

How to query a specific building/room for a specific day/time in 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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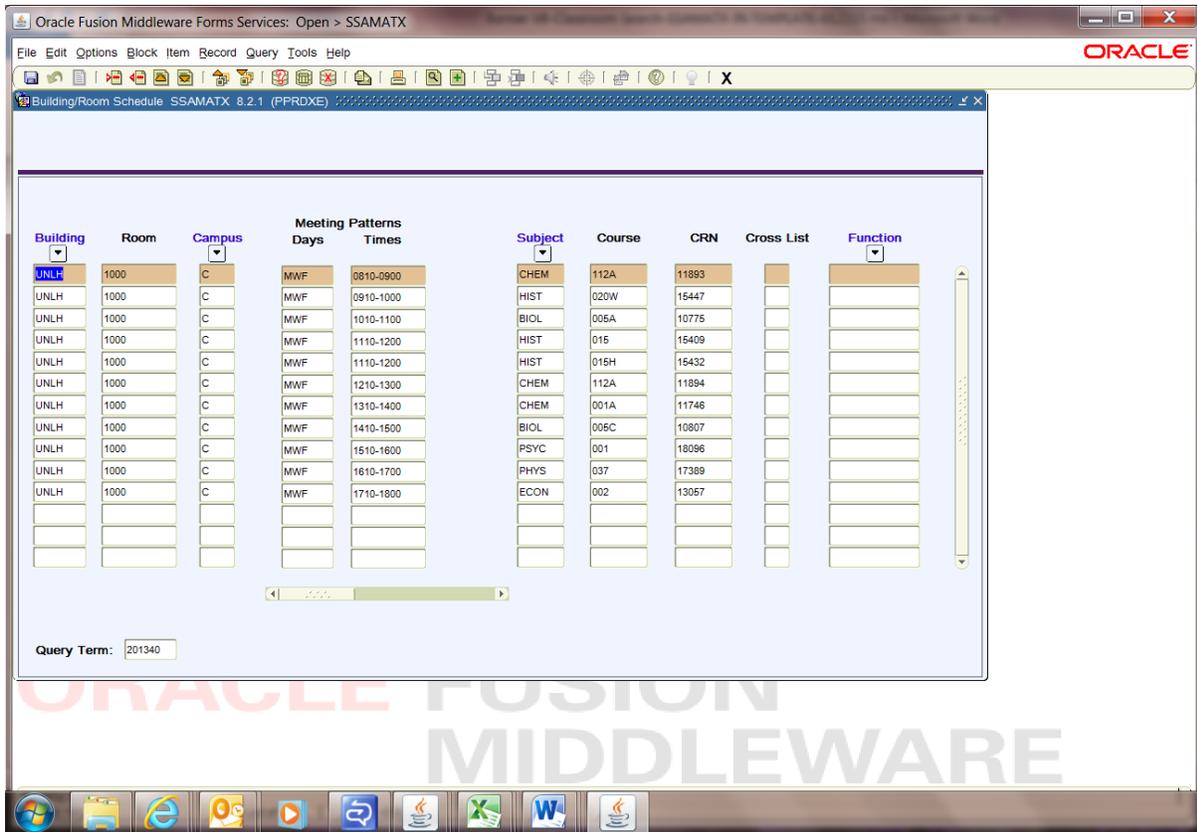
Proposed Training Methodology and Delivery.

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.

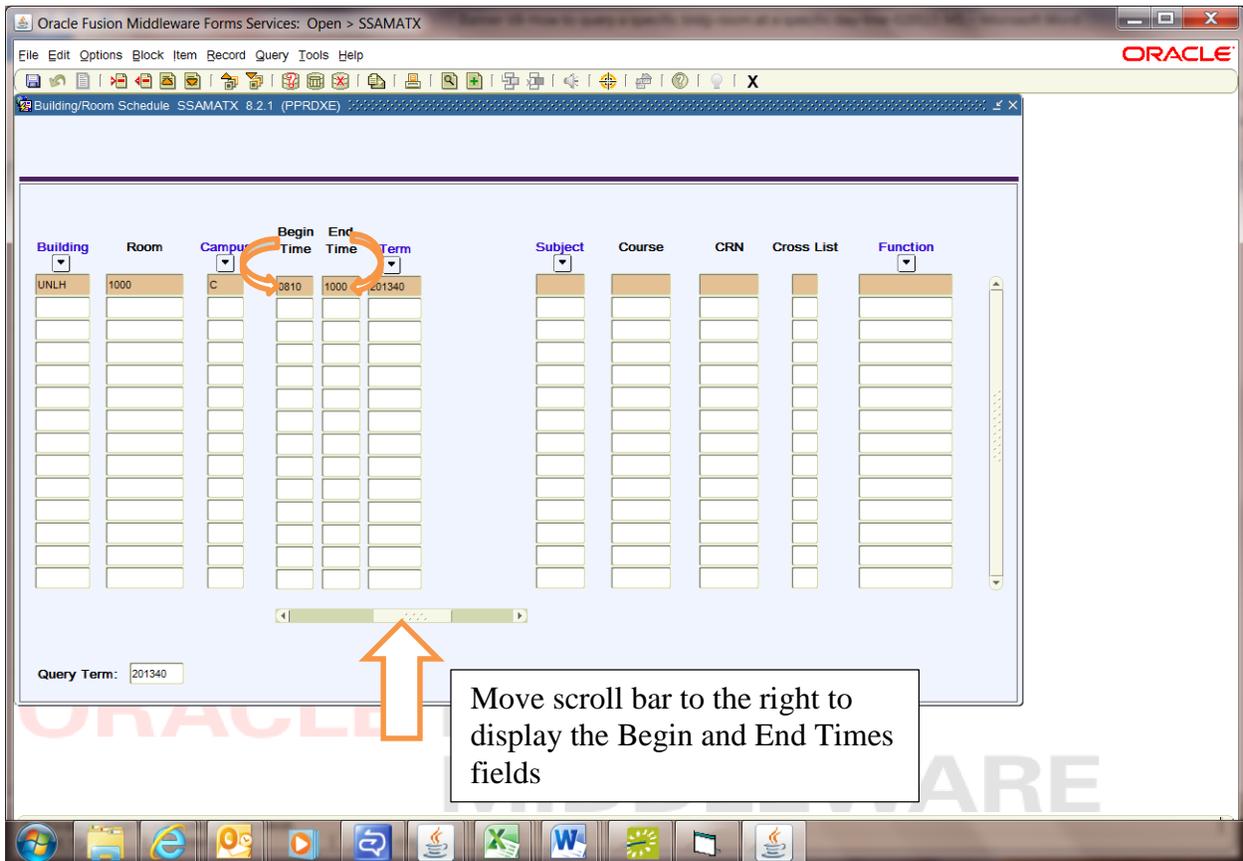
Purpose

To view which courses in a given term are scheduled in a given general assignment classroom

2. Entering query data
 - a. Query can be as general or as specific as desired
 - b. In this example, we will query for 201340 courses scheduled MWF in general assignment classroom UNLH 1000
 - c. Verify desired term is in box in lower left corner of SSAMATX
 - d. If desired term is not in the box – go to SSASECT, bring up a course in the desired term, then return to SSAMATX
 - e. Once desired term is reflected on SSAMATX – enter the building code (search function provides list of active building codes)
 - f. Room field: enter desired room (1000 in this example)
 - g. Campus field: type C (Riverside)
 - h. Click: check boxes below Monday, Wednesday, and Friday
 - i. To find courses from a specific subject area - enter subject in Subject field (search function provides list of active subject codes)
 - j. Select: Query, then Execute
 - k. Output should appear similar to the following example:



- l. You can also query for a specific day and time. This next search will be for 201340 courses in UNLH 1000 with a start time of 0810 and end time of 1000
- m. Use the scroll bar at bottom of SSAMATX to display the Begin Time and End Time fields.
- n. Enter desired begin and end times. See following example:



- o. Select: Query, then Execute
- p. Output should appear similar to the following example:

