

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 7.3 (PPRD)

Term: 200720 CRN: 20142

**Section Details**

Subject: ACC Accounting CEU Indicator: N  
 Course Number: 2301 Title: Principles of Accounting I Credit Hours: 3.000  
 Section: 010 Billing Hours: 3.000  
 Cross List: Campus: M Angelo State University Contact Hours: 3.000  
 Status: Active

Meeting Time SSASECT 7.3 (PPRD)

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Auto Scheduler	Scheduler Preference	Partition Details
	CLAS	16-JAN-2007	11-MAY-2007		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				0800	0915			

Instructor SSASECT 7.3 (PPRD)

Session Indicator	ID	Instructor	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	80204443	Lewis, Judy D.	3.000	100	<input checked="" type="checkbox"/>		100

Session indicator.  
Record: 1/1 <OSC>

# Banner 7 Schedule Input

Updated for Fall 2008 Term

# Table of Contents

<b>Logging in to Banner</b> .....	<b>3</b>
<b>Navigating Forms</b> .....	<b>4</b>
<b>Creating a Personalized Menu with My Banner</b> .....	<b>5</b>
Adding a Form .....	5
Querying to Locate a Form .....	6
Changing the Description of a Form .....	6
Removing a Form .....	6
Make My Banner the Default Menu .....	7
<b>Changing Password</b> .....	<b>8</b>
<b>Input Schedule into Banner</b> .....	<b>9</b>
Section Numbers .....	10
Section Enrollment .....	12
Meeting Times .....	13
Query Available Rooms .....	14
Instructor Information .....	15
Locating an Instructor ID .....	15
Viewing Faculty Teaching Assignments .....	16
Removing an Instructor from a Course .....	16
Course Section Comments .....	16
Copying a Section .....	17
Locating a Course Reference Number (CRN) .....	17
Cross-listing Courses .....	18
Linking Courses .....	20
Establishing the Links .....	21
Scheduled Section Tally Report .....	22
Class Schedule Report .....	24
<b>Appendix</b> .....	<b>26</b>
Linking Identifiers by Department .....	26
Cross-list Identifiers by Department .....	27
Meeting Time Codes .....	28
Building Codes .....	29

## Logging in to Banner

In contrast to our legacy administrative systems, which ran on a mainframe computer, Banner runs in an Internet environment (referred to as INB or Internet Native Banner).

**NOTE:** Viewing is best if monitor is set at 1028 X 768.

Access Banner at: <http://banner.angelo.edu>

Click “**Logon to Banner**”

Click the [Banner Logon](#) Link to access the LIVE Banner Database

Like most information systems, you will have to supply a username and password. Your username is the same as your email account name (usually first initial last name, up to eight characters). You will be assigned a temporary password which must be changed immediately upon logging in the first time.

**NOTE:** When Banner is accessed for the **FIRST** time on a computer, a prompt will appear to download and install the Oracle JInitiator plug-in. After JInitiator has been successfully installed; the typical login screen should appear. If it does NOT appear, close the browser, reopen it, and go to the Banner web address again.

**IMPORTANT:** In the status bar at the bottom of the desktop, there will be a browser window AND an Oracle window open when Banner is running. The "Oracle Developer Forms Runtime - Web" window looks like a teacup with steam rising. **If either of these windows is closed, Banner will terminate.**

Once the Oracle window loads, the logon dialog box will appear:

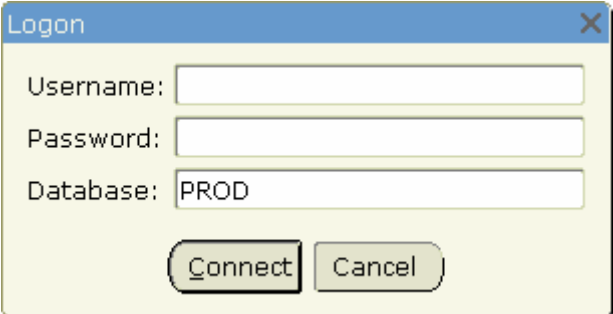
Click the Username field

Enter your username

Tab to the Password field

Enter your password

**The Database field will be filled in with the name of the database.**

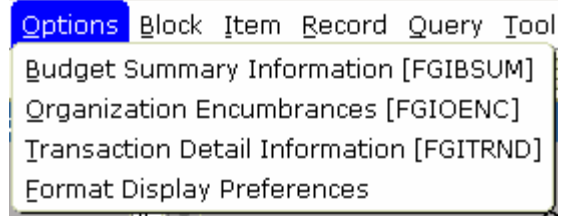


Click {Connect} or press Enter.

When you login for the first time, you will need to change your password. The password will expire every 120 days. A warning will be displayed when you need to change your password. The procedure for changing your password is described on page 9.

# Navigating Forms

There are a multitude of ways to navigate Banner forms:



Options menu –

- Select the Options menu to see a list of related forms
- Context specific to the active information block

Block menu –

- Use to perform the Previous, Next, and Clear block function

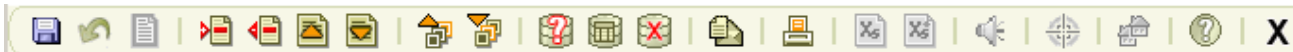
Scroll Bars –










- May be located on the horizontal right of a form, or at the bottom of a form
- Make sure that the form is expanded fully, so you will know if there are any bottom scroll bars



Toolbar –

- Contains buttons to easily perform menu functions



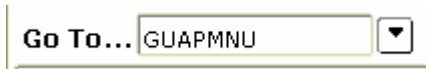
	Function	Keyboard Shortcut	Description
	Save	F10	Saves all changes made
	Rollback	Shift + F7	Clears all information and returns to the Key Block
	Select	Shift + F3	Enters the highlighted value into the current field
	Enter Query	F7	Activates the Query function
	Execute Query	F8	Uses criteria to search the database
	Previous Block	Ctrl + PgUp	Moves to the previous information block
	Next Block	Ctrl + PgDn	Moves to the next information block
	Online Help		Displays information about the active form
	Exit	Ctrl + Q	Closes the form. Will exit Banner if you are in a menu.

# Creating a Personalized Menu with My Banner

My Banner is a feature of the Banner system to create a personalized menu of frequently accessed forms.

Open “My Banner Maintenance” form **[GUAPMNU]**:

- Use the Direct Access method
  - In the Direct Access field, type GUAPMNU
  - Press Enter
- Use the Banner Forms Menu Area
  - Click the plus sign beside “My Banner”
  - Double-click “Empty; Select to build [GUAPMNU]”



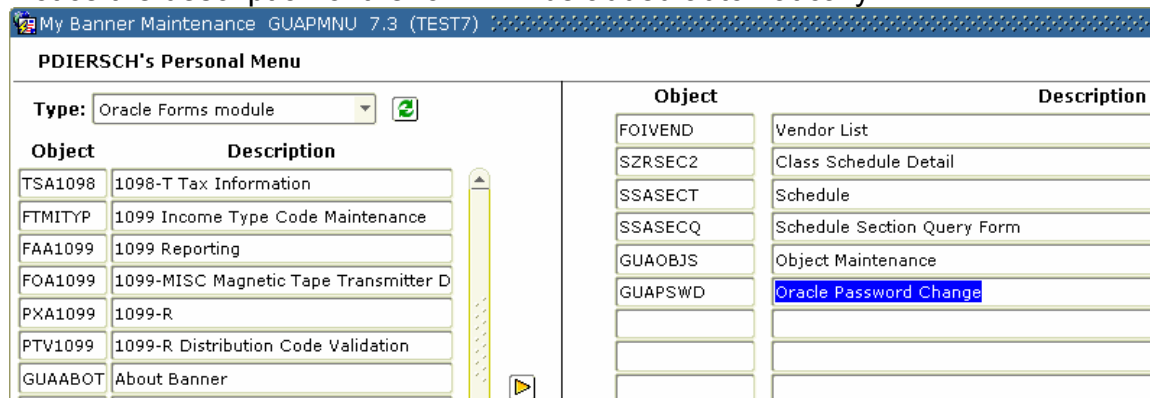
## Adding a Form

- Scroll to find the form you wish to add
- Click once on the name of the form. The name of the form will turn white.
- Click on the right arrow to add the form to My Banner



Another way to add a form to My Banner is to manually type in the seven character code.

- Click below the Name category in the right side pane of the form.
- Type in the form code
  - Ex. **[GUAPSWD]** is the form to change your password
- Press Enter

Notice the description of the form will be added automatically.





Object	Description
FOIVEND	Vendor List
SZRSEC2	Class Schedule Detail
SSASECT	Schedule
SSASECQ	Schedule Section Query Form
GUAOBJS	Object Maintenance
GUAPSWD	Oracle Password Change

- Click the Save button  to save the contents of the menu.
- Close **[GUAPMNU]** 

**NOTE:** The change to the contents of My Banner will not appear until you exit Banner and logon again.

## ***Querying to Locate a Form***

If you do not know the seven character code of a form, you can execute a query to find it.

- Click once in the left pane of **[GUAPMNU]**
- Select Enter Query from the Query menu (F7) 
- Enter the search criteria using the wildcard (%) if necessary
- Select Execute Query from the Query menu (F8) 

## ***Changing the Description of a Form***

Banner will add a description for the form automatically. However, you may change the description to suit your needs.

Add the form **[FGIBDST]**

The description of the form will be highlighted in blue.


**NOTE:** If you click off of the description, you can highlight the entire description by triple-clicking it.

- Type a new description.
  - Ex. “View the department budget”
- Press Enter.
- Save the menu.

## ***Removing a Form***

There may come a time when you no longer need to access a form. You will want to remove it from the My Banner menu.

Open the My Banner form **[GUAPMNU]**

- Click once on the form(s) you want to remove. The text will turn white
- Click the left arrow.  (Or choose *Record – Remove*)
- Save the menu.

## Make My Banner the Default Menu

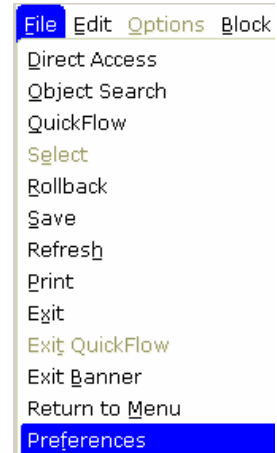
When you logon to Banner, notice that My Banner is collapsed, while Banner is expanded to reveal the many form categories. The Preferences section can be used to make My Banner expanded and Banner collapsed when you logon.

- Choose *File – Preferences*
  - [GUAUPRF] will open.
- Click the {Menu Settings} tab




- In the User Default field, type “\*PERSONAL”

“My Banner” will appear automatically in the next field.



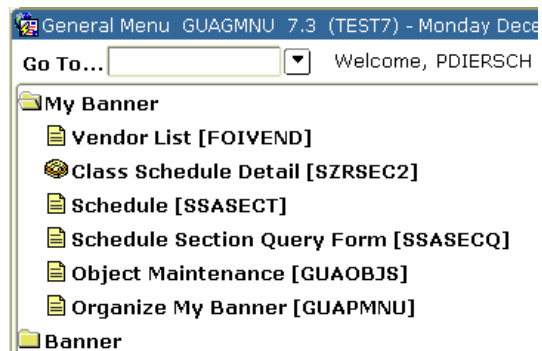
### Starting Menu Option

<b>Description:</b>	Enter the name of your preferred start-up menu.	
<b>Default Value:</b>	*MENU	Products Menu
<b>User Default:</b>	*PERSONAL	▼ My Banner

- Click the Save button 
- Click {OK}
- Click {OK}

For changes to be applied, exit Banner and logon again.

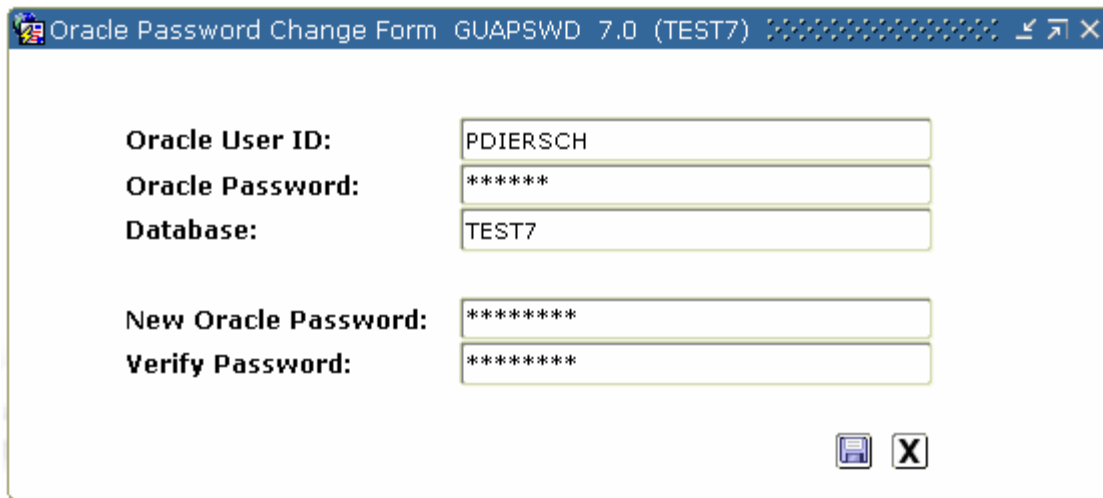
The next time you logon, you will see My Banner expanded, and Banner collapsed.



## Changing Password

Your password will be active for 120 days. When the password has expired, a warning will appear, and you will need to change your password.

- Open the form [GUAPSWD]
- Enter in the appropriate information
- Click {OK}



Oracle Password Change Form GUAPSWD 7.0 (TEST7)

Oracle User ID: PDIERSCH

Oracle Password: \*\*\*\*\*

Database: TEST7

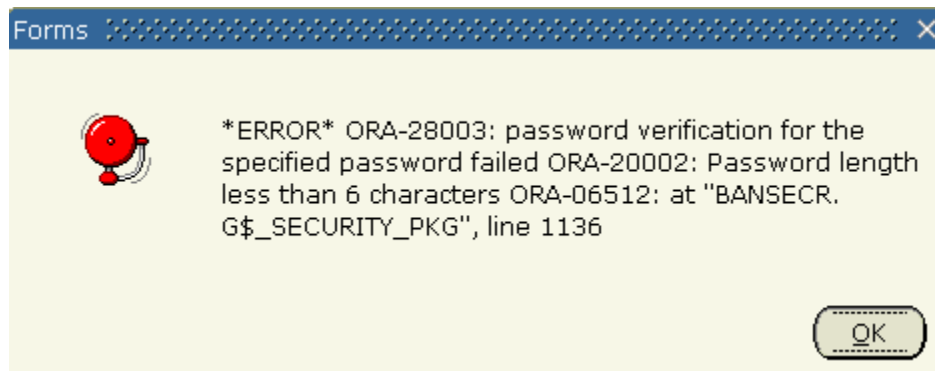
New Oracle Password: \*\*\*\*\*

Verify Password: \*\*\*\*\*

Save Close

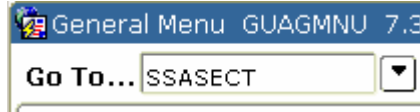
Some restrictions to your password:

- Must be at least 8 characters in length
- Cannot be your username
- Numbers and letters are accepted, and a few other characters
  - `_`, `-`, `+`, `*`, `^`, `!` are accepted
- Must be a different password from previous two changes



# Input Schedule into Banner

Logon to Banner



Open [SSASECT]

Enter the term value for the semester (see table)

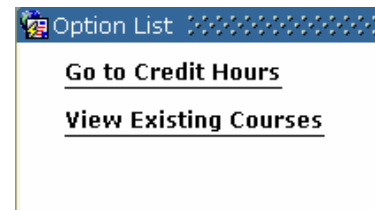
Tab to the Course Reference Number (CRN) field

Enter **ADD** for a new course

2008 Fall	<b>200810</b>
2008 Spring	<b>200820</b>
2008 Summer I	<b>200830</b>
2008 Summer II	<b>200840</b>

Click Next Block (CTRL + PageDown)

Enter the Subject code followed by the Course Number. If it is a valid course, the title and credit hours of the course will be entered automatically.



You can double-click within the Subject field to view all courses by subject.

In the Option List window, click “View Existing Courses”

Scroll to the course you wish to add, or conduct a query to find the course

In the Find field, enter the subject code, then click the “Find” button.

Enter the Section number

If you will be creating multiple sections of this course, you will need to create a “0” section first. See page 18 “Copying a Section” for details.

## Section Numbers

- 1) Courses that require a **lab fee** should have a section number that ends with **Z**. The **Z** is used by the billing and receivables module to indicate the course has a special fee such as a lab fee or a private music lesson fee. The **Z** should be placed in the last field of the lab section.

Examples:        MATH 130A01Z  
                      BIO  141002Z  
                      MUS  112103Z

- 2) If you have a lab and lecture class in which you want a student to enroll together, number the lecture 0#0 and the lab 0#Z.

Examples:        MATH 130A010  
                      MATH 130A01Z  
                      MATH 130A020  
                      MATH 130A02Z

- 3) Otherwise, number your lectures 010, 020, then lab classes 03Z, 04Z.

- 4) First eight-week course sections and second eight-week course sections for the term should start with an **F** and **S**, respectively. The first digit of the section number will be used to indicate that this is a first or second eight-week course.

Examples:        GOVT 2301F10                                BIO 3101F1Z  
                      ECO  2301S10

- 5) Honors course sections should start with an **H**. The first digit of the section number will be used to indicate that this is an honors section.

Examples:        ENG  1301H10        CHEM                                1412H9Z  
                      ENG  1301H20

- 6) Distance Education course sections should start with a **D**. The first digit of the section number will be used to indicate that this is a course taught via instructional telecommunications and not on our campus. For courses taught through interactive television (CARR 202), the class section on campus must be separate from the class section at, for example, UTPB or Stamford, and will have a "normal" section number.

- 7) Mini course sections are taught outside the normal parameters of a semester and should start with an **M**. The number after the **M** will reflect the session code that is given to you by the Office of the Registrar.

Examples:        PSY 6311M10                                GEOL 1402M3Z  
                      ED  6351M10

**Cross List – see page 18**

**Campus – “M” for Angelo State University**

**Status – “A” for Active**

**Schedule Type – “LEC” for Lecture, “LAB” for Laboratory.** If the course is something other than lecture or lab, double-click field to view acceptable values.

**Instruction Method – Double-click to access values.**

<b>Code</b>	<b>Description</b>
1	Face to Face
2	Internet
3	Video Tape and/or Broadcast TV
4	Two-way Interactive Video
5	Multiple or Other Electronic Media

**Integration Partner - Blank**

**Grade Mode – Blank**

**Session – Blank**

**Special Approval –** This field should be entered if student needs some type of permission to get into the class. For example: A research class is not open to everyone so the department would want to restrict who is able to take the class. In this case a value of “**DP**-department permission needed- would be entered”.

Double-click the field to access values.

<b>Code</b>	<b>Description</b>
AP	Auditors need permission
DP	Department permission needed
GP	Department Contract / Graduate Dean Permit needed
IP	Instructor permission needed
UP	Undergrads need permission

**Duration – Blank**

**Part / Term** – The session codes referred to in number 7 and 8 on page 11 will be entered here. The department will need to enter the code the Registrar’s Office gives them for these special sessions. Also, codes for the first and second eight weeks courses are entered here. Double-click to access values.


Code Description	
1 Full	Term
F	First Eight Weeks
L	Last Eight Weeks
M1 Mini-Session	1
M2 Mini-Session	2

**NOTE:** Any session outside of normal term, such as M1 and M2, contact the Office of the Registrar. The Office of Registrar will create a code for you and e-mail it to you.

Tab over and the dates and number of weeks will be entered automatically.

**Registration Dates – Blank**

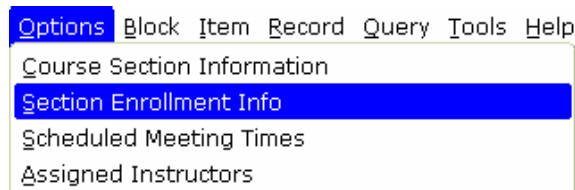
**Start Dates - Blank**

Click the “Save” button  (F10)


A Course Reference Number will be created automatically when you save the record

**Section Enrollment**

**[SSASECT]** - From the Options menu, select “Section Enrollment Info”

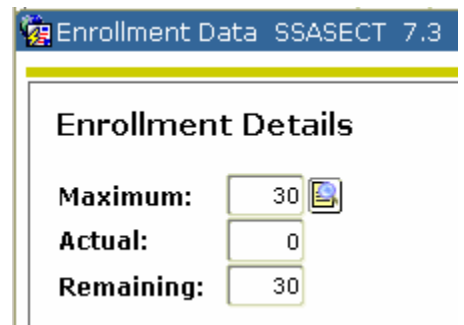


Enter the maximum number of seats

Click Save (F10) 

Click Next Block (CTRL + PageDown)  to return to the main Schedule form.

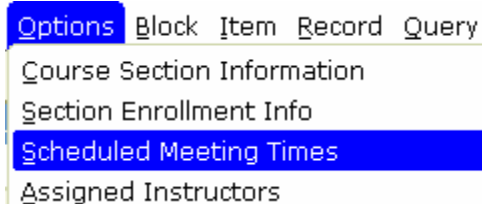
At this time, you can copy this “0” section, see page 18 for instructions.



## Meeting Times

[SSASECT] - From the Options menu, select “Scheduled Meeting Times”

Enter in a meeting time code and tab over twice



To find a meeting code, double-click in the Meet field to access a listing of the 45 meeting time codes [STVMEET]. You can query this form to find a specific code. The codes are also listed in the Appendix, page 28.

Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Activity Date
01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	07-JAN-2006
02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	07-JAN-2006
03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050	07-JAN-2006
04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	07-JAN-2006

-OR-

Enter the meeting time manually, tabbing over twice for the term dates to be entered.

Click the checkboxes to indicate the days the class meets

Enter the Start and End time (use 24 hour format)

**NOTE:** For a **TBA** course, tab over to enter the Start and End Dates. Enter TBA for both Building and Room, then scroll over to the Hrs/Wk, enter the number of credit hours.

7 am	0700
8 am	0800
9 am	0900
10 am	1000
11 am	1100
12 pm	1200
1 pm	1300
2 pm	1400
3 pm	1500
4 pm	1600
5 pm	1700
6 pm	1800
7 pm	1900
8 pm	2000
9 pm	2100
10 pm	2200

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
	CLAS	28-AUG-2006	15-DEC-2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1200

Tab over, or use the horizontal scroll bar to view the rest of the form.

Enter the Building code

To find a Building code, double-click in the Build field

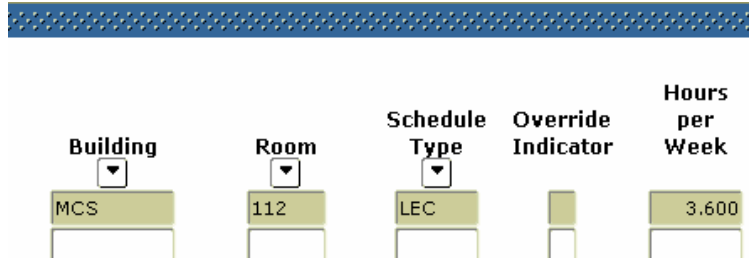
The Building Query form opens

Click “Execute Query” (F8)  to view all building codes, or use the Appendix, page 30.

Enter the Room number


To find a room number, double-click in the Room field

Click “Execute Query” (F8)  to view all rooms for the building selected



Building: MCS  
Room: 112  
Schedule Type: LEC  
Override Indicator:   
Hours per Week: 3,600

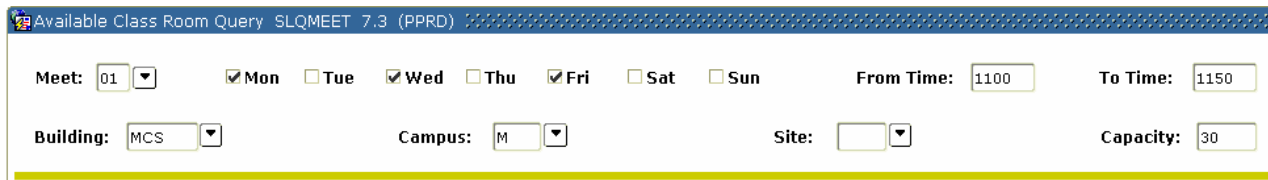
**NOTE:** If this course will be cross-listed, then enter “O” (the letter O), in the Override (O) field. See page 19 for more information on Cross-Listing.

Click Save (F10) 

## Query Available Rooms

[SSASECT] – Options menu – Scheduled Meeting Times – Options Menu - Query Available Classroom [SLQMEET]


Enter days of the week, begin/end times, building and capacity.



Available Class Room Query SLQMEET 7.3 (PPRD)

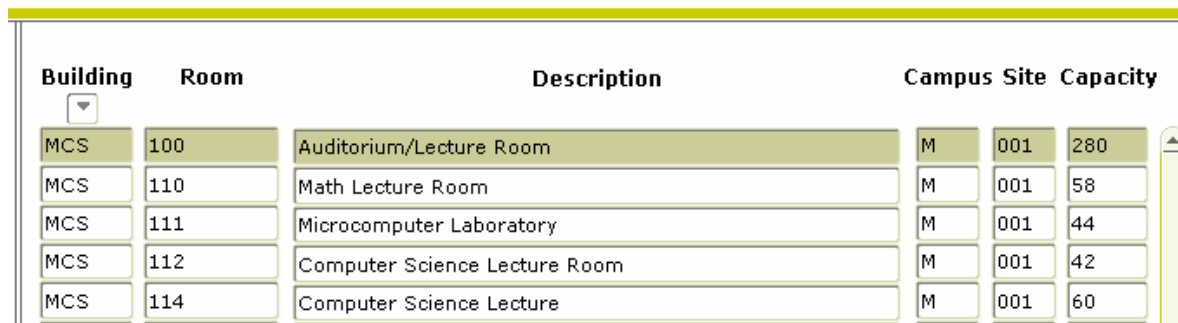
Meet: 01  Mon  Tue  Wed  Thu  Fri  Sat  Sun From Time: 1100 To Time: 1150

Building: MCS Campus: M Site: Capacity: 30

Next Block (CTRL + PageDown) 

**OPTIONAL:** Enter any attributes for the room (double-click in the Attributes field to view codes)

Next Block (CTRL + PageDown) 

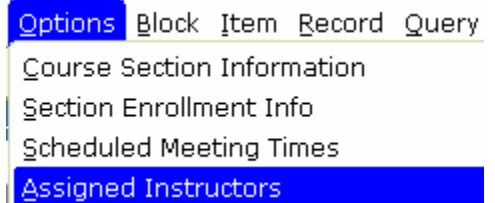


Building	Room	Description	Campus	Site	Capacity
MCS	100	Auditorium/Lecture Room	M	001	280
MCS	110	Math Lecture Room	M	001	58
MCS	111	Microcomputer Laboratory	M	001	44
MCS	112	Computer Science Lecture Room	M	001	42
MCS	114	Computer Science Lecture	M	001	60


## Instructor Information

[SSASECT] - From the Options menu, select "Assigned Instructors"


Enter in the ID of the instructor; the name will be filled in automatically.



## Locating an Instructor ID

To find an instructor ID, click the search button 

Verify that the correct term value is entered, and Faculty is checked.

Next Block (CTRL + PageDown) 

In the Last Name field, type in the instructor's last name. This is case-sensitive.

A screenshot of a software window titled 'Faculty/Advisor Query SIAIQUERY 7.0 (PPRD)'. The window contains several input fields and checkboxes. The 'Term' field is set to '200710'. The 'Faculty' checkbox is checked, and the 'Advisor' checkbox is unchecked. The 'Staff Type' and 'Contract Type' fields are empty. The 'Tenure Status' field is empty. Below these fields is a table with columns: 'ID', 'Last Name', 'First Name', 'MI', 'Faculty', and 'Advis'. The 'ID' field has a dropdown arrow. The 'Last Name' field contains the text 'LastName'. The 'Faculty' and 'Advis' columns have checkboxes, both of which are checked.

Execute Query (F8) 


Highlight the instructor and click the "Select" button (SHIFT + F3) 

Instruction Workload will default to "3.000".

The % Resp will default to "100". If more than one instructor will be teaching the class, then the percentage will need to be changed for each instructor to reflect the appropriate percentage of responsibility. The percentages must add up to 100.

The box below P will be checked by default. This refers to the instructor being the primary instructor. If more than one instructor will be teaching the class, then confirm that the correct instructor is designated as the primary instructor.

A screenshot of a software window titled 'Instructor SSASECT 7.3 (PPRD)'. The window contains a table with columns: 'Session Indicator', 'ID', 'Instructional Workload', 'Percent of Responsibility', 'Primary Indicator', 'Override Indicator', and 'Percent of Session'. The 'Session Indicator' field is set to '01'. The 'ID' field is set to '12345678'. The 'Instructional Workload' field is set to '3.000'. The 'Percent of Responsibility' field is set to '100'. The 'Primary Indicator' checkbox is checked. The 'Override Indicator' checkbox is unchecked. The 'Percent of Session' field is set to '100'. The 'ID' field contains the text 'Faculty, Im a'.

Click Save (F10) 


## Viewing Faculty Teaching Assignments

[SIAASGQ] – Faculty Schedule Form

Enter ID of Instructor

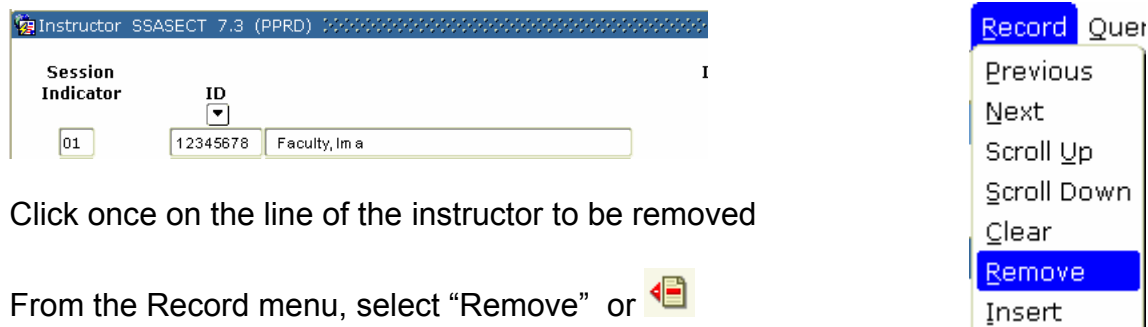
To search for an instructor, click Search 

Follow the procedure on the preceding page “Locating an Instructor” to search and select an instructor

Next Block (CTRL + PageDown) 


## Removing an Instructor from a Course

[SSASECT] – From the Options menu, select “Assigned Instructors”




The screenshot shows a web browser window titled "Instructor SSASECT 7.3 (PPRD)". The main area contains a table with columns "Session Indicator" and "ID". The "Session Indicator" column has a dropdown menu open, showing options: "01", "12345678", and "Faculty, In a". The "ID" column has a text input field containing "Faculty, In a". To the right of the table is a "Record" menu with options: "Record", "Query", "Previous", "Next", "Scroll Up", "Scroll Down", "Clear", "Remove", and "Insert". The "Remove" option is highlighted in blue.

Click once on the line of the instructor to be removed

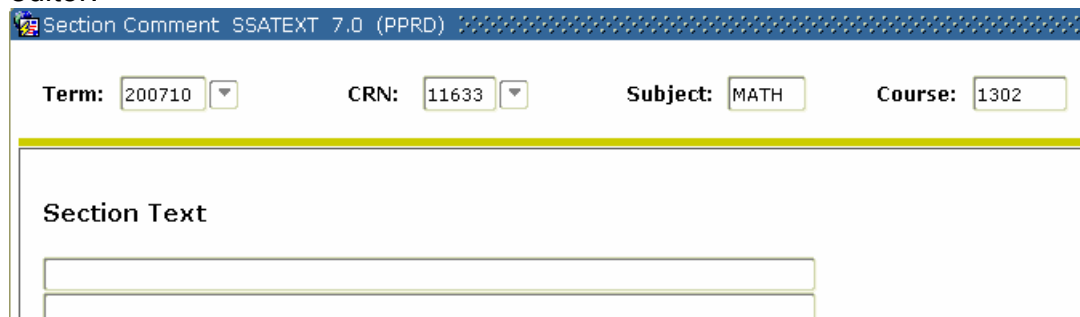
From the Record menu, select “Remove” or 

## Course Section Comments

[SSASECT] – From the Options menu, select “Course Section Comments” [SSATEXT]

**Section Comment [SSATEXT]** can be used to add comments at the section level. Comments should be brief and should be entered using appropriate grammar, spelling and punctuation. **Click Save (F10) when finished** 

Comments entered on the “Section Text” area will be the actual comments utilized in the printed Schedule of Classes. **DO NOT use the “Section Long Text” area.** This form does not wrap around. You will need to stop typing at the end of the first line, arrow down and continue typing. If you need more space, use Next Block to open a long comments editor.



The screenshot shows a web browser window titled "Section Comment SSATEXT 7.0 (PPRD)". The form contains several input fields: "Term:" with a dropdown menu showing "200710", "CRN:" with a dropdown menu showing "11633", "Subject:" with a text input field containing "MATH", and "Course:" with a text input field containing "1302". Below these fields is a large text area labeled "Section Text" with two horizontal lines for input.

## Copying a Section

Once you have created a course with a “0” section, you can easily copy the information to create additional sections of the same course.

**[SSASECT]** – Enter the term and “ADD” in the Course Ref Number field

Press Tab or Enter

Enter the Course Reference Number for the course you want to copy.

Press Tab or Enter

Click the Process Default button

Process Default

The course information will appear and all you need to do is change the Section number. Only information on this screen and section enrollment information are copied. Instructors, meeting times, and comments are not copied.

When you have completed copying sections, make sure the status for the “0” section is set to “I” for inactive.

## Locating a Course Reference Number (CRN)

**[SSASECT]** – Enter the term

Double-click in the Course Ref Number field to open **[SSASECQ]** – Schedule Section Query

Confirm correct term is entered

Enter subject code in Subj field. Double-click to view codes

Execute query (F8)

## Cross-listing Courses

Courses that have different course numbers and titles, and meet in the same room and at the same time should be cross-listed.

Cross-listings must first be defined using Schedule Cross List Definition **[SSAXLST]**, which can be accessed through the Options menu of **[SSASECT]**, or by Direct Access.

Options Block Item Record Query Tool

- Course Section Information
- Scheduled Meeting Times
- Assigned Instructors
- Default Course Reference Num
- Course Section Detail [SSADETL]
- Section Partition Preferences
- Section Room Attribute Preferences
- Course Section Restrictions [SSARRES]
- Course Pre-requisites [SSAPREQ]
- Course Section Comments [SSATEXT]
- Cross List Definitions [SSAXLST]**
- Schedule Exclusion Rules [SSAEXCL]

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Schedule Cross List Definition SSAXLST 7.3 (PPRD)

Term:  Cross List Group Identifier:

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Cross List Enrollment

Maximum Enrollment:  Actual Enrollment:  Seats Available:

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Cross List Section											Enrollment		
CRN	Block	Subject	Course Number	Section	Part of Term	Campus	----Credit Hours----		Reserved Indicator	Maximum	Actual	Remaining	
<input type="text" value="10962"/>	<input type="checkbox"/>	<input type="text" value="FIN"/>	<input type="text" value="4347"/>	<input type="text" value="010"/>	<input type="text" value="1"/>	<input type="text" value="M"/>	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="35"/>	<input type="text" value="16"/>	<input type="text" value="19"/>	
<input type="text" value="10963"/>	<input type="checkbox"/>	<input type="text" value="FIN"/>	<input type="text" value="6347"/>	<input type="text" value="010"/>	<input type="text" value="1"/>	<input type="text" value="M"/>	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="10"/>	<input type="text" value="8"/>	<input type="text" value="2"/>	

Enter the correct term


Enter a Cross List Group Identifier. Refer to the list of Cross List Group Identifiers in the Appendix, page 28.

Next Block (CTRL + PageDown) 

Enter the Maximum Enrollment

Next Block (CTRL + PageDown) 

Enter the CRNs of each course to be cross-listed. Use the procedure on the preceding page “Locating a Course Reference Number (CRN)” if you do not know the CRN.

Click Save (F10) 

When you view the course in [SSASECT], the Cross List field will be populated with the appropriate Cross List Group Identifier.

Screenshot of the Schedule Form SSASECT 7.3 (PPRD) showing Section Details. The form includes fields for Term (200710), CRN (10962), Subject (FIN Finance), Course Number (4347), Title (Estate Pla), Section (010), Cross List (AA), and Campus (M Angelo State University). The Cross List field is circled in red.


Cross-listed courses must have the same meeting time and instructor.

When courses are cross-listed, the meeting time in the second and subsequent courses must be overridden.

Access from the Options menu – Scheduled Meeting Times

Enter “O” in the “O” field to override time and building conflicts.

Screenshot of the Options menu showing fields for Building (RAS), Room (239), Schedule Type (LEC), Override Indicator (O), and Hours per Week (2.500). The Override Indicator field is circled in red.

Click Save (F10) 

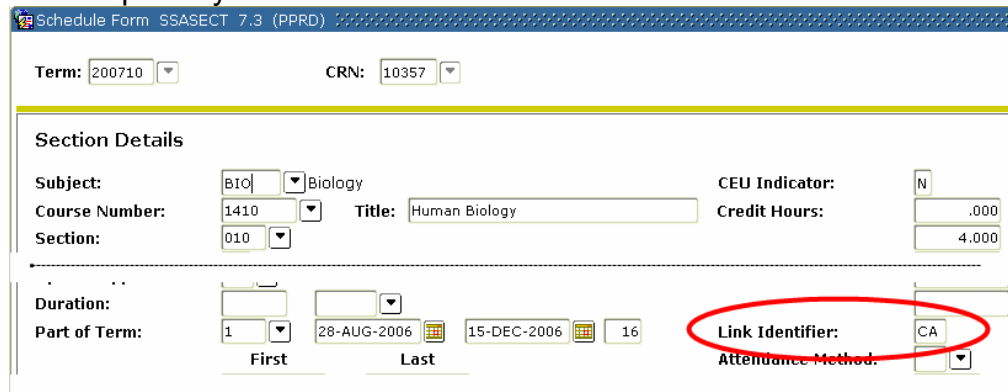
## Linking Courses

Linking course sections in Banner applies to sections that are of the same course but with different (CRN) numbers and different schedule types (lecture and labs).

**[SSASECT]** – Enter the correct term

Enter the CRN of the primary course (lecture) Next Block (CTRL + PageDown) 


Enter a primary link identifier in the Link Ident field



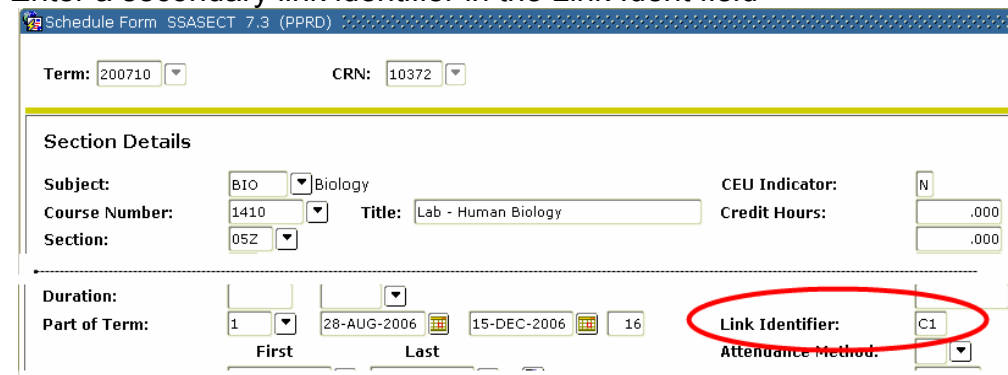
Screenshot of the Banner Schedule Form SSASECT 7.3 (PPRD) showing the primary course details. The form includes fields for Term (200710), CRN (10357), Subject (BIO/Biology), Course Number (1410), Section (010), Title (Human Biology), CEU Indicator (N), Credit Hours (.000), Duration, Part of Term (1), and Link Identifier (CA). The Link Identifier field is circled in red.

Click Save (F10)  Click Rollback (Shift + F7) 

Change the CRN to the CRN of the secondary course (lab)

Next Block (CTRL + PageDown) 

Enter a secondary link identifier in the Link Ident field



Screenshot of the Banner Schedule Form SSASECT 7.3 (PPRD) showing the secondary course details. The form includes fields for Term (200710), CRN (10372), Subject (BIO/Biology), Course Number (1410), Section (05Z), Title (Lab - Human Biology), CEU Indicator (N), Credit Hours (.000), Duration, Part of Term (1), and Link Identifier (C1). The Link Identifier field is circled in red.

Click Save (F10)  Click Rollback (Shift + F7) 

Enter more secondary courses as needed


For each additional course, use the same secondary link identifier

Banner allows course sections, such as lecture and lab, to be linked to ensure that students are enrolled in the correct lecture and lab sections. Refer to the list of link identifiers in the Appendix, page 27.

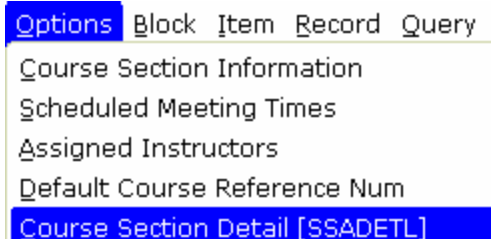
## Establishing the Links

**[SSASECT]** – From the Options menu, select “Schedule Detail Form **[SSADETL]**”

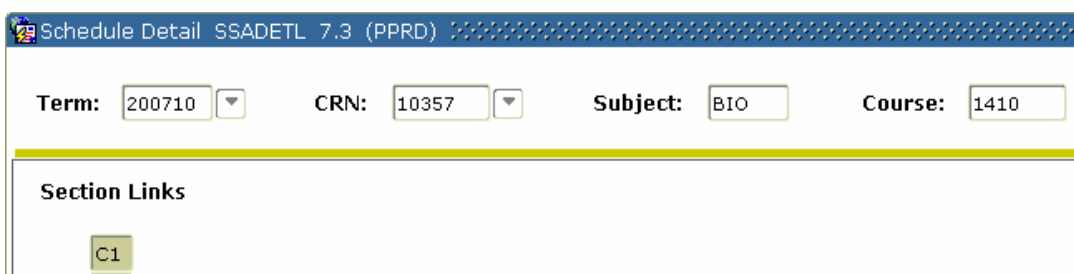
Change the CRN to the CRN of the primary course


Next Block (CTRL + PageDown) 


Enter the secondary link identifier in the Section Links field



This field defines the link connector of the secondary course for which you are creating a link.



Click Save (F10) 

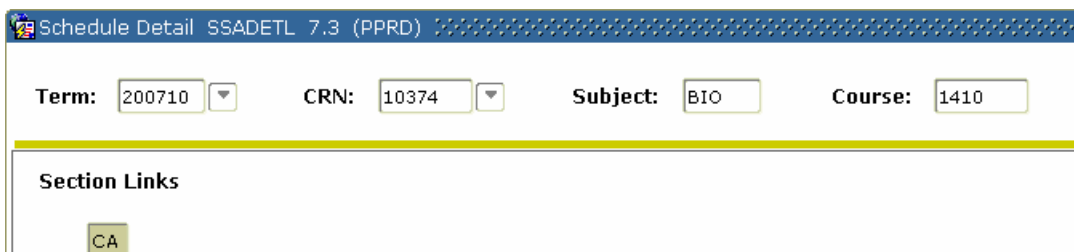
Click Rollback (Shift + F7) 


Enter the CRN of the secondary section

Next Block (CTRL + PageDown) 

Enter the primary link identifier in the Section Links field

This field defines the link connector of the primary course for which you are creating a link



Click Save (F10) 

Repeat for all secondary courses

Click Exit (CTRL + Q) 

## Scheduled Section Tally Report

The Scheduled Section Tally Report **[SSRTALY]** is used to list **ALL** sections for a term, with enrollment counts and seats remaining.

Open **[SSRTALY]**

Next Block (CTRL + PageDown) 

In the Printer field, enter "DATABASE"


This will display the results in your web browser window

Next Block (CTRL + PageDown) 

Enter in the following parameters;

	Parameters	Values
01	Term	Enter term value (ie. 200810)
02	Part-of-term (% for all)	1 = Full term F = First Eight Weeks L = Last Eight Weeks M1 = Mini-session 1 M2 = Mini-session 2
03	Order of Report (Values 1, 2, 3)	1 = subject order, 2 = college, division, department order 3= department order
04	Campus	M
05	Instructional Method (% for all)	1 = Face to Face 2 = Internet 3 = Video Tape and/or Broadcast TV 4 = Two-way Interactive Video 5 = Other Electronic Media
06	Print Long Course Title	Y/N
07	Print Long Section Title	Y/N

Next Block (CTRL + PageDown) 

Click Save (F10) 

If correct, the comments bar will confirm the creation of two files

```
Log file: ssrtaly_1045055.log List file: ssrtaly_1045055.lis
Record: 1/1 | | ... |
```

From the Options menu, select "Review Output"

Saved Output Review **[GJIREVO]** will open

```
Options Block Item Recc
Select Printer Options
Review Output [GJIREVO]
```

Double-click the File Name field

Saved Output Review GJIREVO 7.3 (PROD)

Process: SSRTALY Scheduled Section Tally

Number: 1045055 File Name:

Confirm the "ssrtaly\_#####.lis" Output File is highlighted

Click {OK}

The results will be displayed in the [GJIREVO] window

From the Options menu, select "Show Document (Save and Print File)"

Available Files

Find: ssrtaly\_1045055.l%

Output File Name	Record Count
ssrtaly_1045055.lis	115
ssrtaly_1045055.log	7

Find OK Cancel

Options Block Item Record Query

Show Document (Save and Print File)

Delete Output

Forms

You have selected to Show File (ssrtaly\_1045055.lis) in a browser. Do you wish to continue?

Yes No

Click {Yes}

The results will now be displayed in a new browser window, and is ready to be printed

You may need to adjust your printer settings for proper printing

Change the text size to smallest (from the web browser menu)

Change orientation to Landscape

Change Top margin to .8 and Bottom to 1

Orientation

Portrait

Landscape

Margins (inches)

Left: 0.3 Right: 0.3

Top: 0.8 Bottom: 1

OK Cancel Printer...

View Favorites Tools Help

Toolbars

✓ Status Bar

Explorer Bar

Go To

Stop Esc

Refresh F5

Text Size Largest

Encoding Larger

Source Medium

Privacy Report... Smaller

Full Screen F11 Smallest

## Class Schedule Report

The Class Schedule Report [**SSRSECT**] is used to list **ALL** sections created for a specific term.

Open [**SSRSECT**]

Next Block (CTRL + PageDown) 

In the Printer field, enter "DATABASE"

This will display the results in your web browser window


Next Block (CTRL + PageDown) 

Enter in the following parameters:

	Parameters	Values
01	Term	200710
02	Part-of-term (% for all)	1 = Full term F = First Eight Weeks L = Last Eight Weeks M1 = Mini-session 1 M2 = Mini-session 2
03	Order of Report (Values 1, 2)	1 = subject order, 2 = college, division, department order
04	Campus	M
05	Course Status (% for all)	A = Active, I = Inactive
06	Use Scheduler Results	N
07	Schedule Type (% for all)	LEC = Lecture, LAB=Laboratory
05	Instructional Method (% for all)	1 = Face to Face 2 = Internet 3 = Video Tape and/or Broadcast TV 4 = Two-way Interactive Video 5 = Other Electronic Media
06	Print Long Course Title	Y/N
07	Print Long Section Title	Y/N

Next Block (CTRL + PageDown) 

Check the Save Parameters box to set these values as default values.

Click Save (F10) 

If correct, the comments bar will confirm the creation of two files

Log file sssrsect\_513294.log List file: sssrsect\_513294.lis  
 Record: 1/1

From the Options menu, select "Review Output"

Saved Output Review [GJIREVO] will open

Double-click the File Name field

Options Block Item Recc  
 Select Printer Options  
 Review Output [GJIREVO]

Saved Output Review GJIREVO 7.3 (PROD)

Process: SSRSECT Scheduled Section Tally  
 Number: 513294 File Name:

Confirm the "ssrsect\_#####.lis" Output File is highlighted

Click {OK}

The results will be displayed in the [GJIREVO] window

From the Options menu, select "Show Document (Save and Print File)"

Available Files

Find: sssrsect\_513294.l\*

Output File Name	Record Count
ssrsect_513294.lis	13
ssrsect_513294.log	7

Find OK Cancel

Options Block Item Record Query  
 Show Document (Save and Print File)  
 Delete Output

Forms

You have selected to Show File ( sssrsect\_513294.lis ) in a browser. Do you wish to continue?

Yes No

Click {Yes}

The results will now be displayed in a new browser window, and is ready to be printed

You may need to adjust your printer settings for proper printing

Change the text size to smallest (from the web browser menu)

Change orientation to Landscape

Change Top margin to .8 and Bottom to 1

View Favorites Tools Help

- Toolbars
- ✓ Status Bar
- Explorer Bar
- Go To
- Stop Esc
- Refresh F5
- Text Size
  - Largest
  - Larger
  - Medium
  - Smaller
  - Smallest
- Encoding
- Source
- Privacy Report...
- Full Screen F11

Orientation

Portrait

Landscape

Margins (inches)

Left: 0.3 Right: 0.3

Top: 0.8 Bottom: 1

OK Cancel Printer...

# Appendix

## *Linking Identifiers by Department*

Example: BIO 1411 010, 020, 030, and 040 are the lecture courses and require students to take a lab, BIO 1411 05Z, 06Z, 07Z, etc.´

Link identifiers would begin with a C as listed:

Lectures – CA

Labs – C1

The lectures for BIO 1480 will be identified as CB, and the labs for BIO 1480 will be identified as C2.

<b>Department Linking</b>	<b>Code</b>	
<b>Lectures</b>		<b>Labs</b>
AEF AA-AZ		A1-A9
AG BA-BZ		B1-B9
AS NA-NZ		N1-N9
BIO CA-CZ		C1-C9
	OA-OZ	O1-O9
CHEM & BCHM	DA-DZ	D1-D9
CDJ EA-EZ		E1-E9
ENG FA-FZ		F1-F9
KIN GA-GZ		G1-G9
MATH HA-HZ		H1-H9
NUR JA-JZ		J1-J9
PHYS KA-KZ		K1-K9
PT LA-LZ		L1-L9
PS MA-MZ		M1-M9

## ***Cross-list Identifiers by Department***

Example: If ENG 2323 010 and ENG 2325 010 meet in the same room and the same time, then they will be cross-listed.

Both course would be identified as FA. The next courses to be cross-listed in ENG would be identified as FB, and so on.

Use the following codes when defining cross-listings on the Schedule Cross List Definition form [SSAXLST].

<b>Department Cross-Listing</b>	<b>Code</b>
AEF AA-AZ	
AG BA-BZ	
AM PA-PZ	
BIO CA-CZ	
CDJ EA-EZ	
CHEM & BCHM	DA-DZ
ENG FA-FZ	
GOVT RA-RZ	
KIN GA-GZ	
MATH HA-HZ	
ML SA-SZ	
MM NA-NZ	
NUR JA-JZ	
PHYS KA-KZ	
PS MA-MZ	
PT LA-LZ	

## Meeting Time Codes

Code	M	T	W	R	F	S	Begin	End	Military Begin	Military End
01	M	W		F			8:00 am 8:50 am		0800	0850
02	M	W		F			9:00 am 9:50 am		0900	0950
03	M	W		F			10:00 am 10:50 am		1000	1050
04	M	W		F			11:00 am 11:50 am		1100	1150
05	M	W		F			12:00 pm 12:50 pm		1200	1250
06	M	W		F			1:00 pm 1:50 pm		1300	1350
07	M	W		F			2:00 pm 2:50 pm		1400	1450
08	M	W		F			3:00 pm 3:50 pm		1500	1550
10	T			R			8:00 am 9:15 am		0800	0915
11	T			R			9:30 am 10:45 am		0930	1045
12	T			R			11:00 am 12:15 pm		1100	1215
13	T			R			12:30 pm 1:45 pm		1230	1345
14	T			R			2:00 pm 3:15 pm		1400	1515
15	T			R			6:00 pm 7:15 pm		1800	1915
16	T			R			7:30 pm 8:45 pm		1930	2045
23	T			R			8:00 am 8:50 am		0800	0850
24	T			R			9:30 am 10:20 am		0930	1020
25	T			R			11:00 am 11:50 am		1100	1150
26	T			R			12:30 pm 1:20 pm		1230	1320
22	M	W					7:00 am 7:50 am		0700	0750
09	M	W					6:00 pm 7:15 pm		1800	1915
27	M						11:00 am 12:50 pm		1100	1250
28	M						12:00 pm 1:50 pm		1200	1350
29	M						1:00 pm 2:50 pm		1300	1450
30	M						2:00 pm 3:50 pm		1400	1550
31	M						3:00 pm 4:50 pm		1500	1650
42	M						2:00 pm 4:50 pm		1400	1650
17	M						6:00 pm 8:50 pm		1800	2050
32	T						11:00 am 12:50 pm		1100	1250
33	T						1:00 pm 2:50 pm		1300	1450
34	T						3:00 pm 4:50 pm		1500	1650
43	T						2:00 pm 4:50 pm		1400	1650
18	T						6:00 pm 8:50 pm		1800	2050
35	W						12:00 pm 1:50 pm		1200	1350
36	W						1:00 pm 2:50 pm		1300	1450
37	W						2:00 pm 3:50 pm		1400	1550
38	W						3:00 pm 4:50 pm		1500	1650
44	W						2:00 pm 4:50 pm		1400	1650
19	W						6:00 pm 8:50 pm		1800	2050
39				R			1:00 pm 2:50 pm		1300	1450
40				R			2:00 pm 3:50 pm		1400	1550
41				R			3:00 pm 4:50 pm		1500	1650
45				R			2:00 pm 4:50 pm		1400	1650
20				R			6:00 pm 8:50 pm		1800	2050
21				S			8:00 am 5:00 pm		0800	1700

## Building Codes

Code	Building
A Academic	
CARR	Carr Education Fine Arts
CAV Cavness	Science
CCC	Christian Campus Center
CHP	Center for Human Performance
CRTA	Tennis Courts Near High Rise
CRTB	Tennis Courts Near Field House
FLDH Field	House
GAFB	Goodfellow Air Force Base
HAR Hardeman	
HE	Home Economics Cottage
HH Herrington	House
IPLEX Intramural	Complex
JUN Junell	Center
L Library	
LEG	Legrand Alumni & Visitors Center
MCS	Math Computer Science
MIR MIR	Center
RAS Rassman	Business
RIVER	Riverside Golf Course
RLCAR	Carr Residence Hall
RLCON	Concho Residence Hall
RLMMH	Mary P Massie Residence Hall
RLRMH	Robert Massie Residence Hall
TLTXN	Texan Residence Hall
RLW Vander	er Apartments
SAMFA	San Angelo Museum of Fine Arts
SHANH Shannon	Hospital
SHERL	Sherwood Lanes Bowling Alley
SIII Science	III
STADL Stadium	Lanes Bowling Alley
STIME Standard	Times
UC University	Center
UCM	United Campus Ministries
VIN	Vincent Nursing Physical Science