

Looking Up Final Exam Information for a Course 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

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

Related Policies and Regulations

To maintain and produce quarterly class offerings and the Schedule of Classes publication

Impacted Departments

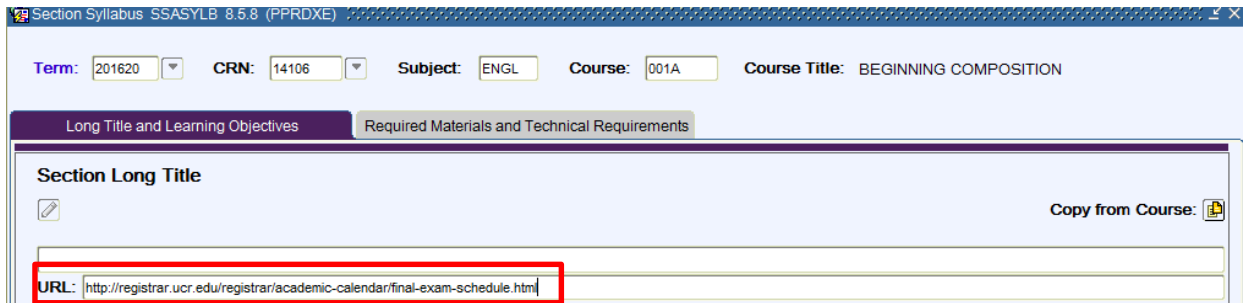
1. Registrar's office
2. Academic departments
3. College offices

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

The screenshot shows the Oracle SSASECT interface. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The 'Options' menu item is highlighted with a red arrow. Below the menu bar, the 'Options' button is also highlighted with a red box and labeled '1c. Options'. The main content area displays course information for 'ENGL 001A' (BEGINNING COMPOSITION) at the 'Riverside' campus. The 'Section Preferences' tab is active, showing fields for 'Subject', 'Course Number', 'Section', 'Campus', 'Status', 'Schedule Type', 'Instructional Method', 'Integration Partner', 'Session', 'Special Approval', 'Duration', 'Override Duration', 'Part of Term', 'Registration Dates', 'Start Dates', 'Maximum Extensions', 'Prerequisite Check Method', 'CEU Indicator', 'Credit Hours', 'Billing Hours', 'Contact Hours', 'Lecture', 'Lab', 'Other', 'Link Identifier', 'Attendance Method', 'Weekly Contact Hours', 'Daily Contact Hours', and various checkboxes for 'Print', 'Gradable', 'Long Title', 'Voice Response and Self-Service Available', 'Tuition and Fee Waiver', 'Comments', and 'Syllabus'. The 'Part of Term' section shows '1' selected, with dates '28-MAR-2016' and '03-JUN-2016' displayed. The 'Prerequisite Check Method' is set to 'CAPP'. The 'Attendance Method' is set to 'None'. The 'Weekly Contact Hours' and 'Daily Contact Hours' are both set to '3.000'. The 'Credit Hours' and 'Billing Hours' are both set to '4.000'. The 'Contact Hours' are set to '3.000'. The 'Lecture' and 'Other' fields are both set to '3.000'. The 'Lab' field is set to '.000'. The 'Other' field is set to '.000'. The 'Link Identifier' is set to 'None'. The 'Attendance Method' is set to 'None'. The 'Weekly Contact Hours' and 'Daily Contact Hours' are both set to '3.000'. The 'Print' checkbox is checked. The 'Gradable' checkbox is checked. The 'Long Title' checkbox is checked. The 'Voice Response and Self-Service Available' checkbox is checked. The 'Tuition and Fee Waiver' checkbox is unchecked. The 'Comments' checkbox is unchecked. The 'Syllabus' checkbox is checked. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

- d. Choose: SSASYLB; Next Block
- e. The link to the final exam information will appear in the URL field



1e. Link takes user to the final exams page located on the Registrar's Web site

- 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:

