Banner Academic Scheduling

Introduction

This lab is to review and practice the material covered in the online tutorial "Academic Scheduling in Banner." At the end of this lab, you will know how to:

1. Look up what course sections are in a given term and how to select one

2. Add a course section in Banner (unit-bearing and non-unit-bearing)

3. Input pertinent fields related to the section

4. Input credit hours, billing hours, and contact hours related to the section (distinguish difference between options "None", "To", and "Or")

5. Input link identifiers (two locations on SSASECT where this is done)

6. Input maximum enrollment, projected enrollment, and waitlist (for non cross-listed courses)

7. Input section day(s), start time, and end time

8. Input instructor

9. Identify sections meeting in a classroom (either general assignment or department room) for subsequent room scheduling in 25Live (where all room scheduling and un-scheduling will take place)

10. Identify a subtitle on a section approved to have a subtitle

11. Locate a Course Materials Fee on an approved section

12. Delete a course

13. Cancel a course

14. Review structure of a cross-listed course

15. View approved pre-requisites, restrictions, and co-requisites of a course ("all or none" option now for prerequisite enforcement)

16. Add a memo and section note

Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.

2. This lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

Lab Exercises: Group Exercise – Querying and adding course sections

Exercise #1

Log into Banner Training environment using your UCR NetID and password. Click on the Banner Training link on your desktop. http://bannersbxe.ucr.edu

Exercise #2

Type in 201620 in Term field and click down arrow by CRN field (bring up query form SSASECQ)

Conduct a query with GEO as the Subject and 001 as the Section. How many undergraduate sections are in your output? _____

Is GEO 144 in the 201620 term? _____

Exercise #3

Select one of the sections and open it on the Course Section Information tab.

Which one did you select? _____

Exercise #4

How many billing hours are approved for this course section? _____

How many contact hours are approved for each schedule type? _____

Lab Exercises: On your Own

Exercise #5

Rollback and add a new course section of your choice in 201620. Please select a course approved for two or more schedule types with group contact hours. First add data to the required fields on the left side of form.

What section did you add, and what is its schedule type? _____

Which schedule types are approved for this course? _____

Exercise #6

Add required course data on right side of form.

If the section is unit-bearing, what do you enter on the Credit and Billing Hours fields? _____

What do you enter for Contact Hours for the schedule type of this section? _____

What do you enter for Contact Hours for the schedule type that's not part of this section? _____

Exercise #7

What do you enter in the Link Identifier field? _____

What form do you go to where the Link Connector is entered? _____

What should be entered on the Link Connector field for this section? _____ (Do this step after the section is saved.)

Exercise #8

Verify if section is gradable. If not gradable, which option do you update and how? _____

Save section. Please notate the CRN: _____

Lab Exercises: On your Own

Exercise #9

Input maximum enrollment and projected enrollment (latter is optional).

NOTE: Waitlist amount is to be entered only on applicable secondary activity section(s) of the course.

Exercise #10

Enter section's meeting day(s), start time, and end time. What time format is used in Banner? _____

Input instructor. What query form assists in finding an instructor name? _____

Exercise #11

Enter room attribute preference GE or DP on the Scheduler Preferences tab. Which one did you enter? _____

NOTE: This is an updated procedure on identifying sections that need Academic Scheduling to assign a general assignment classroom.

Exercise #12

Follow steps outlined in Exercises 5-11 to add in 201620 the secondary schedule type of the course you just added.

What do you fill in for Credit and Billing Hours? _____

What do you enter for Link Identifier? _____

What do you enter for the Link Connector? _____

Please notate the CRN of this section: _____

Exercise #13

In 201620, pull up MATH 260 001 - CRN 16133. Notate the title: _____

Navigate to SCACRSE and pull up this course. What is the title here? _____

What do you find on the Course Text tab? _____

Exercise #14

What is the only thing you have to do to initiate cancelling a course section? _____

Do this on a 201620 section of your choice; please notate the section: _____

Exercise #15

In 201620, pull up a section of CHEM 01LC. What is the amount of the Course Materials fee? _____

Exercise #16

In 201620, pull up BUS-104-001, CRN 11518. Identify the Cross List code: _____

Go to the form where all the cross-listed partners are entered and listed. What is the partner of BUS-104-001 (course section and CRN)? _____

Exercise #17

In 201620, pull up EE 175C001 (CRN 13687).   Does this course have approved prerequisites? _____

What is checked that indicates the course has prerequisites? _____

Does this course have approved restrictions? _____

How many restrictions are approved for this course, and which ones are they? _____

Now go to SCACRSE and pull up EE 175C there. Does this course have a co-requisite? _____

Exercise #18

Return to SSASECT, and in 201620 pull up a course section from your department. Please notate the section: _____

Does this section already have a memo or section note? _____

If no, please add a brief note relevant to this section. In which field box do you type the note? _____

Exercise #19

Rollback and pull up a discussion section for one of your courses. Please notate the section:_____

Follow the procedures for deleting the section from 201620. Were you able to delete successfully? _____