper meeting day(s) and type in the time **in military format** (add 12 to anything after noon).
- 7. If the section should be listed as **TBA**, you must tab to the **Start Date** field. Tabbing will cause the term dates to fill. Tab to the **building** and enter TBA, then tab and enter the credit hours in the **Hours per Week** field. The meeting day, time, and room fields should be left blank. This will automatically list TBA in the day and time columns on Wingspan.
- 8. Click the **Save** icon (or press F10).

Assigning a Building and Room

(if you have already accessed the section, start with Step # 4)

- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the CRN field and enter the Course Reference Number you want to update.
- 4. Perform Next Blocks to navigate to the Meeting Time window. A meeting time must be entered before a building and room can be assigned.
- 5. Click Meeting Location and Credits or tab across to view the **Building** and **Room** fields.



- 6. Enter the **building** and **room** or contact the Academic Space & Scheduling Office for assistance.
 - ***If you enter a building code, you *MUST* also enter a room number (except for TBAs).

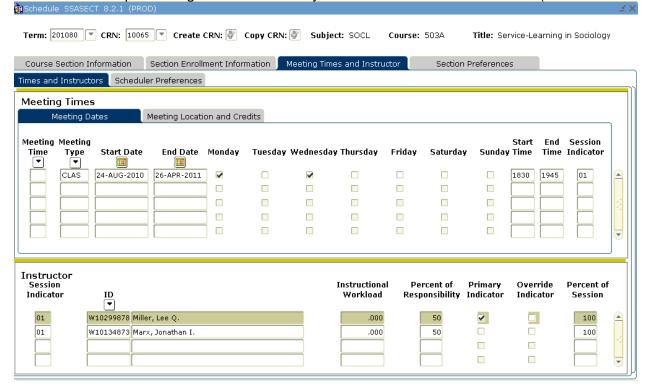
 ***If no room is required, enter TBA in the building field.
 - ***For online courses, enter the building code of INTR and room 000 (three zeroes).
 - ***To schedule a class in more than one room, use two lines and enter a T in the Override Indicator to force the time conflict. Use the Meeting Type code **CLSS** for the second (or third, etc.) lines.
- 9. If you receive a **Room Conflict error message** in the Help Line, view the course(s) that are causing the conflict. Click the Options menu and select Building/Room Schedules (SSAMATX). Enter the building abbreviation in the **Building** field and the room number in the **Room** field. Use the scroll bar and enter the term in the **Term** field (a term must be filled in to provide only that particular term's room scheduling information). Click the Execute Query icon (or F8) to see a list of all courses scheduled in that building and room for the term entered. Do **NOT** enter any information in the **Auto Scheduler** field. Either correct the room or enter the code of T, R or O in the **Override Indicator** field to override the conflict. T will override a Time conflict (i.e., the course can have overlapping meeting times as in cases where two different rooms are listed at the same meeting time), R will override Room conflicts, and the letter O will override both time and room conflicts. **DO NOT** use the override codes unless you are certain you want to force the time/room conflict.
- 10. Click the Save icon (or F10).

To CHANGE a room in the same building, simply type over the old room and save. If you need to change the building and room, you will need to first erase the existing room (Shift F6), enter the correct building, and then enter the correct room.

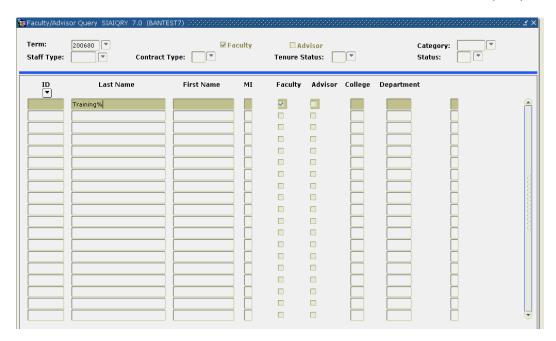
Assigning an Instructor

(if you have already accessed the section, start with Step # 4)

- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the CRN field and enter the Course Reference Number you want to update.
- 4. Continue performing a next block until you come to the Instructor window (should be 4 Next Blocks).



