

# LOOKING UP FINAL EXAM INFORMATION FOR A COURSE IN BANNER

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## REVISION HISTORY

Version	Date	Name	Description

## 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 look up the assigned final exam date and time for a course section in Banner.

## 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 ([bannersbx.e.ucr.edu](http://bannersbx.e.ucr.edu)) to follow along.

## FORMS

The forms listed below are covered in this training.

Form	Form Name	Description

## PROCEDURES

1. Registrar's Office will schedule a final exam for undergraduate lectures.
2. All other final exams will be scheduled by department request.
3. To view the assigned final exam date and time of a course:
  - a. Go to SSASECT.
  - b. Enter: term and CRN number of the desired course section and click Next Block.
  - c. Click **Options**.

File Edit **Options** Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PPRDXE)

Term: 201620 CRN: 14106 Create CRN: Copy CRN: Subject: ENGL Course: 001A Title: BEGINNING COMPOSITION

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: ENGL English CEU Indicator:

Course Number: 001A Title: BEGINNING COMPOSITION Credit Hours: 4.000  None  To  Or

Section: 001 Billing Hours: 4.000  None  To  Or

Cross List:  Contact Hours: 3.000  None  To  Or

Campus: C Riverside Lecture: 3.000  None  To  Or

Status: A Active Lab: .000  None  To  Or

Schedule Type: LEC Lecture Other: .000  None  To  Or

Instructional Method: I In-Person

Integration Partner:

Session:

Special Approval:

Duration:

Override Duration:

Part of Term: 1 28-MAR-2016 03-JUN-2016 10

Registration Dates:

Start Dates:

Maximum Extensions: 0

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks

Link Identifier:

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

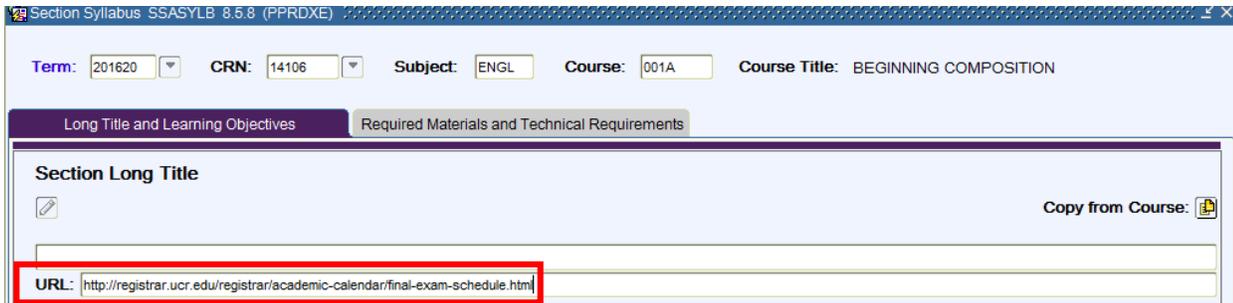
Print  Voice Response and Self-Service Available

Gradable  Tuition and Fee Waiver

Long Title  Comments  Syllabus

Subject, press Count Query Hits for existing courses, Duplicate Record for credit information.

- d. Choose **SSASYLB**. Next Block.
- e. The link to take the user to the final exam information on the Registrar's Office website will appear in the **URL** Field.



4. The final exam link will also be available on the Self-Service (Schedule of Classes) site. It will be included with an undergraduate lecture section on the Class Details pop-up under the Final Exam and Schedule Notes tab:

