ADDING GENERAL ASSIGNMENT OR DEPARTMENT ROOM REQUEST IN BANNER

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REVISION HISTORY

Version	Date	Name	Description
1	12/21/16	M. Stewart	Initial procedures
2	8/22/17	M. Stewart	Include new room attribute code; how to add room attribute code for MMP's; updating a room attribute code

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

How to identify in Banner whether a course section is to be assigned a general assignment or department classroom after course data is transferred to 25Live.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

To maintain and produce quarterly class offerings and the Schedule of Classes publication.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

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

FORMS

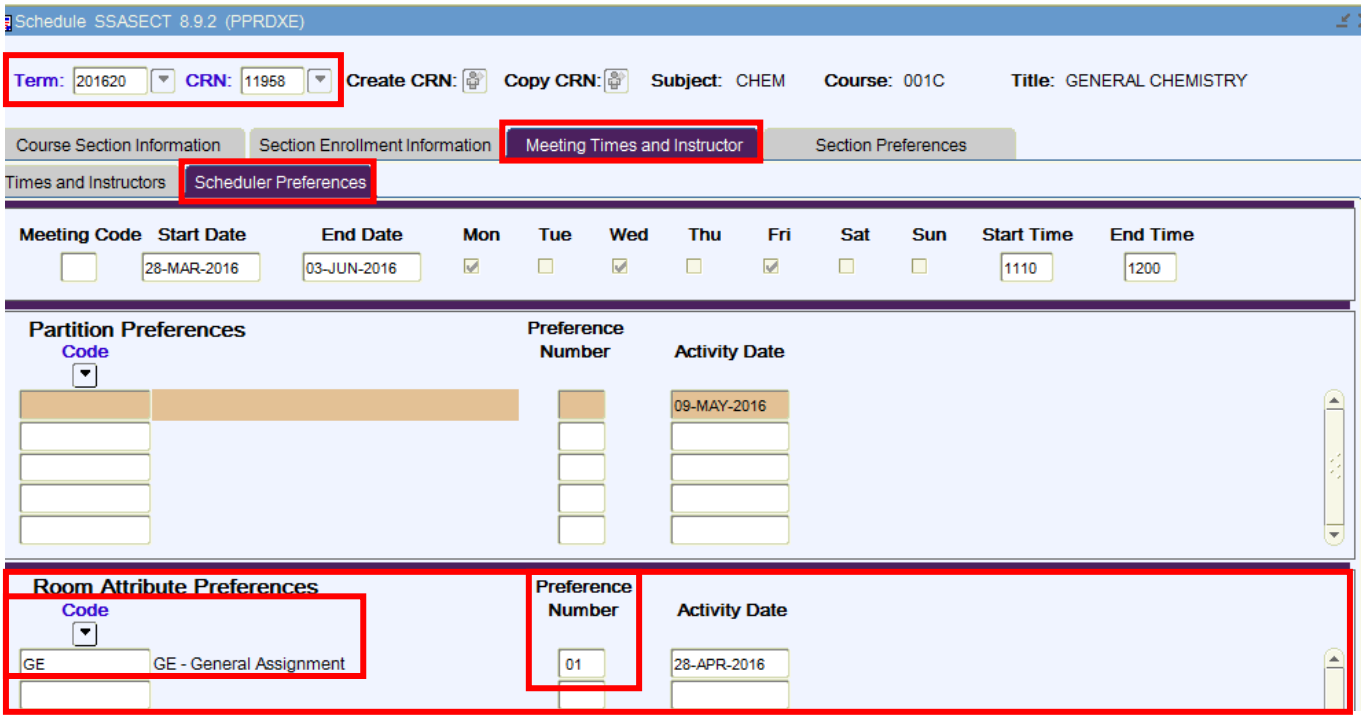
The forms listed below are covered in this training.

Form	Form Name	Description
SSASECT	Schedule	Where course sections are added and maintained

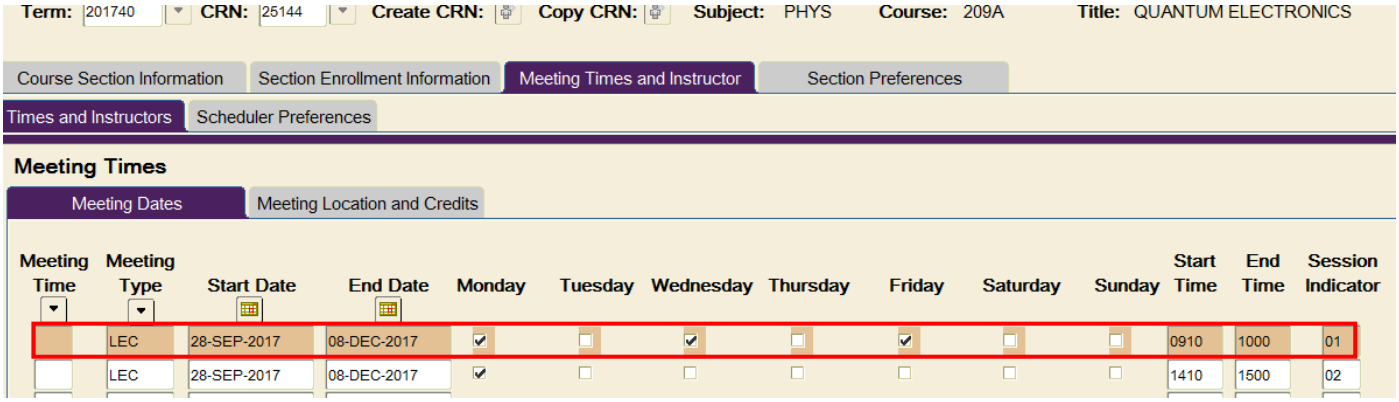
PROCEDURES

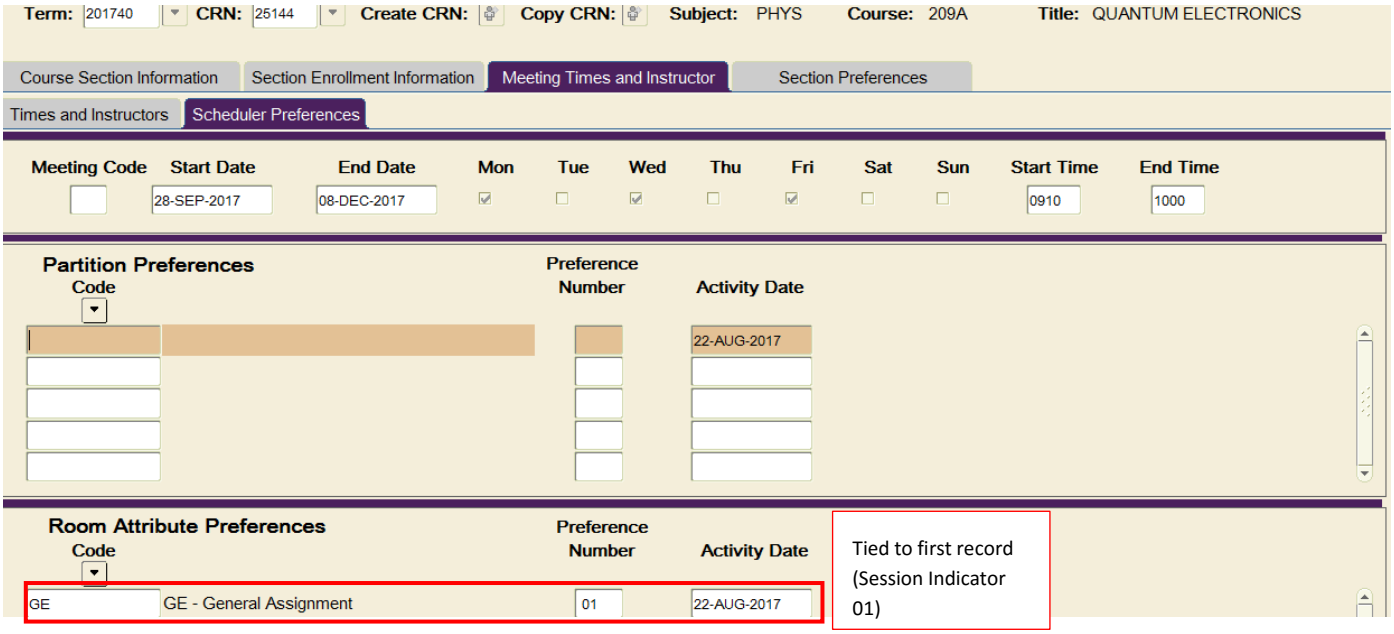
1. Each course section is to be assigned a **Room Attribute Preference** code.
    a. This code identifies whether the section will be scheduled in either a general assignment or department classroom when section data is transferred to 25Live.
    b. Special Studies sections which do not meet in an assigned classroom do not need a Room Attribute Preference code.

2. Assigning a **Room Attribute Preference** code:
    a. Go to **SSASECT**.
    b. Enter: **Term** and **CRN** number of desired course section; **Next Block**.
    c. Click: **Meeting Times and Instructor** tab.
    d. Click: **Scheduler Preferences** tab.
    e. Navigate to first available row in the **Room Attribute Preferences** section.
    f. If a general assignment classroom is desired, enter **GE** in the **Code** field.
    g. If section is part of a Learning Community block and needs a general assignment classroom, enter **LC** in the **Code** field.
    h. If a department classroom will be scheduled (regardless of whether or not the section is part of a Learning Community block), enter **DP** in the **Code** field.
    i. Enter **01** in the **Preference Number** field.
    j. **Save**.
    k. Screen should appear similar to the following:

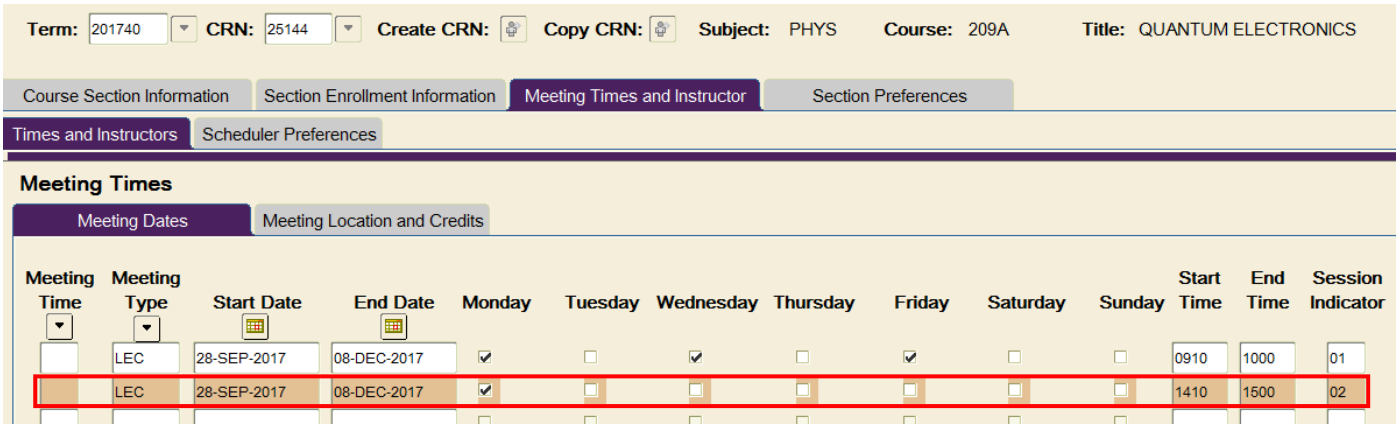


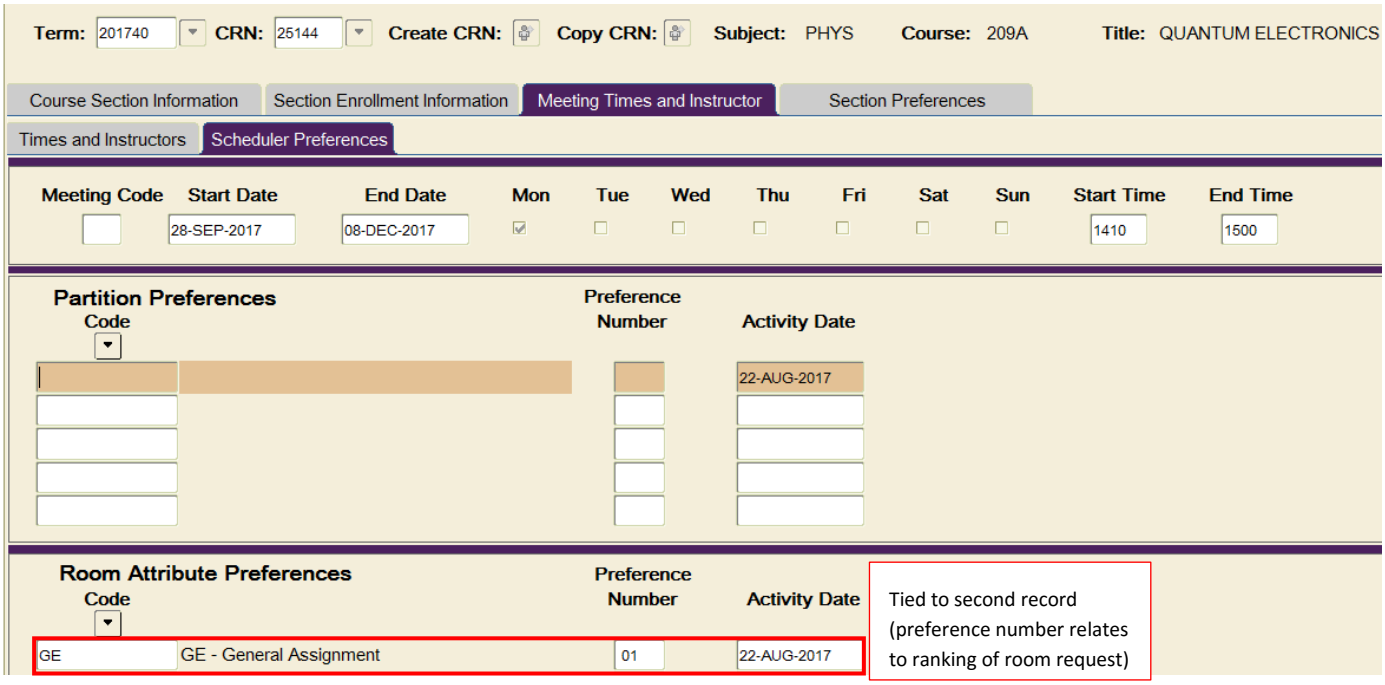
3. Assigning a **Room Attribute Preference** code for a section with multiple meeting patterns:
    a. A multiple meeting pattern (MMP) is when more than one dissimilar meeting day and/or time pattern **for the same schedule type (course activity)** is attached to one CRN.
    b. Each MMP needs a room attribute code attached.
    c. Follow **steps 1a-1c** outlined above.
    d. Highlight first record on the **Meeting Dates** tab.
    e. Follow **steps 3d-3j** outlined above to add the first room attribute code.
    f. Screen should appear similar to the following:



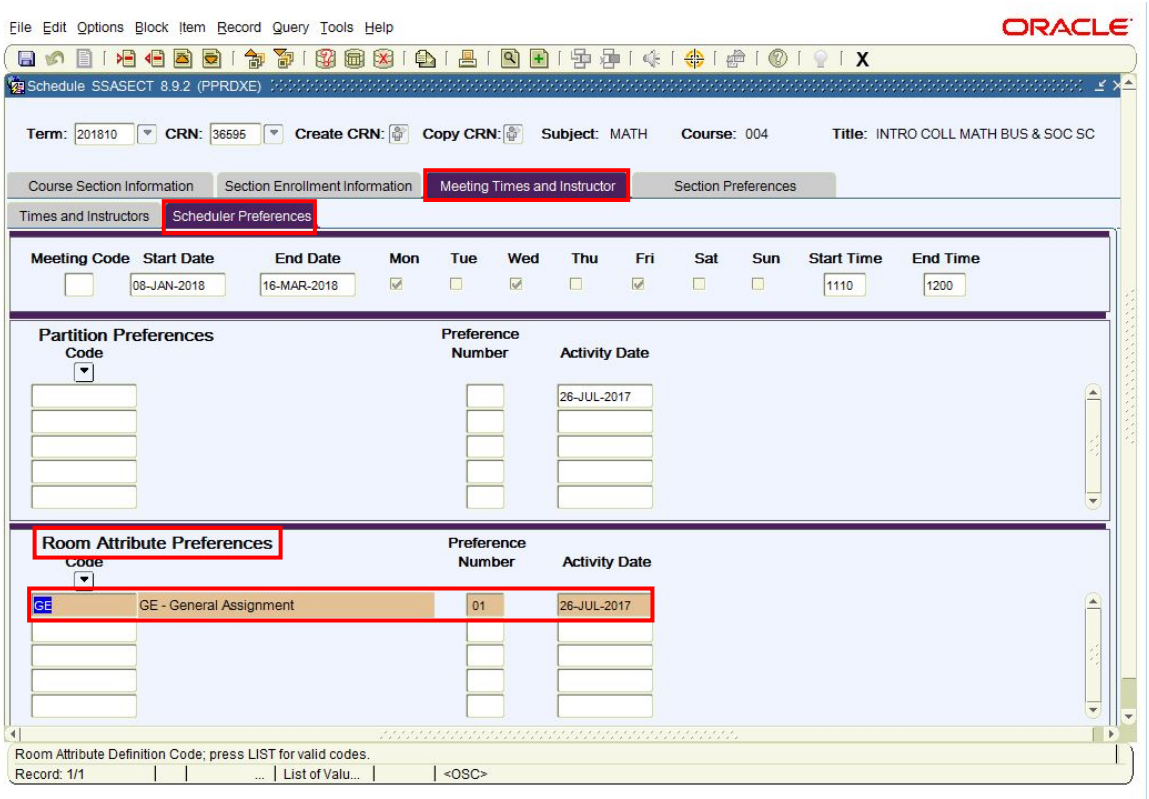


    g. Return to **Times and Instructors** tab and highlight the second record under the **Meeting Dates** tab.
    h. Follow **steps 3d-3j** outlined above to add the second room attribute code.
    i. Screen should appear similar to the following:





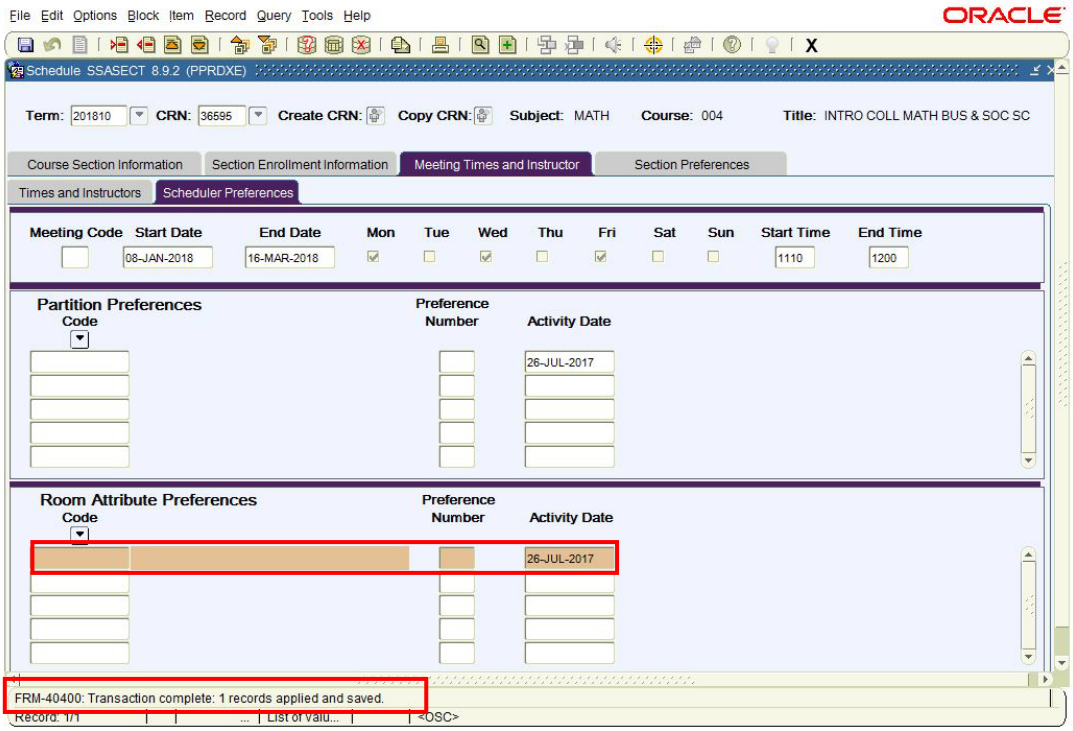
4. Updating a **Room Attribute Preference** code
    a. Note: Please do not skip the intermediate saving steps. Doing so will cause inconsistent and inaccurate data to be transferred to 25Live that can negatively impact scheduling the section.
    b. Navigate to **SSASECT**.
    c. Go to the **Meeting Times and Instructor > Scheduler Preferences** tab.
    d. **Next Block** to the **Room Attribute Preferences** block.
    e. Screen should appear similar to the following:



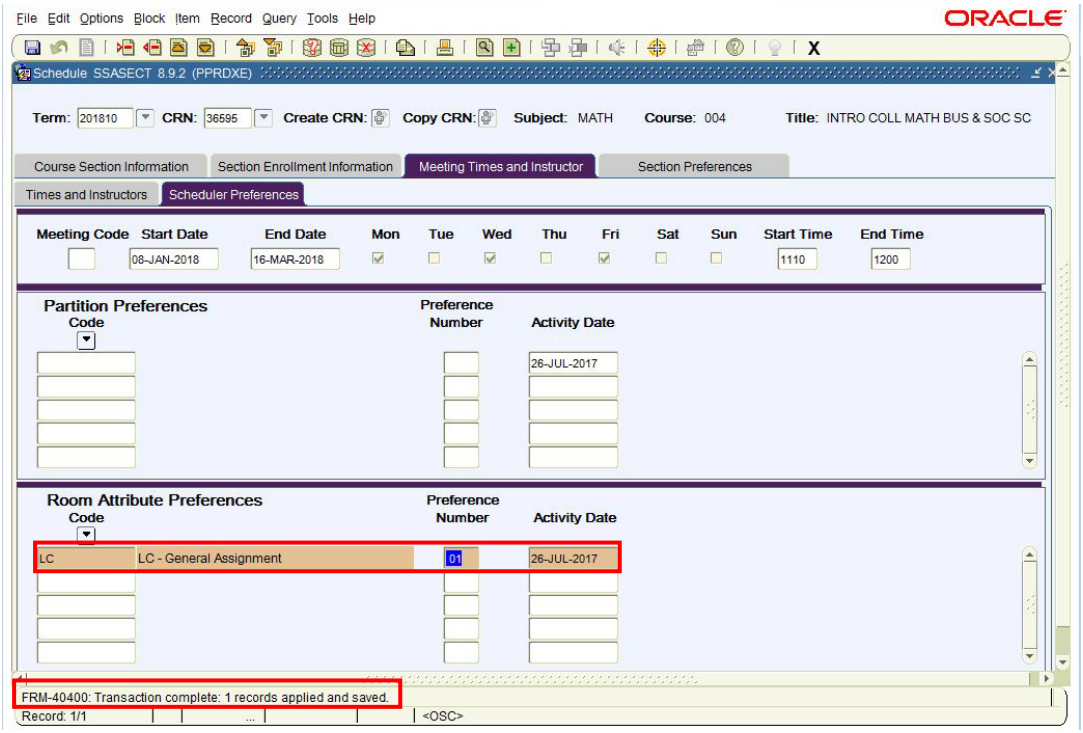
f. From the **Options** menu, select **Record > Remove**.

g. **Save.**

h. Screen should appear similar to the following:



i. Within the **Room Attribute Preferences Code** field, type the code you wish to be applied to the section.
    i. Current options are **GE – General Assignment**; **DP – Department Room**; and **LC – Learning Community General Assignment.**
j. Enter 01 in the **Preference Number** field.
k. **Save.**
l. Screen should appear similar to the following:



m. If section has a multiple meeting pattern (MMP), return to the **Times and Instructor** tab.
n. Highlight the second record under the **Meeting Dates** tab.
o. Follow **steps 4c-4k** outlined above to update the room attribute preference code.