- 5. To search for the instructor's Winthrop ID#, click on the arrow under ID (or tab to the ID field and click F9) to take you to the Faculty/Advisor Query form (SIAIQRY). Perform a next block and tab to the Last Name field to perform a search for the Instructor's ID#. Enter the Instructor's last name (or partial last name using a % wildcard at the end). Remember Banner is **case sensitive**. Then hit F8 to execute the query.
 - When you have found the instructor ID# you want, you can double click on the ID # (or Shift F3), which will enter the ID # in the instructor window on SSASECT. Then save (F10).

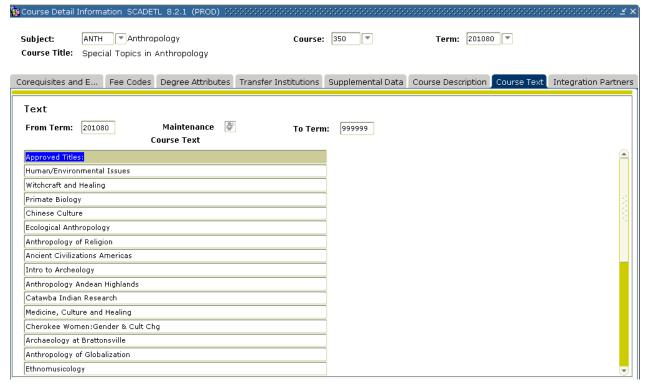


- 6. To add additional instructors, insert a new record by clicking the Insert Record icon, pressing the down arrow key, or pressing F6 and repeating Step # 5.
- 7. If more than one instructor is entered, only one instructor should be checked as the primary in the P field (Primary Instructor) and the numbers in the Percent of Responsibility field should equal 100. The Percent of Session field may total over 100 for team-taught courses where both instructors may have 50% responsibility each but for 100% of the semester. In these cases, you will get an error message, but click OK.
- 8. If no instructor has been assigned to teach this section, you should leave the **Instructor** window blank. TBA will appear in the Instructor column on Wingspan.
- 9. If you receive an "Instructor schedule conflict" error message in the Help Line, you can query the faculty schedule by choosing SIAASGQ under Options. Do a next block to fill in the schedule (to view a different instructor's schedule, you will have to follow step 5 instructions to perform a query to find their ID number). If you want to override the instructor conflict (ex., for cross-listed courses), check the Override Indicator box. <u>DO NOT</u> override unless you are certain you want to force the instructor conflict.
- 10. Click the **Save** icon (or F10).
- 11. Click the Next Block icon (or Ctrl Page Down) 3 times to take you back to SSASECT.

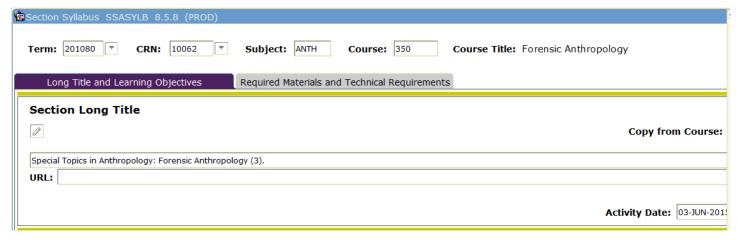
To CHANGE an instructor, you will first need to delete the original instructor assigned (shift F6) and save (F10). Then follow steps 4-10 above.

Special Topics Titles

1. Check to see whether the subtitle you want to use has been approved for the course by going to SCADETL. Enter the course designator, number, and the term, and next block to navigate to the Course Text tab. The list of approved titles will appear on this screen. You may have to use the scroll bar to view all entries. They are not in alphabetical order but in order of when the title was approved.

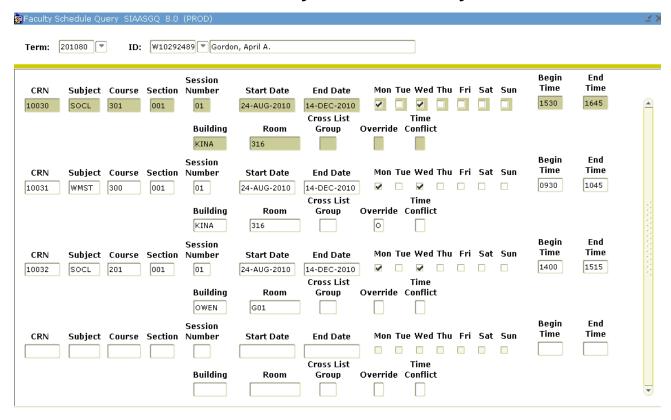


- 2. If the special topics title you want to add **does not** appear on the list of approved titles on SCADETL, request a paper or electronic R19 form (signed by the dean or associate dean) to be sent to AAAS in 102 Tillman. Scan the R19 and send to Rec/Reg for archiving. If the title **does** appear on SCADETL, you may enter it to SSASECT in the Title field (limited to 30 characters). Save (F10).
- 3. Under options, choose Section Syllabus form SSASYLB to enter the Section Long Title.



