

How to add Subtitles to a course section

APPROVAL HISTORY

<u>Approving Party</u>	<u>Version Approved</u>	<u>Date</u>
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REVISION HISTORY

<u>Version Number</u>	<u>Date</u>	<u>Description</u>	<u>Revised By</u>
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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.

Purpose

How to add a subtitle to a course section in Banner.

Related Policies and Regulations

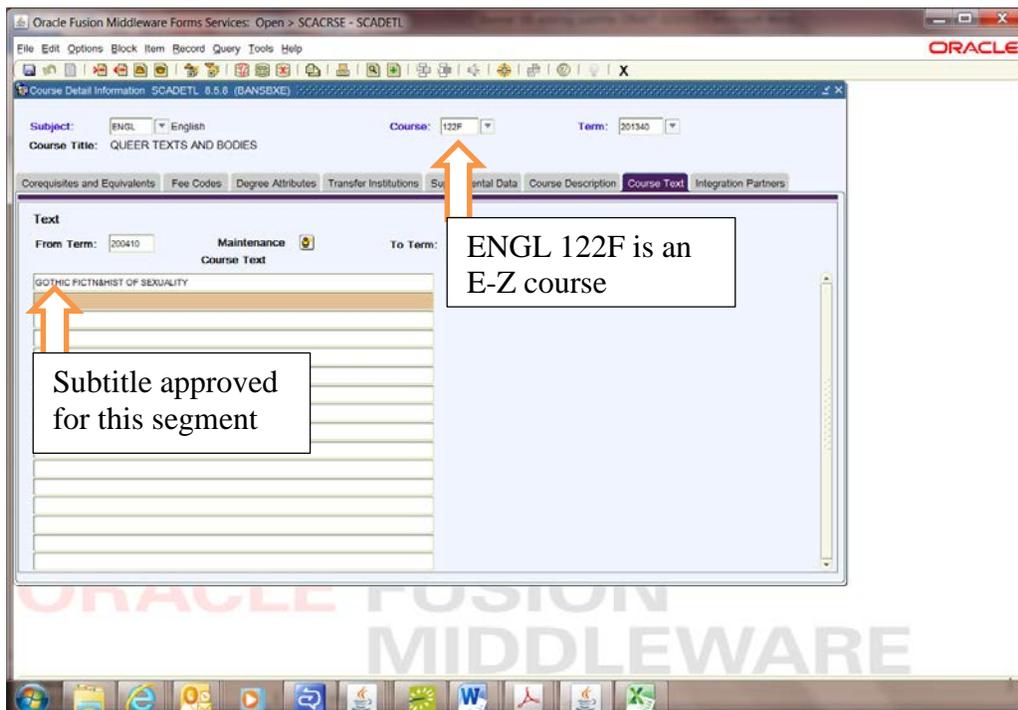
To maintain and produce quarterly class offerings and the Schedule of Classes publication

Impacted Departments

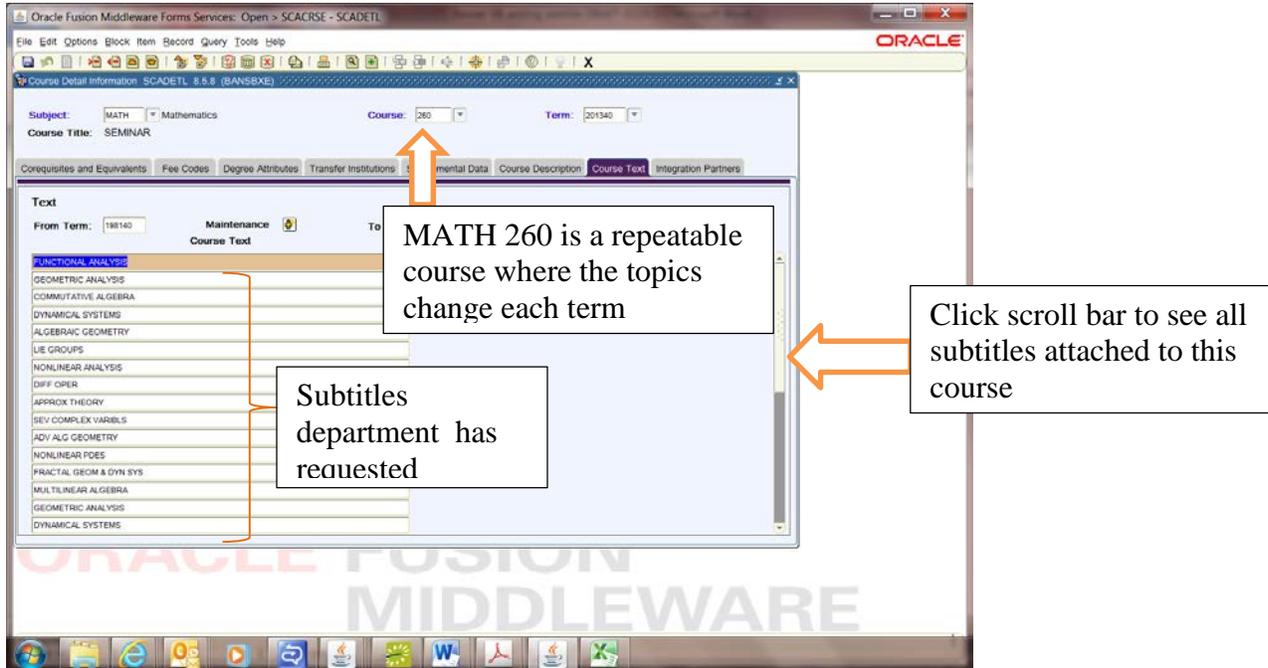
1. Registrar's office
2. Academic departments
3. College offices

Procedures

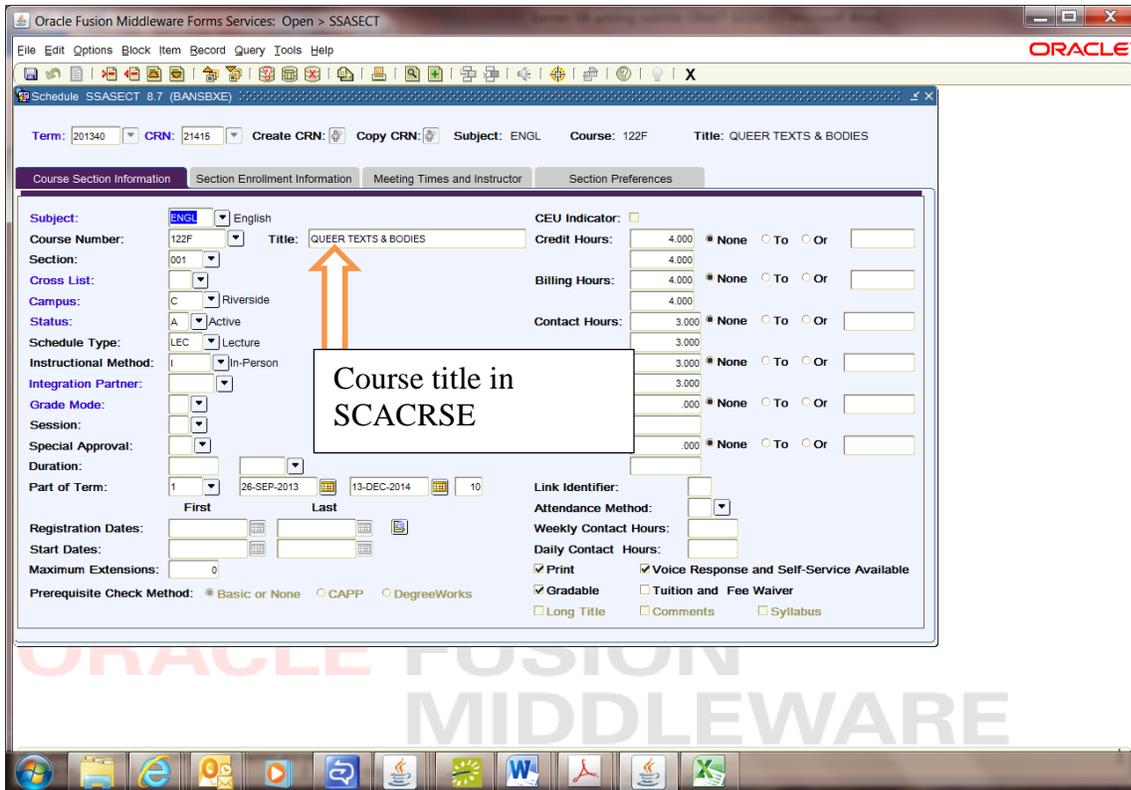
1. Locating a course's subtitle information
 - a. Go to SCACRSE
 - b. Enter: subject, course, and term of desired course and click Next Block
 - c. Click: Options, then Course Details (SCADETL)
 - d. Click: Next Block
 - e. Click: Course Text tab
 - f. If an E-Z (umbrella) course – one subtitle should appear in the Text section (see following example):



- g. If a “topics vary” course (i.e., course is repeatable) – one or more subtitles will appear in the Text section
- h. Topics are added per the academic department’s request (see following example):



- h. Copy desired subtitle (in this example, we’ll copy the ENGL 122F subtitle)
2. Adding the subtitle to a course section
- a. Go to SSASECT
 - b. If course is already in term, type in its CRN and click Next Block
 - c. If course is not in term, follow procedures that outline how to add a course section in Banner
 - d. Screen should appear similar to the following:



- e. Highlight data in Title field, then paste in the subtitle
- f. Save
- g. Screen should appear similar to the following:

