

How to Add Multiple Sections of a course into Banner

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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Purpose

To add multiple sections of a course

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 department
3. College offices

Procedures

1. Adding multiple sections of a course
 - a. Go to SSASECT
 - b. Example: add BUS 103 in 201420 – one lecture section, three discussion sections
 - c. Enter desired term in Term field
 - d. Enter ADD in CRN field
 - e. Click: Next Block
 - f. Enter: BUS in the Subject field
 - g. Enter: 103 in Course Number field
 - h. Enter: 001 in Section field (for lecture section)
 - i. Enter: C (Riverside) in Campus field
 - j. Enter: A (Active) in Status field
 - k. Enter: schedule type of the section in Schedule Type field
 - l. Part of Term field: click drop-down arrow to bring up the dates of instruction for the term. Highlight them and click OK
 - m. Credit Hours: tab to blank box (below box containing zeros). Type 4 and press the Tab key
 - n. Billing Hours: type 4 in the blank box (below box containing zeros)
 - o. Lecture: tab to blank box (below box containing zeros). Type 3
 - p. Link Identifier field: type in identifier code associated with this section's schedule type (L1 for lecture)
 - q. Save
 - r. Screen should appear similar to the following:

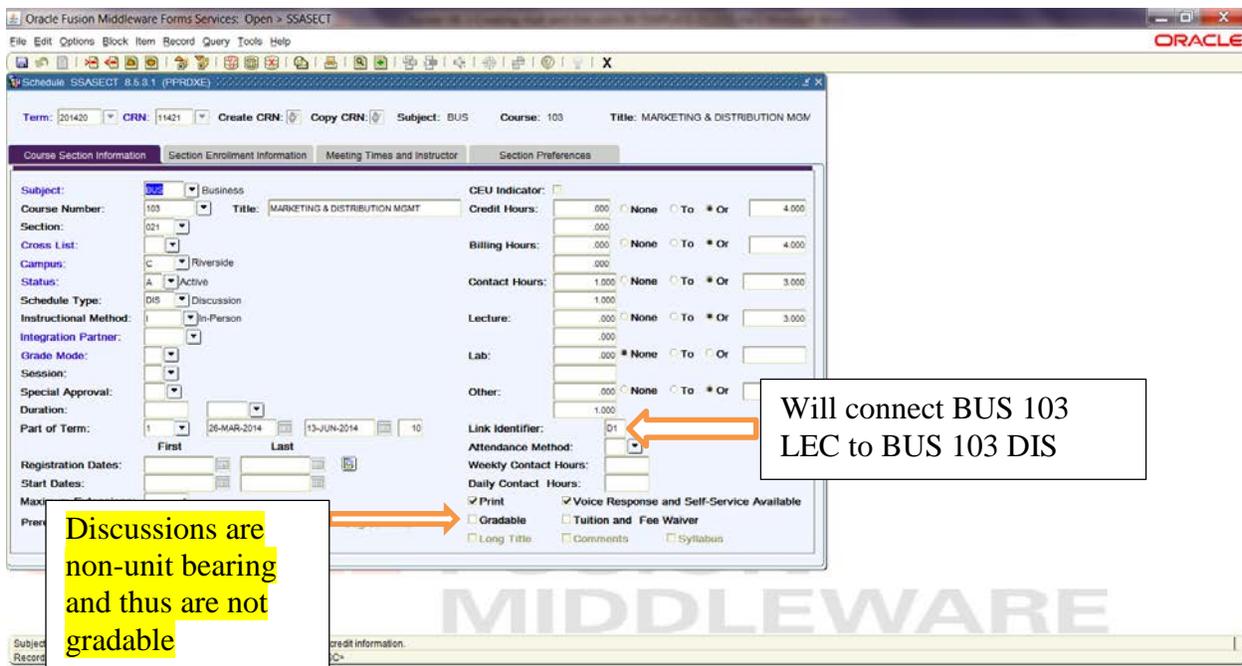
Blank Contact Hours box will automatically populate with number of hours entered in Lecture box

Will connect BUS 103 DIS to BUS 103 LEC

2. Adding discussion sections

- a. Click: Rollback
- b. Verify term is the same as for the lecture section just added
- c. Enter ADD in the CRN field
- d. Click: Next Block
- e. Enter: BUS in the Subject field
- f. Enter: 103 in Course Number field
- g. Enter: 021 in Section field (first discussion section)
- h. Enter: C in Campus field
- i. Enter: A in Status field
- j. Enter: schedule type of the section in Schedule Type field
- k. Part of Term field: click the drop-down menu to bring up the dates of instruction for the term. Highlight them and click OK

- l. Credit Hours: tab to blank box (below box containing zeros). Type zero and press the Tab key
- m. Billing Hours: type zero in the blank box (below box containing zeros)
- n. Other: tab to blank box (below box containing zeros). Type 1
- o. Link Identifier field: type in identifier code associated with this section's schedule type (D1 for discussion)
- p. Gradable option: if this box is checked, un-check it
- q. Save
- r. Screen should appear similar to the following:



- s. Repeat steps 2a through 2q to add discussion sections BUS 103 022 and BUS 103 023
3. Linking multiple sections of a course
 - a. Click: Rollback, then bring up lecture BUS 103 001
 - b. Click: Options, then select Course Section Detail (form SCADETL)

- c. Click: Next Block
- d. Section Links and Corequisites tab: click in the first available box under the Link Connector header
- e. Type: D1
- f. Save
- g. Click: Rollback
- h. Verify desired term is displayed in the Term field
- i. Enter: CRN of discussion BUS 103 021
- j. Click: Next Block
- k. Section Links and Corequisites tab: click in the first available box under the Link Connector header
- l. Type: L1
- m. Save button on the toolbar
- n. Click: Rollback
- o. Repeat steps 3h through 3n to add the link connector to discussion sections BUS 103 022 and BUS 103 023 (also linking them to lecture BUS 103 001)
- t. Final data input on SSADETL should appear as follows:

BUS 103 001 (Lecture)

Oracle Fusion Middleware Forms Services: Open > SSASECT - SSADETL

File Edit Options Block Item Record Query Tools Help

Schedule Detail SSADETL 8.5.0.1 (PPROXE)

Term: 201420 CRN: 11420 Subject: BUS Course: 103 Title: MARKETING & DISTRIBUTION MGM

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

Section Links

Link Connector

D1

Links lecture section 001 to discussions 021-023

Corequisites

CRN	Subject	Course	Section

ORACLE FUSION MIDDLEWARE

BUS 103 021 (Discussion)

Oracle Fusion Middleware Forms Services: Open > SSASECT - SSADETL

File Edit Options Block Item Record Query Tools Help

Schedule Detail SSADETL 8.5.0.1 (PPROXE)

Term: 201420 CRN: 11421 Subject: BUS Course: 103 Title: MARKETING & DISTRIBUTION MGM

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

Section Links

Link Connector

L1

Links discussion section 021 to lecture 001. Sections 022 and 023 will also have L1 as the link connector (linking all three discussions to the same lecture)

Corequisites

CRN	Subject	Course	Section

ORACLE FUSION MIDDLEWARE

**TABLE OF LINK IDENTIFIERS
(FOR GROUP SCHEDULE TYPES)**

Schedule Type	Schedule Type Code	Link Identifier
Activity	ACT	V1
Clinic	CLN	N1
Colloquium	COL	O1
Consultation	CON	C1
Demonstration	DEM	M1
Discussion	DIS	D1
Field	FLD	F1
Individualized Study	IND	I1
Internship	INT	H1
Laboratory	LAB	B1
Additional Lecture	LCA	A1
Lecture	LEC	L1
Online discussion & listening	ODL	G1
Practicum	PRC	P1
Research	RES	R1
Screening	SCR	E1
Seminar	SEM	S1
Studio	STU	U1
Term Paper	TPA	T1
Workshop & Screening	W&S	K1
Workshop	WRK	W1