4. Type the catalog title, a colon, then the subtitle, credit hours in parentheses, as shown in the above example. Save (F10).

Faculty Schedule Query



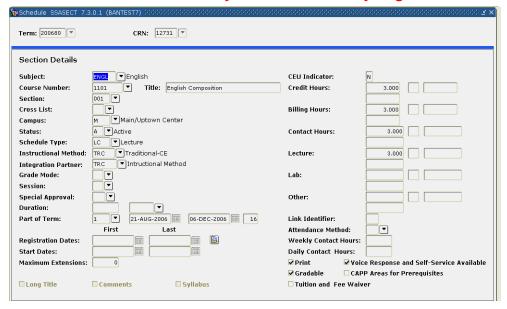
- 1. Access the Faculty Schedule Query form (SIAASGQ).
- 2. Enter the faculty ID # in the **ID** field or hit F9 to go to SIAIQRY, Next Block, and tab to the Last Name field to search by name. Type in the name (case sensitive) or partial name and wildcard (%) and hit F8 to execute the query. Double click the correct ID number.
- 3. Enter the term code in the **Term** field in the key block.
- 4. Perform a Next Block (or Ctrl Page Down).
- 5. This will show all sections this faculty is scheduled to teach in that term.

Deleting a Section (before registration opens ONLY)

(if you have already accessed the section, start with Step # 4)

NOTE: If the schedule has been published for students, please see instructions for Cancelling a Section on page 21.

- Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- Tab to the CRN field and enter the Course Reference Number you want to cancel.
- 4. Perform a **Next Block** to make sure the enrollment is zero. If no students are enrolled, the section can be deleted. **DO NOT DELETE any sections after Early Registration has begun.**



- 5. Perform a next block to return to the main SSASECT form.
- 6. Click the **Remove Record** icon (or Shift F6).
- Click the Save icon (or F10).
- 8. Click the **Exit** icon (or Ctrl Q) to take you back to the General Menu.

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Removing a Section from View on Wingspan without Deleting It

(if you have already accessed the section, start with Step # 5)

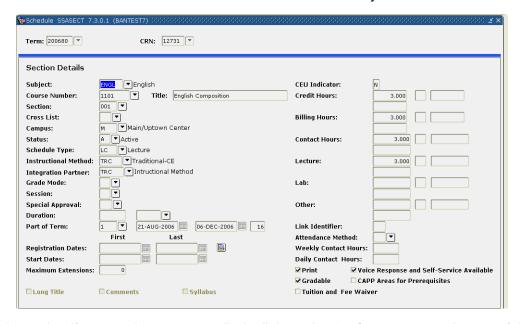
- Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
- 4. Perform a next block. **Uncheck the Voice Response and Self-Service Available** box. The course will still be visible in INB but not in Self-Service/Wingspan. Students will not see the course when they do a search, and will only be able to register if they have been given the CRN.

Canceling a Section (without students enrolled)

(if you have already accessed the section, start with Step # 4)

NOTE: If students are enrolled, change the cap to 0 and contact the Associate Registrar to remove the students ONLY after they are notified by the Instructor. Then, proceed from end to beginning of form to Remove Record and Save.

- Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab the CRN field and enter the Course Reference Number you want to cancel.

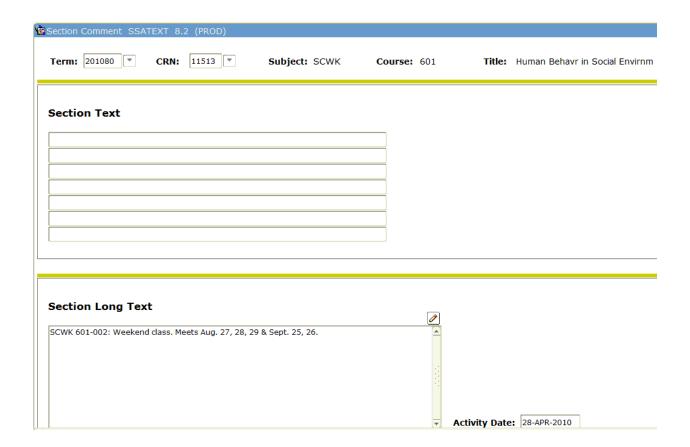


- 4. To determine if any students are enrolled, click on the **Options** menu at the top of the screen and select Section Enrollment Info or Next Block to get to this tab. The number of enrolled students will show in the Actual field. Change the number in the **Maximum** field to zero.
- 5. Perform a next block three times, which will open the Instructor window. If only one instructor is listed, click on the **Delete Record** icon (or Shift F6). If more than one instructor is listed, remove the secondary instructor first, click the **Save** icon (or F10), then remove the primary instructor. This will take out the instructor(s) for this section.
- 6. Click the **Save** icon (or F10).
- 7. Perform a previous block, which will open the Meeting Time window.
- 8. Click on the **Delete Record** icon (or Shift F6). This will take out the meeting days, times, and room information for this section.
- 9. Click the **Save** icon (or F10).
- 10. Perform a previous block (Ctrl + Page Up) to take you back to the SSASECT form.
- 11. In the **Status** field change the status code from A (Active) to X (Cancelled).
- 12. Click the Save icon (or F10).
- 13. Click the Exit icon (or Ctrl Q) to take you back to the General Menu.

Adding Section Footnotes

(if you have already accessed the section, start with Step # 4)

- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the CRN field and enter the Course Reference Number you want to update.
- 4. Select Course Section Comments (SSATEXT) from the Options Menu.
- 5. Perform a next block.

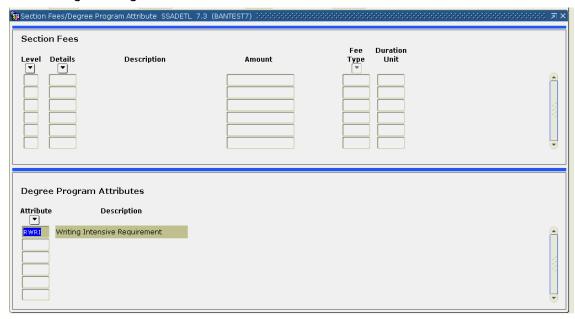


- 6. Enter Course Section Comments into the **Section Long Text** area. You can copy and paste or use HTML coding such as shown above to put the note in bold face.
- 7. Click the **Save** icon (or F10).
- 8. Click the Exit icon (or Ctrl Q) to take you back to SSASECT.

Viewing Section Degree Attributes

(if you have already accessed the section, start with Step # 5)

- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
- 4. Perform a next block.
- 5. Select Course Section Detail (SSADETL) from the Options Menu.
- 6. Perform a next block 4 times to take you to the Degree Program Attributes block. The codes in the **Attribute** field have been brought from the catalog. *This field is view only. No changes should be made in the Degree Program Attributes block.*



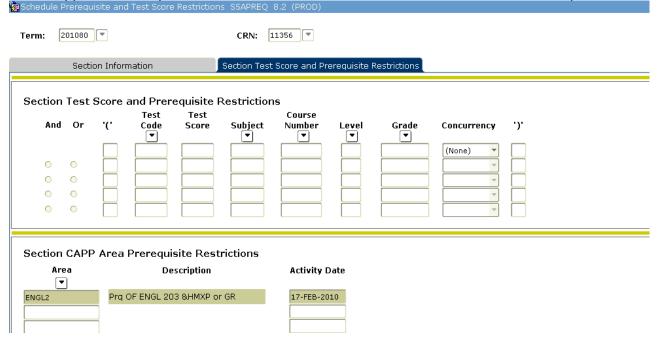
7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

Viewing Section Restrictions (SSAPREQ)

(if you have already accessed the section, start with Step # 5)

Pre-requisite Courses

- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
- 4. Perform a next block.
- 5. Select Course Pre-requisites (SSAPREQ) from the Options Menu.
- 6. Perform 2 next blocks to take you to the Section CAPP Area Prerequisite Restriction block. The information in these fields has been brought from the catalog. These fields are view only. No changes should be made to the Section Test Score & Pre-requisite Restriction block. Nothing should appear in the top block. The bottom block will indicate which CAPP Area Prerequisites are attached.



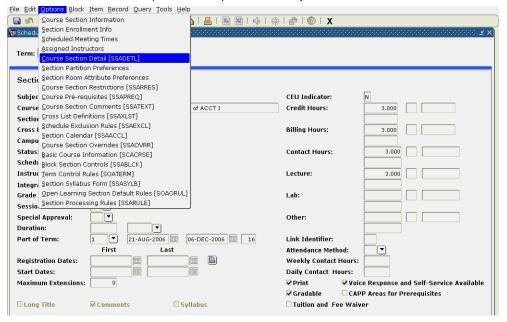
- 7. To look at the prereq definitions, put your cursor on the Area name, go to **Options** and select **Query Area Requirements**. On SMAAREA, do six next blocks to get to the Area Attachment screen. This information will appear with coding and may be difficult to decipher. The simplest way to review registration controls is to look at the Detailed Course Information screen on Self-Service Banner/Wingspan. Any questions or corrections should be sent to Maria Linn in Academic Space & Scheduling.
- 8. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

Viewing Section Corequisites (SSADETL)

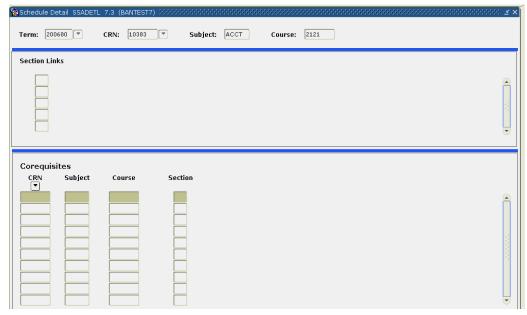
(if you have already accessed the section, start with Step # 5)

Co-Requisites

- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the CRN field and enter the Course Reference Number you want to update.
- 4. Perform a next block.
- 5. Select Course Section Detail (SSADETL) from the Options Menu.



 Perform a next block 2 times to take you to the Corequisites block. The information entered in the Course Reference Number, Subject, Course, and Section fields are for section specific co-requisites. These fields are view only. No changes should be made to the Corequisites block.



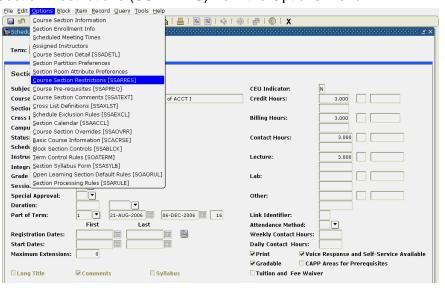
7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

Viewing Section Restrictions (SSARRES)

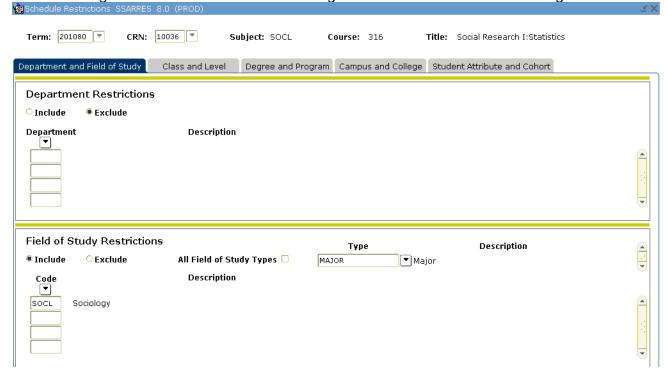
(if you have already accessed the section, start with Step # 5)

College Restrictions

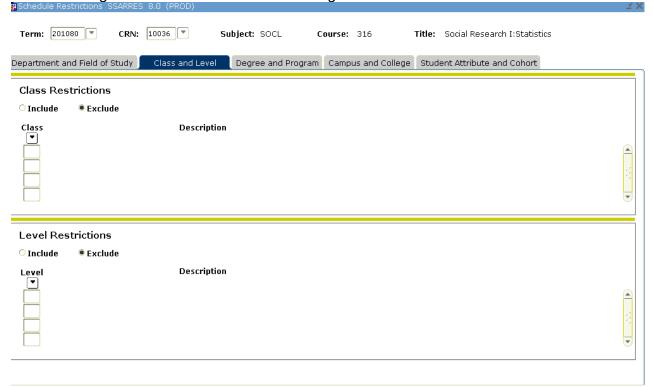
- 1. Access the Schedule Form (SSASECT).
- 2. Enter the term code in the **Term** field in the key block.
- 3. Tab to the CRN field and enter the Course Reference Number you want to update.
- 4. Perform a next block.
- 5. Select Course Section Restrictions (SSARRES) from the Options Menu.



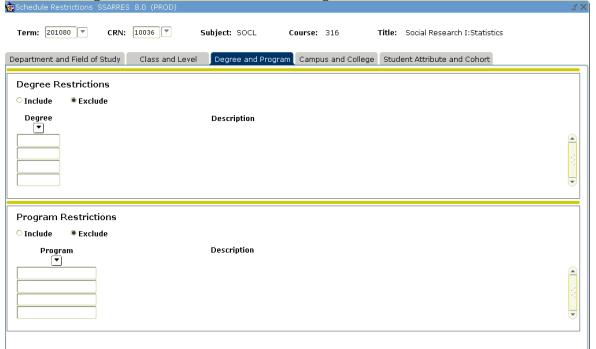
6. Perform a next block to take you to the **Department and Field of Study Restriction** block. These fields are view only and show restrictions by major, minor, or concentration that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.



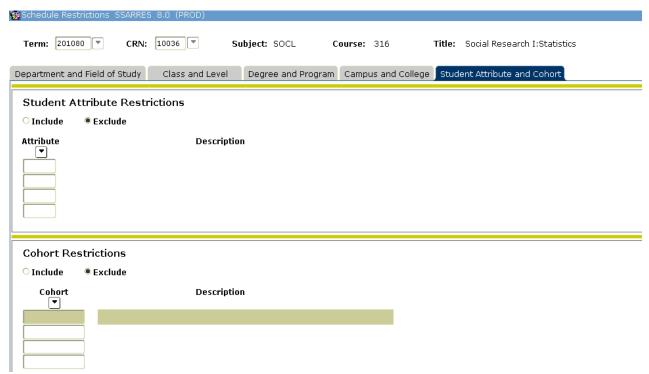
- 7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT or continue.
- 8. Perform a next block to take you to the **Class and Level Restriction** block. These fields are view only and show restrictions by class and level that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.



- 9. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT or continue.
- 10. Perform a next block to take you to the Degree and Program Restriction block. These fields are view only and show restrictions by degree and program that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.



- 11. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT or continue.
- 12. Perform a next block to take you to the **Campus and College Restriction** block. These fields are view only and show restrictions by degree and program that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.
- 13. Perform a next block to take you to the **Student Attribute and Cohort Restriction** block. These fields are view only and show restrictions by degree and program that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.

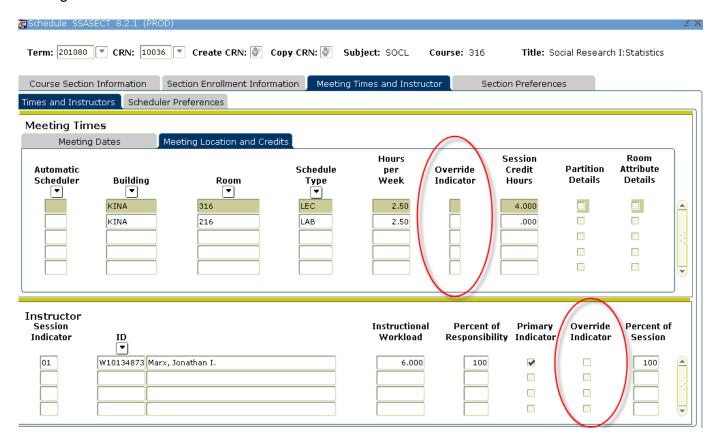


14. Click the Exit icon (or Ctrl Q) to take you back to SSASECT.

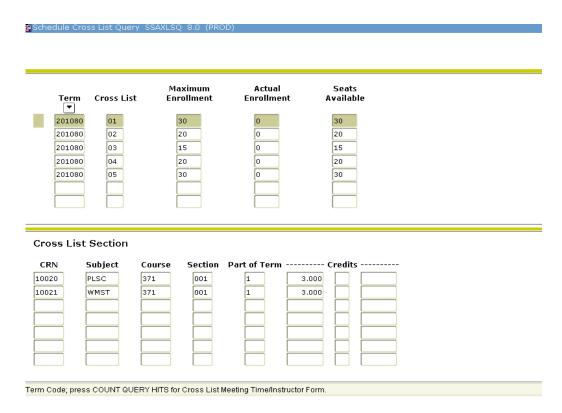
Cross-listing Courses

*Cross-listed & double-booked/multiple use of a room situations are handled the same way in Banner. Neither requires the same section number.

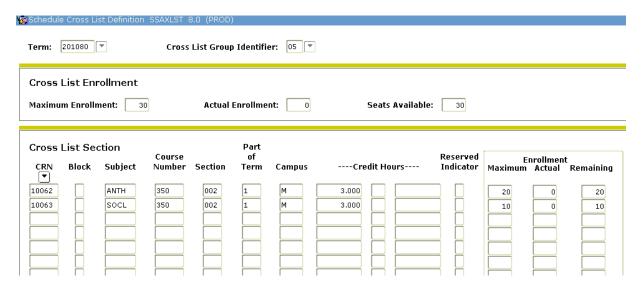
*The override indicator (letter O or check) is used in setting up cross-listings. It allows for multiple use of a room and overrides an instructor conflict. This field is listed on the Meeting Time and Instructor form on SSASECT. The override indicator should only be used when connecting courses. Misuse will cause scheduling errors.



- Each of the courses going to be cross-listed (connected) must be built first on SSASECT. (See "Adding a Section of a Course" information on page 6.)
- 2. To perform the connection between courses you need to know the CRN for each course and their maximum enrollment size.
- 3. The information related to building, room and instructor should be entered for the primary course in the series (checking to make sure there are no room or instructor conflicts). Then you use the Override Indicator when entering building/room and instructor information on the secondary course(s) (enter the letter O for the room and check the box for the instructor).
- On SSASECT for any course in the cross-listing series, use the Option tab at the top of the form and select Cross-List Definitions [SSAXLST].
- 5. Click on the down arrow to the left of the Cross-List Group Identifier field. This will bring you to SSAXLSQ. Execute an inquiry (F8 key). This will bring up a list all of the cross-list identifier codes already in use for the term. The bottom portion displays the courses connected by the cross-list identifier highlighted.



- 6. Scroll down to see last two digit code used (*cross-list identifier codes and sequence are noted below) and exit out of SSAXLSQ to re-enter original SSAXLST form. Enter the next identifier code to be used (in the above example, that would be 06) and do a Next Block. It is extremely important to be consistent and use the codes in the sequence stated so that the next user will know what code to use. Randomly selecting codes becomes labor intensive at the end of the scheduling process.
- 7. In the maximum enrollment field enter the collective total maximum enrollment for all of the courses to be connected and do a Next Block function. If you enter a collective max of zero, it will block students from registering for courses.



- In the CRN field, enter the primary course in the series that also holds the initial building, room, and instructor information.
- 9. Do a next record (down arrow) to enter a CRN number for each additional course being connected in the group. Save.

- Return to the SSASECT form (Options>SSASECT). Each of your courses will now have the Cross List Identifier code stated in the "Cross List" box. This number is what connects the courses.
- 11. Use the SSAXLST form to verify your work.
- 12. If you need to **remove** one of courses that was connected in the group or all, simply delete the cross-list identifier code on SSASECT.
- 13. You can check to see what courses are connected together on SSASECT for any course with a code listed in the Cross List field by double-clicking in the cross-list identifier code box. This will take you to an inquiry form SSAXLSQ. Hit F8 to execute an inquiry. The courses connected by code will be displayed at the bottom of the form.
- 14. You can also do a search on the Schedule Section Query Form SSASECQ to see what courses are connected by a cross-list identifier code. You can get to this inquiry form by double-clicking in the Course Reference Number field on SSASECT form. Enter a code into the Cross List box and hit the F8 key to activate the inquiry. This will produce the courses linked in Banner by this cross-list identifier.

Note: Simply using the over-ride function in Banner and not connecting courses via the cross-list identifier will affect room scheduling and final exams. Please use the cross-list identifier to connect courses.

Banner Cross-List Identifier Codes:

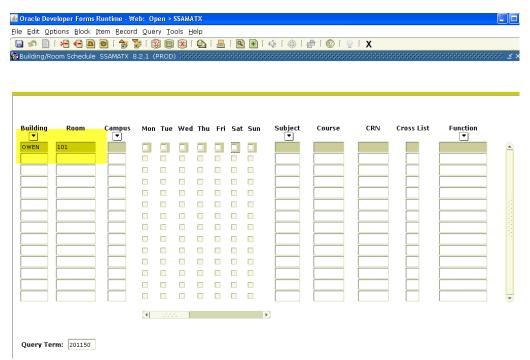
The cross-list identifier code is only two digits; therefore, to maximize the use of this field and to locate the next code in line to be used easily, a scheme is needed and must be observed. Please adhere to the scheme noted below. The scheme is based on how Banner orders the codes on the SSAXLST form.

First use: 01-99 **Then:** A1-A9

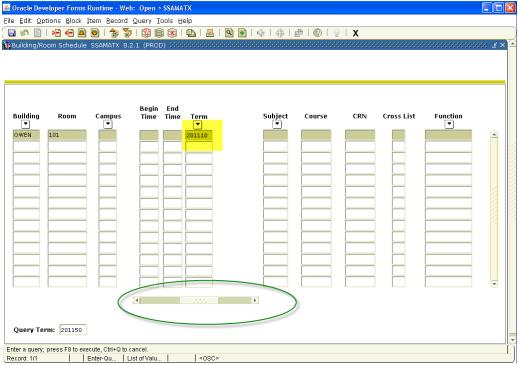
AA-AZ B1-B9 BA-BZ C1-C9 CA-CZ Etc.

How to Access a Room's Class Schedule

From the main menu, type in **SSAMATX** in the Go To...box and hit **Enter**. Enter the 4-letter building code and the room number (leaving the room number blank will show all classes scheduled in that building).



Tab over to the Term field, or scroll over, using the bar shown circled below. Enter the term to view courses only. Enter a range of dates if you wish to view courses AND events scheduled in the room. Events will be listed after all courses and are only identified by event numbers. In order to see the name of the event, check the University's online Master Calendar of Events.



Execute the Query by choosing Enter under the Query menu, pressing the Execute Query icon, or hitting F8. To download the room schedule into an Excel file, go to **Help** and select **Extract Data No Key**. A window of Internet Explorer will open, asking if you want to open, save, or cancel the Excel file. Select Open. After a few moments, the data will appear in an Excel spreadsheet that you can save, re-sort, print, etc.

Helpful Hints

- Double check variable-credit courses to make sure a unique credit hour has been assigned to the course.
- ➤ Do not enter anything in the Grade Mode field. Doing so will cause problems at grading. Course grading information is pulled from the catalog level, not the section level.
- An instructor must be assigned to the course by at least the day before the class starts. Contact the Academic Scheduling Office to add new faculty.
- > Do not use the override indicator unless setting up cross-listed courses.
- ➤ Double check courses to make sure a maximum enrollment has been set for the course. Students will not be able to register for courses capped at zero, and they will appear at the bottom of the student's screen as closed.
- ➤ When setting up cross-listed courses, make sure all of the courses being connected have the same meeting time pattern and instructor. Unlike SIS, Banner doesn't do this automatically, either at the time of creating OR updating cross-listed courses.
- ➤ Never override a room conflict message without first checking to see what is causing the conflict.
- ➤ Building and room information must be entered for courses with meeting times. Otherwise, enter TBA as the building and leave room and meeting times blank. All will appear as TBA on Wingspan. For online courses, use the building INTR and the room 000 (three zeroes).
- ➤ When deleting data, work in REVERSE order from how it was input.
- > Remember that Banner is case-sensitive.
- ➤ Don't change course titles on SSASECT unless you have an R19 (either electronically or paper).
- > Updates cannot be made when you are in query mode on a screen.

➤ Some fields cannot be updated if students are enrolled. In those cases, contact the Associate Registrar, give him the CRN and ask him to drop the students. Cap the course at 0. Once he has dropped them, go in and make the change. Email him once again to add the students back. Change the cap back where it was. This applies to the following fields: Schedule Type (Lecture, Lab, Independent study, etc.), Instructional Method (Hybrid, Web, Classroom), and Part of Term (dates).