# ADDING A COURSE SECTION IN BANNER

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### **REVISION HISTORY**

Version	Date	Name	Description
Update	11/17/16	M Stewart	Corrected procedure for setting a section to not print on Banner self-service

#### PROPOSED TRAINING METHODOLOGY AND DELIVERY

Both online and in-person formats will be beneficial for users to receive for the same procedure. The online format allows the user to go at their own pace, write notes and questions, and absorb it without distractions. The in-person training will allow the user to ask questions, hear an explanation for why the procedures were written a certain way, receive tips and avoid pitfalls, and hear others' questions in the group. In person training allows a broader narrative of the background, context, and explanation to be shared by the trainer. The online training precedes the in-person training.

#### INTRODUCTION AND PURPOSE

To provide an introduction to the forms utilized in course and classroom scheduling in the Banner software. Also, to present the procedures in basic course entry and maintenance.

#### RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

The campus will be adopting Banner as the Student Information System that will be used campus wide. The Office of the Registrar, as the keeper of the class schedule and student records, will be one of the first departments to implement Banner. Academic Scheduling, once scheduling procedures in Banner have been mastered and documented, is charged with providing Banner scheduling training to the scheduling contacts in the academic departments.

#### IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- 1. Academic Departments
- 2. Office of the Registrar Academic Scheduling

#### **BEFORE YOU BEGIN**

If this is the first time you are reviewing this procedure, open Banner Training (bannersbxe.ucr.edu) to follow along.

#### FORMS

The forms listed below are covered in this training.

Form	Form Name	Description

#### PROCEDURES

#### PREPARATION (EXAMPLE)

- 1. Currently, Banner is available in a test environment and is accessed through the following Web address: <u>bannersbxe.ucr.edu</u>.
- 2. A representative from Computing and Communications will need to set you up as a Banner user. Contact your supervisor if this needs to be done.
- 3. Upon accessing the above Web address, you will enter Banner via the CAS system and log in with your UCR Net ID and password.
- 4. You should be at the main menu **GUAGMNU** (see following screen):

(□∽∎।₽₽₽≥€1\$000000000000000000000000000000000000	<pre></pre>	
🔞 General Menu GUAGMNU 8.6.4 (PPRDXE) - Monday, September 15, 2014 - Last login Friday, September 12, 2014 08:	14:21 AM	
Go To Welcome, Margaret Stewart.	Products: 🔽	Menu   Site Map   Help Center
A My Banner		My Links
Banner		
Student [*STUDENT]		Change Banner Password
Financial Aid [*RESOURCE]		Check Banner Messages
General [*GENERAL]		Banner Bookshelf
Banner Security [*SECURITY]		Boreconol Link 2
		Personal Link 2
		Personal Link 3
		Personal Link 4
		Personal Link 5
		My Institution
		ellucian
Banner Broadcast Messages		UNIVERSITY
	<u> </u>	
	-	

#### ADDING A COURSE SECTION IN SSASECT - COURSE SECTION INFORMATION

- 1. Go to SSASECT.
- 2. Enter desired term in **Term** field.
- 3. Enter: **ADD** in the **CRN** field.
- 4. Click: Next Block.
- 5. Enter: Subject code in the **Subject** field.
- 6. Enter: Course number in **Course Number** field.
- 7. If you don't know the subject code and/or the course number, do the following:
  - a. Click: Down arrow next to the Subject field, then click View Existing Courses link. This will bring up a list of approved

courses.

- b. Scroll through or use the **Find** function to find the desired course.
- c. Highlight course and click **OK**.
- 8. Enter: Section number in the **Section** field (e.g., 001, 021, 035).
- 9. Enter: C (Riverside) in Campus field.
- 10. Enter: A (Active) in Status field.
- 11. Enter: Schedule type of the section in Schedule Type field.
- 12. Instructional Method: Defaults to I (In-Person). If course is fully online, change method to Online by clicking the drop-down arrow to bring up GTVINSM. Select O (Online) and click OK.
- 13. Special Approval: If academic department wants to enforce enrollment by permission (either by department, enrollment manager, or instructor). Click drop-down arrow to bring up STVSAPR, select desired permission and click OK.
- 14. Part of Term field: Click drop-down arrow to bring up the dates of instruction for the term. Highlight them and click OK.

#### COURSE SECTION INFORMATION COMPLETING - CREDIT HOURS (RIGHT SIDE OF FORM)

- 1. **Credit Hours:** Tab to blank box (below box containing zeros). Enter number of credit hours appearing in the box on the far right and press Tab.
- 2. Billing Hours: In blank box (below box containing zeros), enter number of billing hours appearing in the box on the far right.
- 3. Identify the **schedule type** the section represents. Then refer to the number of contact hours in the far right column approved for this schedule type. Type this number into the blank box below the schedule type of this section.
- 4. When Tab is pressed the number of contact hours will automatically populate in the blank box below the **Contact Hours** field.
- 5. The screen should appear similar to the following:

🔚 🖉 🖹 । 🔁 🖶 🗟 🗟 । 🎓 🥻 🦉 📾 🛞 । 🖺 । 🖳 💽 🚰 👘 ।	🎼 [ 🖶 [ 🖗 [ 🕲 [ 🎴 [ X
BChedule SSASECT 8.5.3.1 (PPRDXE) 000000000000000000000000000000000000	$\times$ $\ge$ 5555555555555555555555555555555555
Term: 201420 CRN: 30002 Create CRN: Copy CRN: Subject: E	EDUC Course: 050 Title: INTERCOLL ATHLETICS&AM HGHR
Course Section Information Section Enrollment Information Meeting Times and Instructor	or Section Preferences
Subject: EDUC Education	CEU Indicator:
Course Number: 050 Title: INTERCOLL ATHLETICS&AM HGHR ED	Credit Hours: 4.000  None Or Or
Section: 001	4.000
Cross List:	Billing Hours: 4.000 • None • To • Or
Campus: C Riverside	4.000
Status: A A Active	Contact Hours: 3.000 None To Or
Schedule Type: LEC V Lecture	3.000
Instructional Method:	Lecture: 3.000 None To Cor
Integration Partner:	3.000
Consign:	
Duration:	
Part of Term: 1	Link Identifier:
First Last	Attendance Method:
Registration Dates:	Weekly Contact Hours:
Start Dates:	Daily Contact Hours:
Maximum Extensions: 0	✓ Print ✓ Voice Response and Self-Service Available
Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks	Gradable Duition and Fee Waiver
	Long Title Comments Syllabus

- 6. If course has more than one schedule type enter the Link Identifier for schedule type of the section being added. Example: Enter L1 for a lecture section, D1 for a discussion section.
- 7. Connecting multiple sections of various schedule types will be presented in subsequent procedures.
- 8. Default is for the section to print on Banner self-service; i.e., the online Schedule of Classes. To set a section to not print, **de**-select the Voice Responses and Self-Service Available check box (see below screen).
- 9. Default is the section is gradable. Leave option checked if section is a unit-bearing schedule type. De-select Gradable if the section is nonunit-bearing.
- 10. Save.
- 11. If saved successfully, a CRN number will appear in the **CRN** field at the top of the screen.
- 12. If course data is not saved, check bottom of screen for an error message.
- 13. Screen should appear similar to the following:

Schedule SSASECT 8.9.2 (PPRDXE) 000000000000000000000000000000000000		≚×			
Term: 201420 CRN: 30002 Create CRN: Copy CRN: Copy CRN: Subject: EDUC Course: 050 Title: INTERCOLL ATHLETICS&AM HGHR					
Course Section Information Section Enrollment Information Meeting Times and Instructo	tor Section Preferences				
Subject: EDUC Education	CEU Indicator:				
Course Number: 050 V Title: INTERCOLL ATHLETICS&AM HGHR ED	Credit Hours: 4.000 None OTO Or	1			
Section: 001 V	4.000				
Cross List:	Billing Hours: 4.000 None To Or	ור			
Campus: C  Riverside	4.000				
Status: A Active	Contact Hours: 3.000 None To Or				
Schedule Type: LEC Lecture	3.000				
Instructional Method:	Lecture: 3.000 None To Or				
Integration Partner:	3.000				
	Lab:  None Or Or				
Session:					
Special Approval:	Other: .000 None To Or				
Duration:					
Override Duration:	Link Identifier:				
Part of Term: 1 💌 31-MAR-2014 🗰 06-JUN-2014 🗰 11	Attendance Method:				
First Last	Weekly Contact Hours:				
Registration Dates:	Daily Contact Hours:				
Start Dates:	Print Voice Response and Self-Service Available				
Maximum Extensions: 0	Gradable Tuition and Fee Waiver				
Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks	✓ Long Title Comments Syllabus				