

How to query for a specific course

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 query for a specific course section in Banner.

Related Policies and Regulations

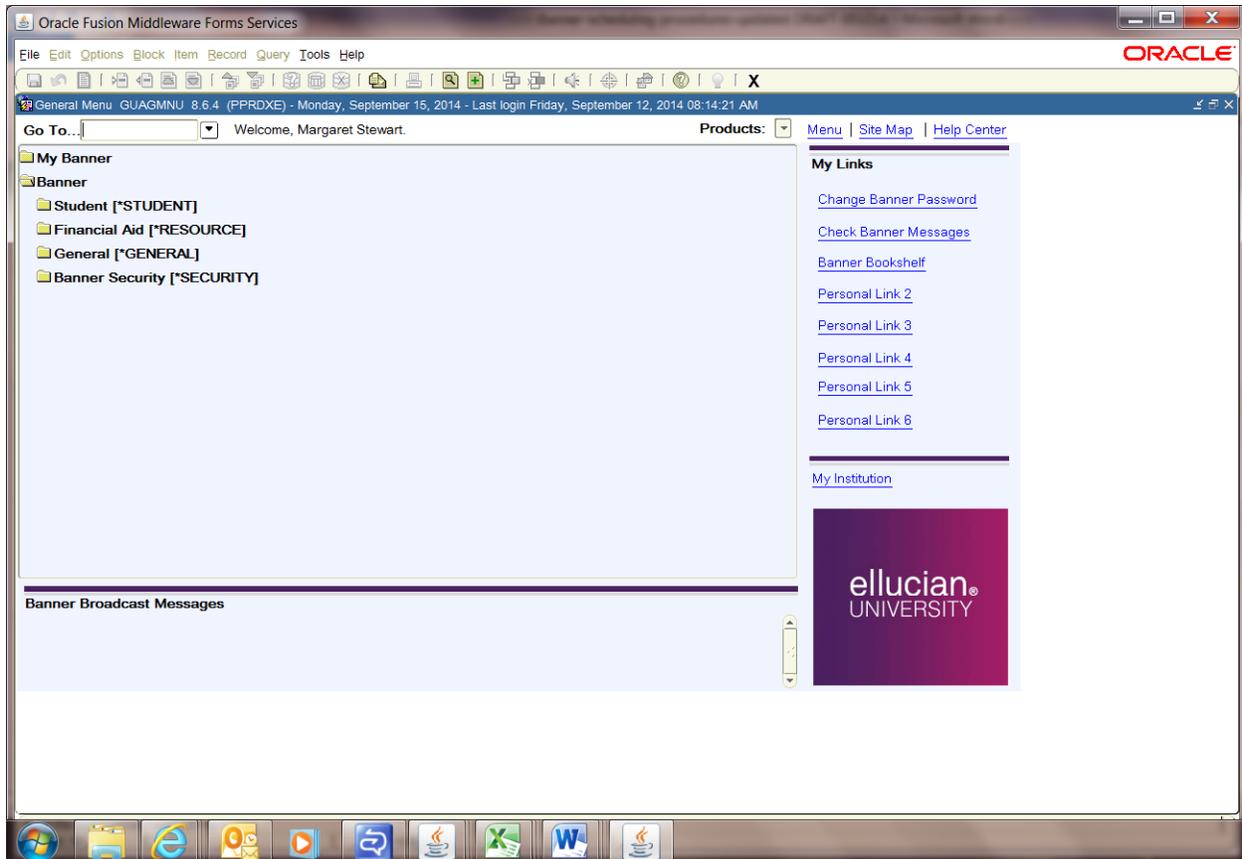
The campus will be adopting Banner as the Student Information System that will be used campus wide. The Office of the Registrar, as the keeper of the class schedule and student records, will be one of the first departments to implement Banner. Academic Scheduling, once scheduling procedures in Banner have been mastered and documented, is charged with providing Banner scheduling training to the scheduling contacts in the academic departments.

Impacted Departments

1. Academic departments
2. Office of the Registrar – Academic Scheduling

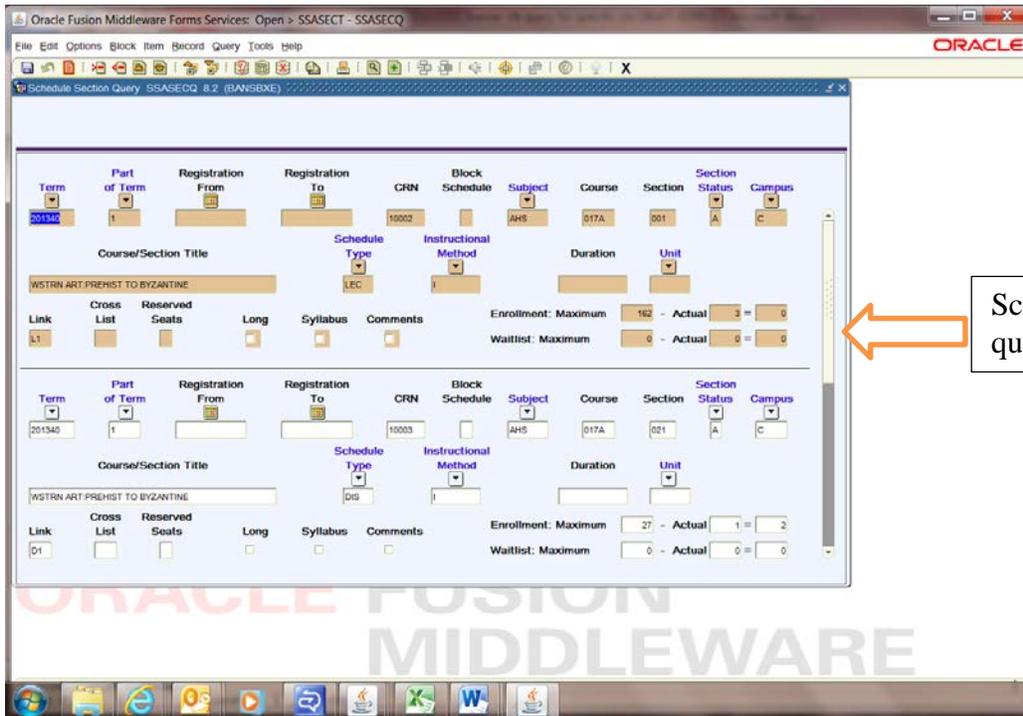
Procedures

1. Preparation (example)
 - a. Currently, Banner is available in a test environment and is accessed through the following Web address: bannertest.ucr.edu
 - b. Your UCR NetID is your Banner user name. A representative from Computing and Communications will need to set up your NetID in Banner. Contact your supervisor if this needs to be done.
 - c. For Banner password, you will first enter abc123. Once at the main menu, change your password for added security by clicking the link Change Banner Password.
 - d. You should be at the main menu GUAGMNU (see following screen):

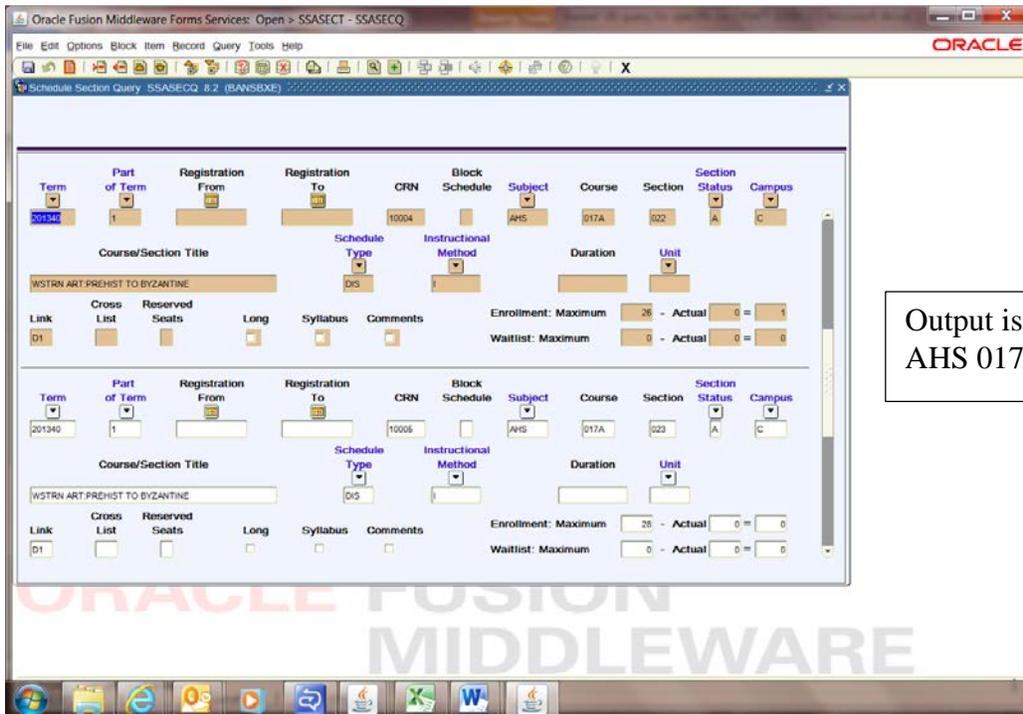


2. Query for a specific course section in SSASECQ – Schedule Section Query
 - a. Go to SSASECT
 - b. Enter desired term in Term field
 - d. Click: down arrow beside CRN field
 - e. Enter: desired subject code in Subject field
 - f. If you don't know the subject code:
 - i) Click: down arrow above Subject field – brings up STVSUBJ
 - ii) Scroll through or use the Find function to find the desired subject
 - iii) Highlight subject and click OK
 - g. Enter: desired course number in Course field
 - h. Click: Query, then Execute

i. Screen should appear similar to the following examples:



Scroll to see more query output

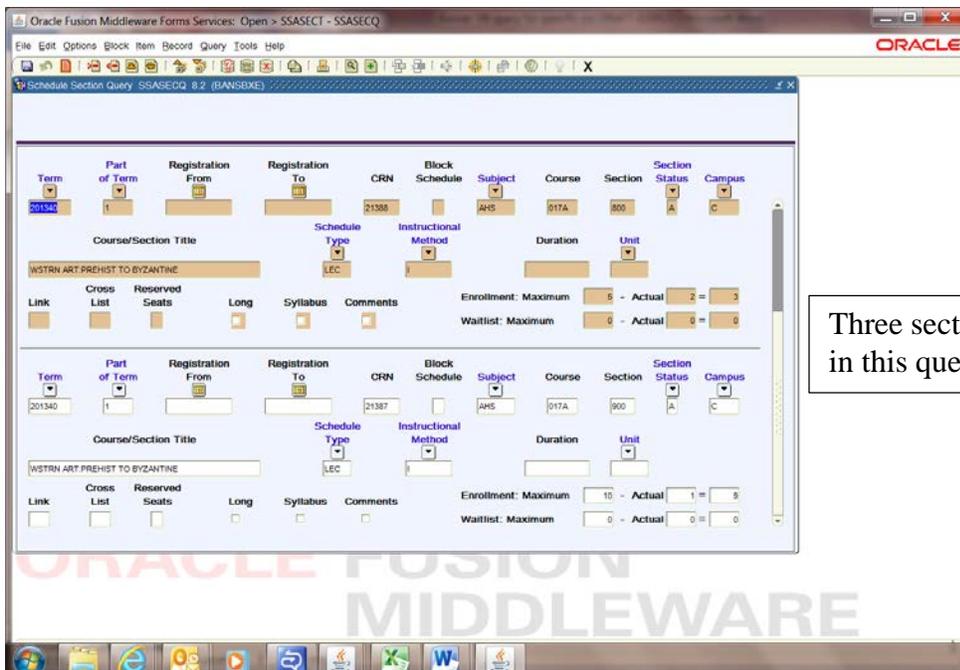
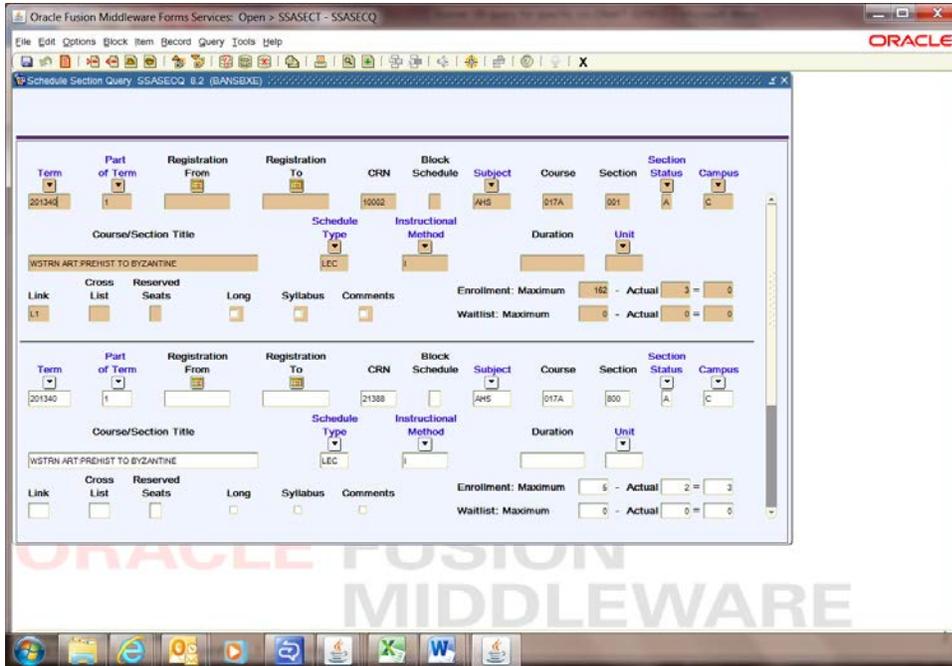


Output is all sections of AHS 017A in 201340

j. To obtain a more specific output, enter more query criteria

k. Click: Rollback

- l. Re-enter: AHS in Subject field
- m. Re-enter: 017A in Course field
- n. Enter: LEC in Schedule Type field
- o. Click: Query, then Execute
- p. Screen should appear similar to the following examples:



Three sections of LEC found in this query

3. Select a section from query output
 - a. Highlight desired section
 - b. Click: Select
 - c. At SSASECT – click Next Block
 - d. Screen should appear similar to the following:

