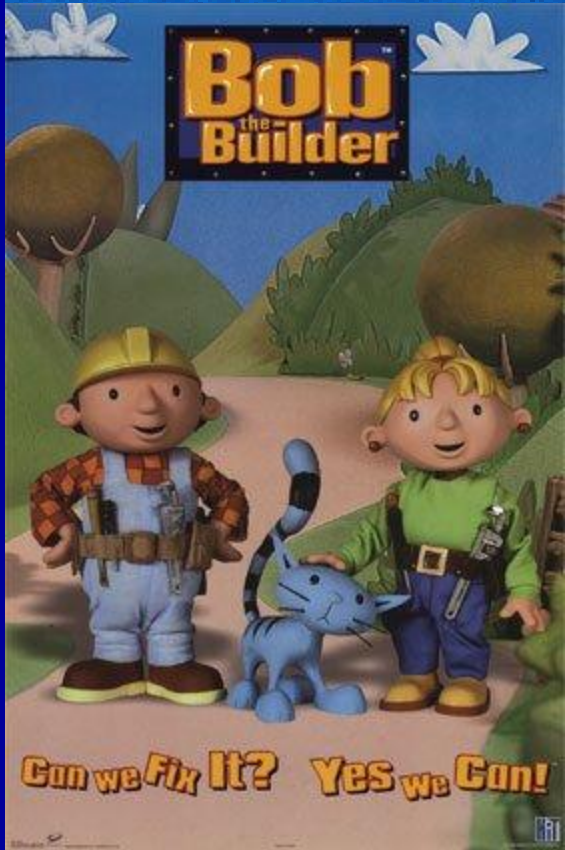


🔨 Welcome 🔨



Banner Course Building Training Session II

Laine Howard
Associate Registrar

Bob the Builder character copyrighted. Image taken from
<http://www.loveandhonesty.com/sets/kidsbabies/bobthebuilder/>

ETSU Banner Schedule Building

Welcome back to Banner Schedule building training!



Everyone did such a good job at our last training session! We are very excited to be back with you today!

ETSU Banner Schedule Building

We know how busy you are and really appreciate your time and participation in this training session.



WARNING: High Tension



ETSU Banner Schedule Building

BANNER...

Can we build it?



ETSU Banner Schedule Building



Hold on to your hard hats! AGENDA

Today, we will cover:

1. How to login to Banner TEST
2. How to build a schedule
3. How to add more than one section
4. How to enter variable credit hours
5. How to enter the instructor
6. How to query a building, room,
and faculty members

ETSU Banner Schedule Building

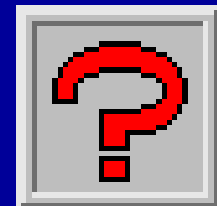
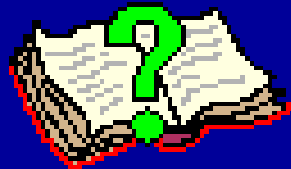
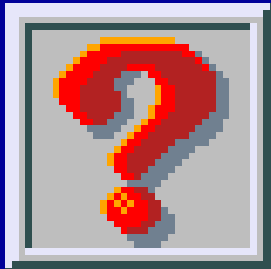
Please ask questions!!!



We have a lot of Information to cover today.

Please stay on task and follow along screen by screen.

This is a group effort!



ETSU Banner Schedule Building



Let's work together as a team to review what we have learned so far in Banner.



ETSU Banner Schedule Building

Do you remember how to build a course in Banner?



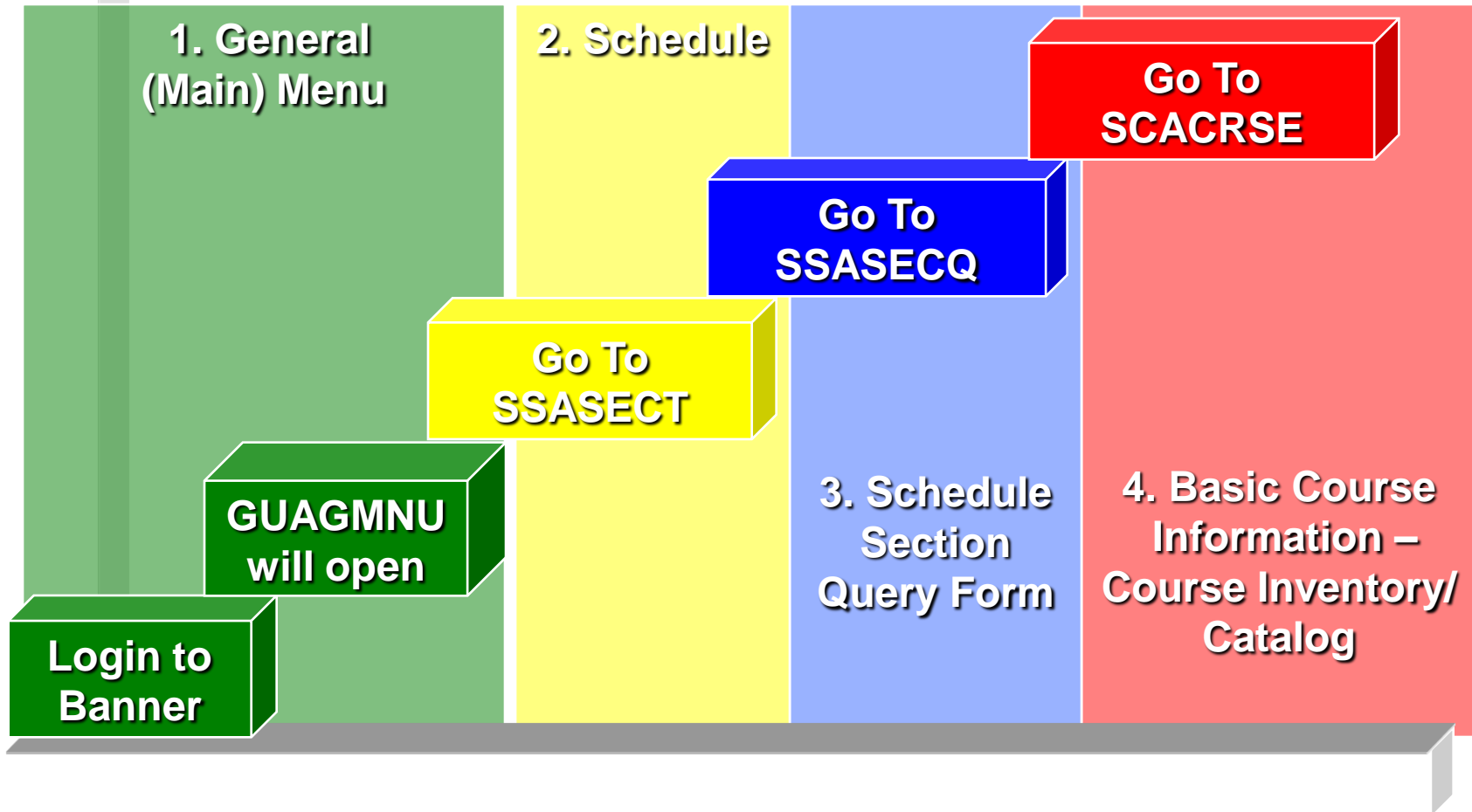
ETSU Banner Schedule Building

To build a schedule in Banner, we use 4 main forms.

1. **GUAGMNU**
2. **SSASECT**
3. **SSASECQ**
4. **SCACRSE**



ETSU Banner Schedule Building



ETSU Banner Schedule Building Interactive Exercise



**Do you remember how to get to the
main menu in Banner?**

ETSU Banner Schedule Building

Go to
GUAGMNU

GUAGMNU is the main menu in Banner.

ETSU Banner Schedule Building



**Do you remember how to navigate in
Banner?**

Navigating Banner

Rollback

Next Block

Exit

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.2 (TEST)

Term: 200780 CRN: 30001

Section Details

Subject: [] CEU Indicator: []

Course Number: [] Title: [] Credit Hours: [] [] []

Section: [] Billing Hours: [] [] []

Cross List: [] Contact Hours: [] [] []

Campus: [] Lecture: [] [] []

Status: [] Lab: [] [] []

Schedule Type: [] Other: [] [] []

Instructional Method: [] Link Identifier: []

Integration Partner: [] Attendance Method: []

Grade Mode: [] Weekly Contact Hours: []

Session: [] Daily Contact Hours: []

Special Approval: []

Duration: [] []

Part of Term: [] [] [] []

Registration Dates: [] [] []

Start Dates: [] [] []

Maximum Extensions: []

Long Title Comments Syllabus

Print Voice Response and Self-Service Available

Gradable CAPP Areas for Prerequisites

Tuition and Fee Waiver

CRN; type 'ADD' to add new section;'ADD' and NEXTITEM to default; CQH existing.

Record: 1/1

Inbox - Microsoft Outlook <OSC>

start | Inbox - Micr... | CRT App... | BannerInstruct | InstructPres... | Microsoft... | 2 Internet ... | 2:05 PM

Key Block

Section Detail

Messages show help for current field or update progress.

ETSU Banner Schedule Building

Remember:

Courses have already been built in the catalog. If a course you are entering does not appear, it is not in the catalog.

Please contact LaDonna Hutchins



ETSU Banner Schedule Building



**How do you build a
course in Banner?**



ETSU Banner Schedule Building

Go to
SSASECT

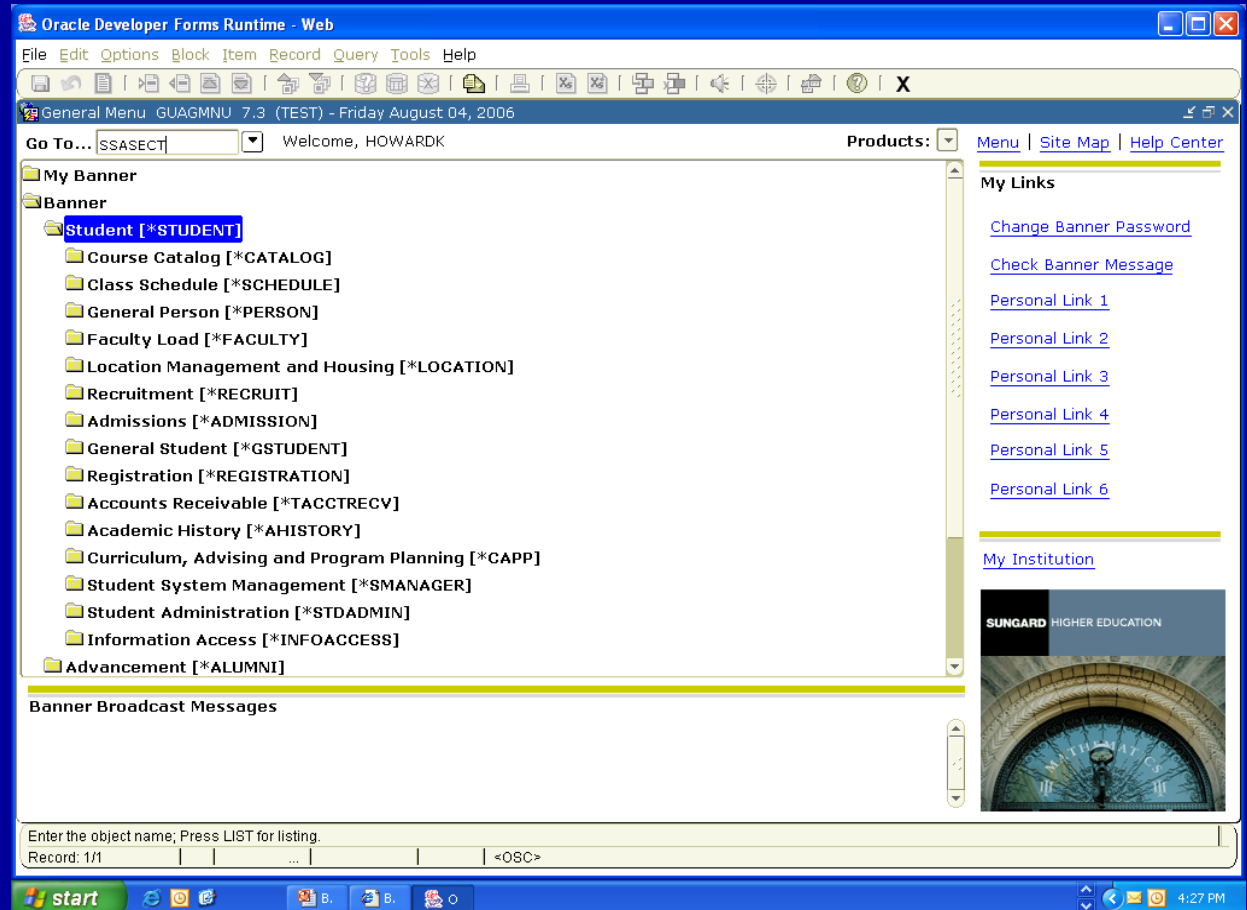
SSASECT is the equivalent of E29 and E30 in SIS

ETSU Banner Schedule Building

SSASECT

1. Enter SSASECT on the main menu in Banner.

2. Pull out your course information to be entered.



ETSU Banner Schedule Building

SSASECT

Remember, in SSASECT you can:

1. Enter course information
2. Enter maximum course enrollment
3. Access meeting days, times, buildings and rooms
4. Query a room
5. Assign faculty



ETSU Banner Schedule Building

SSASECT

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.2 (TEST)

Term: 200780 CRN: 30001

Section Details

Subject: [] CEU Indicator
Course Number: [] Title: [] Credit Hours:
Section: []
Cross List: [] Billing Hours:
Campus: []
Status: [] Contact Hours
Schedule Type: []
Instructional Method: [] Lecture:
Integration Partner: []
Grade Mode: [] Lab:
Session: []
Special Approval: [] Other:
Duration: [] []
Part of Term: [] [] [] []
First Last
Registration Dates: [] []
Start Dates: [] []
Maximum Extensions: []
 Long Title Comments Syllabus Link Identifier Attendance M
Weekly Conta
Daily Contact
 Print
 Gradable
 Tuition and

CRN; type 'ADD' to add new section;'ADD' and NEXTITEM to default; CGH existing.
Record: 1/1

- **Enter term and CRN in Key Block**
Key in Term: Term is a six character field (YYYYTT)
Example: 200880 is Fall 2008
 - To build a new course section, type the word "ADD" in the CRN Box
- NOTE:** "CRN refers to the Course Reference Number and is the Banner equivalent of the SIS Plus Call Number
- Click Next Block to access section detail

ETSU Banner Schedule Building SSASECT

Enter Section Info
FOR EXAMPLE:

1. Subject (4 characters) - ENGL
2. Course number - 1010
3. Section number - 001
4. Campus: 23M
5. Status A - Active
6. Schedule type - Lec,Lab, L/L
7. Instructional Method - CON
8. Part of Term 1 – Full Term
Be sure to hit TAB
9. Hit Save button (top left)

Oracle Developer Forms Runtime - Web: Open - SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.2 (TEST)

Term: 200780 CRN: 30001

Section Details

Subject: [] CEU Indicator: []
Course Number: [] Title: [] Credit Hours: [] [] []
Section: []
Cross List: [] Billing Hours: [] [] []
Campus: [] Contact Hours: [] [] []
Status: [] Lecture: [] [] []
Schedule Type: [] Lab: [] [] []
Instructional Method: [] Other: [] [] []
Integration Partner: []
Grade Mode: []
Session: []
Special Approval: []
Duration: [] [] [] []
Part of Term: [] [] [] [] [] []
Link Identifier: []
Attendance Method: []
Registration Dates: [] [] [] []
Weekly Contact Hours: []
Start Dates: [] [] [] []
Daily Contact Hours: []
Maximum Extensions: []
 Print Voice Response and Self-Service Available
 Gradable CAPP Areas for Prerequisites
 Tuition and Fee Waiver
 Long Title Comments Syllabus

CRN: type 'ADD' to add new section;'ADD' and NEXTITEM to default; COH existing.
Record: 1/1

Notes:

1. Use the tab key to move to each field.
2. Take note of messages at the bottom of the screen notifying you of keying errors or help.
3. Pay particular attention to message at the bottom of the screen when saving a record.

ETSU Banner Schedule Building SSASECT



Section Enrollment

To get to Section Enrollment:

1. Go to Options at top of screen (third from left)
2. Click on Section Enrollment Info
3. This will take you to Enrollment Details Block

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The 'Options' menu is open, and 'Section Enrollment Info' is selected. The main form displays the 'Enrollment Details Block' with various fields and checkboxes.

Options Menu:

- Course Section Information
- Section Enrollment Info**
- Scheduled Meeting Times
- Assigned Instructors
- 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]
- Section Calendar [SSAACCL]
- Course Section Overrides [SSAOVRR]
- Basic Course Information [SSACRSE]
- Block Section Controls [SSABLCK]
- Term Control Rules [SOATERM]
- Section Syllabus Form [SSASYLB]
- Open Learning Section Default Rules [SSOARUL]
- Section Processing Rules [SSARULE]

Enrollment Details Block:

Part of Term: 1 | 09-SEP-2006 | 12-DEC-2006 | 13

Registration Dates: First | Last

Start Dates: | |

Maximum Extensions: 0

CEU Indicator: N

Credit Hours: 3.000

Billing Hours: 3.000

Contact Hours: 3.000

Lecture: 3.000

Lab: | |

Other: | |

Link Identifier: |

Attendance Method: |

Weekly Contact Hours: |

Daily Contact Hours: |

Print Voice Response and Self-Service Available

Gradable CAPP Areas for Prerequisites

Tuition and Fee Waiver

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 | List of Valu... | <OSC>

ETSU Banner Schedule Building SSASECT

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.2 (TEST)

Term: 200780 CRN: 30005

Section Details

Subject: CSCI Computer & Information Science CEU Indicator: N
Course Number: 1100 Title: Using Info Technology Credit Hours: 3.000
Section: 001

Enrollment Data SSASECT 7.2 (TEST)

Enrollment Details

Maximum: 24 Waitlist Maximum: 0 Projected: 0
Actual: 7 Waitlist Actual: 0 Prior: 0
Remaining: 17 Waitlist Remaining: 0 Reserved

Generated Credit Hours: 21.000

Census One Enrollment Count: 7 Freeze Date: 08-SEP-2007
Census Two Enrollment Count: 0 Freeze Date:

Max enrollment for section; press CQH or Maximum button to enter reserved seats.
Record: 1/1 <<OBC>



Section Enrollment

- Enter maximum enrollment
- Click Save (If save is complete you will receive a message at the bottom of the page that says “Transaction Complete – 1 record applied and saved”)

ETSU Banner Schedule Building SSASECT

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.2 (TEST)

Term: 200780 CRN: 30005

Section Details

Subject:	CSCI Computer & Information Science	CEU Indicator:	N
Course Number:	1100 Title: Using Info Technology	Credit Hours:	3.000
Section:	001	Billing Hours:	3.000
Cross List:		Contact Hours:	3.000
Campus:	23M East Tennessee SU, Main Campus	Lecture:	3.000
Status:	A Active	Lab:	
Schedule Type:	LEC Lecture	Other:	
Instructional Method:	CON Conventional Methodology	Link Identifier:	
Integration Partner:		Attendance Method:	
Grade Mode:	S Standard Letter	Weekly Contact Hours:	
Session:		Daily Contact Hours:	
Special Approval:		<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Voice	
Duration:		<input checked="" type="checkbox"/> Gradable <input type="checkbox"/> CAPP	
Part of Term:	1 25-AUG-2007 15-DEC-2007 16	<input type="checkbox"/> Tuition and Fee Waiver	
Registration Dates:			
Start Dates:			
Maximum Extensions:	0		

Long Title Comments Syllabus

FRM-40735: ON-ERROR trigger raised unhandled exception ORA-03114.
Record: 1/1

(2) Microsoft Office Outlook

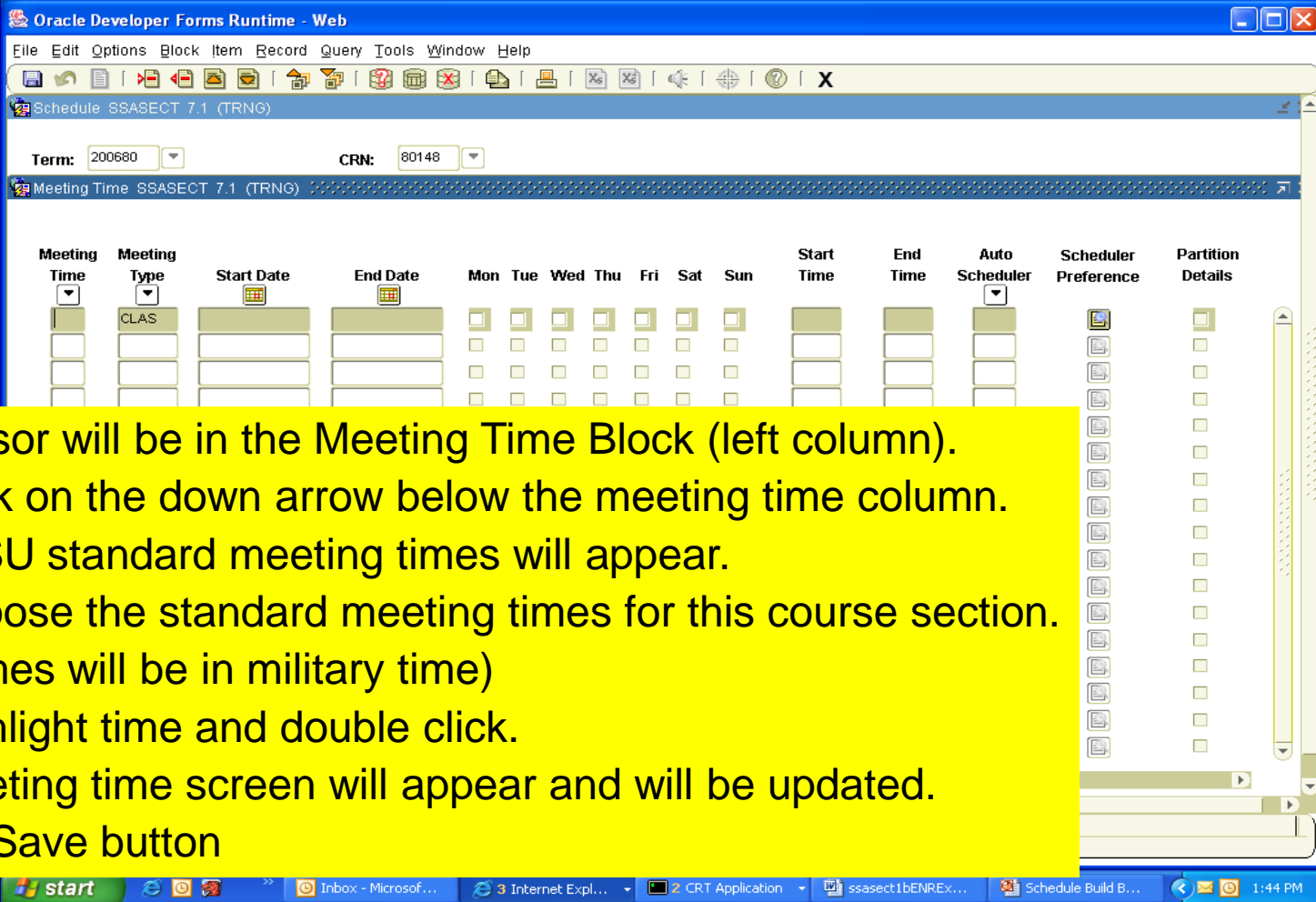
Don't forget to
save your
record in
SSASECT



Check bottom of screen for error
messages

NEXT BLOCK

Click Next Block to access meeting days, times, buildings and rooms.



1. Cursor will be in the Meeting Time Block (left column).

2. Click on the down arrow below the meeting time column.

3. ETSU standard meeting times will appear.

4. Choose the standard meeting times for this course section.
(Times will be in military time)

5. Highlight time and double click.

6. Meeting time screen will appear and will be updated.

7. Hit Save button

Standard Meeting Times

Oracle Developer Forms Runtime - Web: Open > SSASECT - STVMEET

File Edit Options Block Item Record Query Tools Help

Meeting Time Code Validation STVMEET 7.0 (TEST)

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"/>	0710	0805	28-MAR-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"/>	0815	0910	28-MAR-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"/>	0920	1015	28-MAR-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"/>	1025	1120	28-MAR-2006
05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1130	1225	28-MAR-2006
06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1235	1330	28-MAR-2006
07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1340	1435	28-MAR-2006
08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1445	1540	28-MAR-2006
09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1550	1645	28-MAR-2006
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1340	1435	28-MAR-2006
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1510	1630	28-MAR-2006
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	1850	28-MAR-2006
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2020	28-MAR-2006
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2030	2150	28-MAR-2006
15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1850	28-MAR-2006
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2150	28-MAR-2006
17	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1850	28-MAR-2006
18	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2150	28-MAR-2006
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1850	28-MAR-2006
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2150	28-MAR-2006
21	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0645	0805	28-MAR-2006
22	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0815	0935	28-MAR-2006

Meeting time code.
Record: 1/?

start | Inbox - Mic... | 2 CRT App... | 2 Windows... | 8 Microsoft... | 2 Internet... | Microsoft Po... | 1:05 PM

ETSU Banner Schedule Building



**Do you remember how to
query a room?**



ETSU Banner Schedule Building

Continue in
SSASECT

SSASECT is the equivalent of E29 and E30 in SIS

Building and Room

Slide lower scroll bar to right until building and room appears



Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Schedule SSASECT 7.1 (TRNG)

Term: 200680 CRN: 80148

Meeting Time SSASECT 7.1 (TRNG)

Meeting Time	Meeting Type	Start Date	End Date	Building	Room	Schedule Type	Override Indicator	Hours per Week	Session Credit Hours	Session Indicator
01	CLAS	09-SEP-2006	12-DEC-2006			L		2.500	3.000	01

Building code; press LIST for valid codes. Press HELP to access available classroom query.

Record: 1/1 ... List of Valu... < > F5 OSC

Internet Explorer

start | 3 Internet Expl... | 2 CRT Application | ssasect1ctMEET... | Schedule Build B... | 1:45 PM

Query room field to find available building and room

The screenshot shows the Oracle Developer Forms Runtime interface for 'Schedule SSASECT 7.1 (TRNG)'. The window title is 'Oracle Developer Forms Runtime - Web'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions. Below the toolbar, there are input fields for 'Term:' (200680) and 'CRN:' (80148). The main area displays a table with the following columns: Meeting Time, Meeting Type, Start Date, End Date, Building, Room, Schedule Type, Override Indicator, Hours per Week, Session Credit Hours, and Session Indicator. The first row contains the values: 01, CLAS, 09-SEP-2006, 12-DEC-2006, [blank], [blank], L, [blank], 2.500, 3.000, 01. A yellow callout box with black text points to the 'Room' field in the first row, stating: 'Click drop down box to query available building and room.' The status bar at the bottom shows 'Record: 1/1' and a message: 'Building code; press LIST for valid codes. Press HELP to access available classroom query.' The Windows taskbar at the bottom shows the 'start' button and several open applications: 'Inbox - Microsof...', 'Internet Expl...', '2 CRT Application', 'ssasect1cMEET...', and 'Schedule Build B...'. The system clock shows '1:45 PM'.

Meeting Time	Meeting Type	Start Date	End Date	Building	Room	Schedule Type	Override Indicator	Hours per Week	Session Credit Hours	Session Indicator
01	CLAS	09-SEP-2006	12-DEC-2006			L		2.500	3.000	01

Click drop down box to query available building and room.

Room Query

Query Button

The screenshot shows the Oracle Developer Forms Runtime interface for a 'Room Query' form. The window title is 'Oracle Developer Forms Runtime - Web: Open > SSASECT - SLQROOM'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The form displays search criteria: 'Term: 200780', 'Start Date: 07-JUL-2006', and 'End Date: 01-SEP-2006'. Below these are several dropdown menus for 'Building', 'Room', 'Description', 'Type', 'Capacity', 'Max', 'Room Status', 'College', and 'Department'. A table with columns for 'Building', 'Room', 'Description', 'Type', 'Capacity', 'Max', 'Room Status', 'College', 'Department', 'Category', and 'Gender' is visible. The first row of the table has 'A008' in the 'Building' column. A yellow box with three numbered instructions is overlaid on the table:

1. Click on drop down box to find new building codes
2. Double-click on desired building code
3. Field will be updated with building code

At the bottom of the form, there is a status bar with the text 'Enter a query, press F8 to execute, Ctrl+Q to cancel.' and 'Record: 1/1'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Sch of Cla S...', 'Timetable fo...', '2 CRT Appl...', '2 Internet ...', 'Qroom4.doc...', and 'TIMETABLED...', with the system clock showing '1:50 PM'.

Room Query

Oracle Developer Forms Runtime - Web: Open > SSASECT - SLQROOM

File Edit Options Block Item Record Query Tools Help

Room Query SLQROOM 7.0 (TEST)

Term: 200780 Start Date: 07-JUL-2006 End Date: 01-SEP-2006

Building	Room	Description	Type	Capacity	Max	Room Status	College	Department	Category	Gender
A008	103		C	20	20					
A008	207		C	20	20					
A008	209		C	30	30					
A008	209E		C	33	33					
A008	209L		C	30	30					
A008	307		C	35	35					
A008	308		C	35	35					
A008	311		C	55	55					
A008	315		C	50	50					
A008	403		C	30	30					
A008	405		C	45	45					
A008	409		C	30	30					
A008	411		C	30	30					
A008	413		C	30	30					
A008	415		C	30	30					
A008	419		C	30	30					
A008	421		C	30	30					
A008	503		C	30	30					
A008	505		C	30	30					
A008	511		C	30	30					

Room Number: Record: 9/?

Sch of Cla Spring 2007 - Microsoft Outlook

Sch of Cla S... Timetable fo... CRT Appl... 2 Internet ... Qroomexecu... TIMETABLED... 1:51 PM

1. Click execute query button (top row) or press F8.
2. A list of rooms in that building will appear.
3. Double click on your choice of room.

ETSU Banner Schedule Building



Now, let's assign faculty.



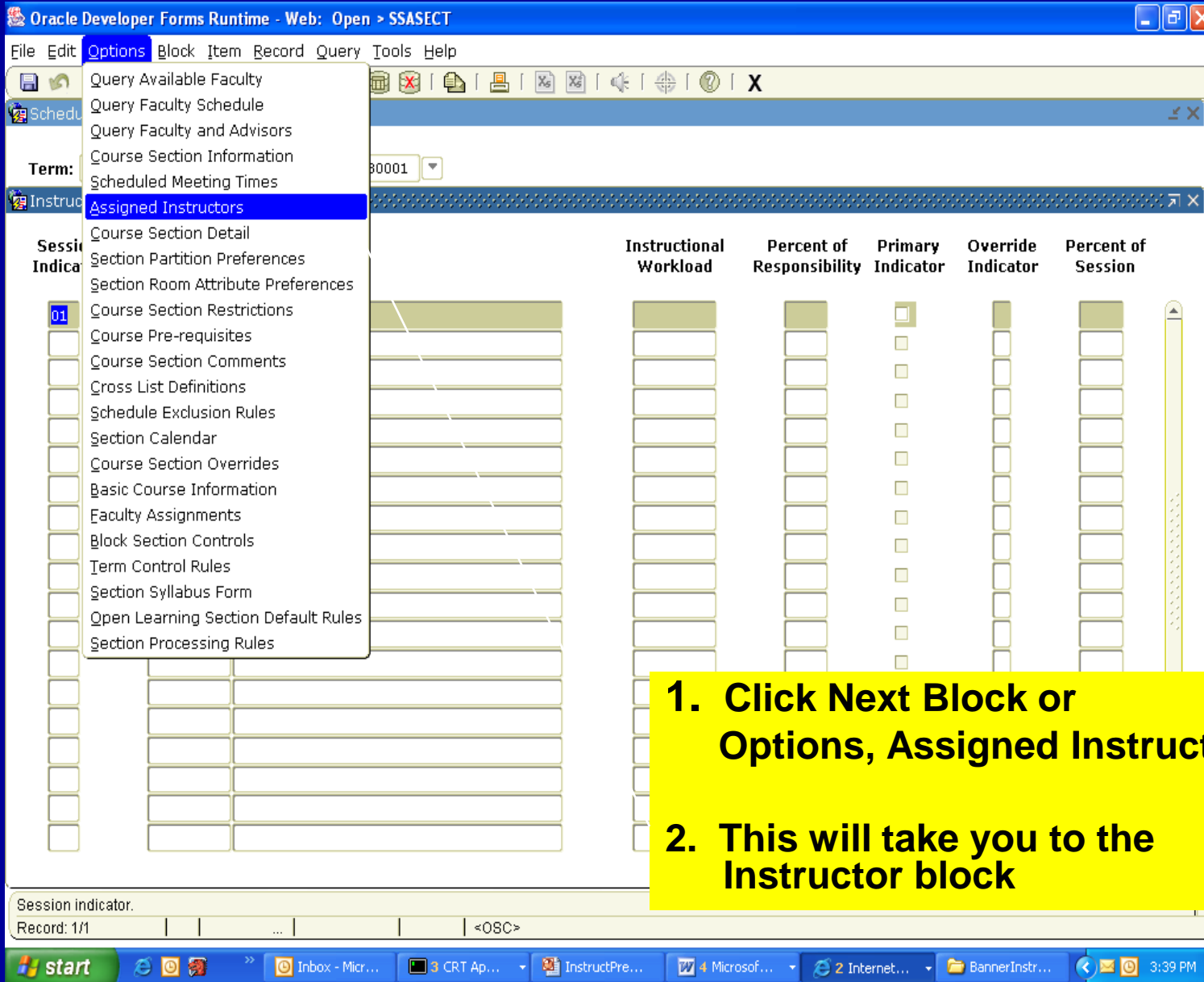
ETSU Banner Schedule Building

Banner Form

Continue in
SSASECT

SSASECT is the equivalent of E29 and E30 in SIS

Faculty Assignment



The screenshot shows the Oracle Developer Forms Runtime interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open > SSASECT". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The "Options" menu is open, displaying a list of options. The "Assigned Instructors" option is highlighted in blue. Other options include "Query Available Faculty", "Query Faculty Schedule", "Query Faculty and Advisors", "Course Section Information", "Scheduled Meeting Times", "Course Section Detail", "Section Partition Preferences", "Section Room Attribute Preferences", "Course Section Restrictions", "Course Pre-requisites", "Course Section Comments", "Cross List Definitions", "Schedule Exclusion Rules", "Section Calendar", "Course Section Overrides", "Basic Course Information", "Faculty Assignments", "Block Section Controls", "Term Control Rules", "Section Syllabus Form", "Open Learning Section Default Rules", and "Section Processing Rules".

The main window displays a table with the following columns: "Instructional Workload", "Percent of Responsibility", "Primary Indicator", "Override Indicator", and "Percent of Session". The table contains several rows, with the first row having a value of "01" in the "Primary Indicator" column.

At the bottom of the window, there is a status bar with the text "Session indicator. Record: 1/1" and a navigation button labeled "<OBC>".

The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Mic...", "3 CRT Ap...", "InstructPre...", "4 Microsof...", "2 Internet...", and "BannerInstr...". The system clock shows "3:39 PM".

1. Click Next Block or Options, Assigned Instructors
2. This will take you to the Instructor block

Faculty Assignment

Key ID Number

If ID is Unknown:

1. Click Drop-down at top of ID Field
2. Click in last name field
 - Click or Tab to **Last Name** field
 - Type last name
 - Press Execute Query Button or F8
 - A list of instructors will show
 - Click SAVE

This screenshot shows the Oracle Developer Forms Runtime interface for the 'Faculty Assignment' form. The window title is 'Oracle Developer Forms Runtime - Web: Open - SSASACT'. The form is titled 'Faculty/Advisor: SSASACT 7.0 (TEST)'. The 'Term' is set to '200780' and 'CRN' is '30001'. The table has columns: Session Indicator, ID, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session. The 'ID' field has a dropdown arrow next to it. The 'Instructional Workload' field contains the value '100.0000'. The 'Percent of Session' field contains the value '100'. A message at the bottom reads: '*ERROR* LOV does not exist for this Item'. Record: 1/1 | <<OBC>

This screenshot shows the Oracle Developer Forms Runtime interface for the 'Faculty Assignment' form. The window title is 'Oracle Developer Forms Runtime - Web: Open - SSASACT - SIAIQRY'. The form is titled 'Faculty/Advisor: Query - SIAIQRY 7.0 (TEST)'. The 'Term' is '200780' and 'Staff Type' is 'Faculty'. The table has columns: ID, Last Name, First Name, MI, Faculty, Advisor, College, and Department. The 'ID' field has a dropdown arrow next to it. The 'Last Name' field contains a lightning bolt symbol. The 'Faculty' and 'Advisor' columns have checkboxes. A message at the bottom reads: 'Enter a query, press F8 to execute, Ctrl+G to cancel'. Record: 1/1 | Enter-Qu... | <<OBC>

Note: You may query the first letter of the last name followed by a %. You may limit values shown by typing more characters, eg Sm% F8

ETSU Banner Schedule Building Interactive Exercise

**Do you remember
how to login
to Banner TEST?**



ETSU Banner Schedule Building

Banner Login Procedures in TEST

1. Pull up Internet Explorer connection
2. At URL type the address: <http://151.141.5.22:9099/>
3. Press ENTER



ETSU Banner Schedule Building

Banner Login Procedures in TEST

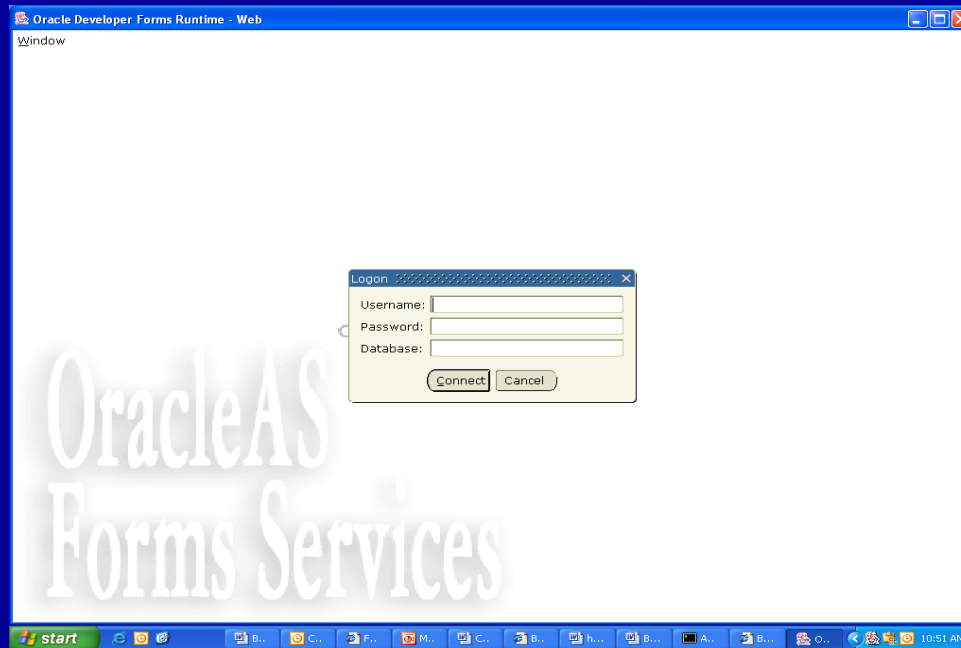
4. Green screen will appear with links to different instances
5. Double-Click [Test Database \[TEST\]](#)



ETSU Banner Schedule Building

Banner Login Procedures in TEST

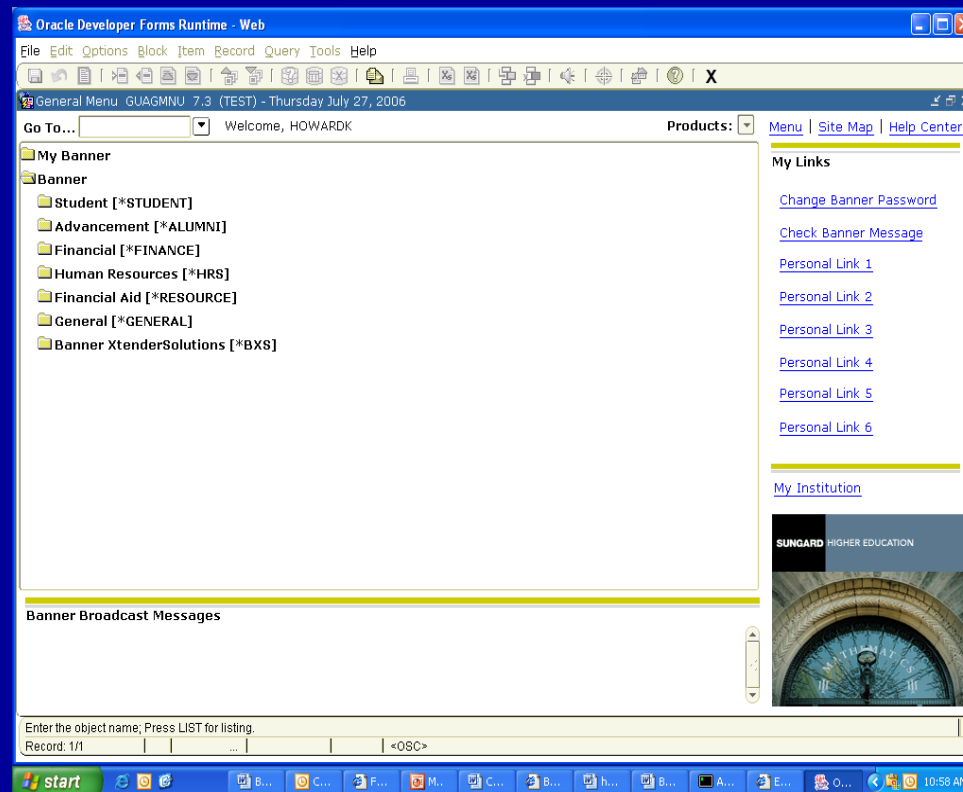
6. Click inside the box at Username
7. At Username, type your login
8. For first time users, at Password, type your login again



ETSU Banner Schedule Building

Banner Login Procedures in TEST

9. A pop-up box will appear asking you to change your password
10. Type a new password and click connect
11. If you have logged in before, type you current password
12. The Banner Menu will appear



ETSU Banner Schedule Building

Banner Login Procedures in TEST

WARNING WARNING WARNING



**Is everyone
in Banner TEST now?**

WARNING WARNING WARNING

ETSU Banner Schedule Building

New Concept #1!

How to add more than one section of a course.

1. You must re-enter the course information for each section of the course in SSASECT
2. Enter the term
3. Type ADD in the CRN box for each section
4. Enter course information
5. Hit Save

Tip: Build the first section, print it out and follow for additional sections.

ETSU Banner Schedule Building

ADD More than one section of a course

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.3 (TEST)

Term: 200780 CRN: ADD

Section Details

Subject:	<input type="text"/>	Title:	<input type="text"/>	CEU Indicator:	<input type="text"/>
Course Number:	<input type="text"/>			Credit Hours:	<input type="text"/> <input type="text"/>
Section:	<input type="text"/>			Billing Hours:	<input type="text"/> <input type="text"/>
Cross List:	<input type="text"/>			Contact Hours:	<input type="text"/> <input type="text"/>
Campus:	<input type="text"/>			Lecture:	<input type="text"/> <input type="text"/>
Status:	<input type="text"/>			Lab:	<input type="text"/> <input type="text"/>
Schedule Type:	<input type="text"/>			Other:	<input type="text"/> <input type="text"/>
Instructional Method:	<input type="text"/>			Link Identifier:	<input type="text"/>
Integration Partner:	<input type="text"/>			Attendance Method:	<input type="text"/>
Grade Mode:	<input type="text"/>			Weekly Contact Hours:	<input type="text"/>
Session:	<input type="text"/>			Daily Contact Hours:	<input type="text"/>
Special Approval:	<input type="text"/>			<input checked="" type="checkbox"/> Print	<input type="checkbox"/> Voice Response and Self-Service Available
Duration:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> CAPP Areas for Prerequisites
Part of Term:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Tuition and Fee Waiver	
Registration Dates:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Start Dates:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Maximum Extensions:	<input type="text"/>				

Long Title Comments Syllabus

CRN; type 'ADD' to add new section;'ADD' and NEXTITEM to default; CQH existing.
Record: 1/1 <OSC>

start Calendar - ... Alpha FW: DE Ev... Microsoft P... Banner 7 T... Oracle Dev... 8:38 AM

ETSU Banner Schedule Building

More than one section of a course

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Term: 200780 CRN: 80165

Section Details

Subject: ACCT Accountancy	CEU Indicator: N
Course Number: 2010 Title: Principles Of Act I	Credit Hours: 3.000
Section: 003	Billing Hours: 3.000
Cross List:	Contact Hours: 3.000
Campus: 23M East Tennessee SU, Main Campus	Lecture: 3.000
Status: A Active	Lab:
Schedule Type: LEC Lecture	Other:
Instructional Method: CON Conventional Methodology	Link Identifier:
Integration Partner:	Attendance Method:
Grade Mode:	Weekly Contact Hours:
Session:	Daily Contact Hours:
Special Approval:	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Voice Response and Self-Service Available
Duration:	<input checked="" type="checkbox"/> Gradable <input type="checkbox"/> CAPP Areas for Prerequisites
Part of Term: 1 24-AUG-2007 17-DEC-2007 16	<input type="checkbox"/> Tuition and Fee Waiver
Registration Dates:	
Start Dates:	
Maximum Extensions: 0	

Long Title Comments Syllabus

Subject; CQH for Courses; DupFld for Enrl; DupRec for Creds.
Record: 1/1 ... List of Valu... <OSC>

start I... M... E... S... m... D... B... E... A... B... O... 2:44 PM

ETSU Banner Schedule Building

New Concept #2!

How to enter variable credit hours:

1. Variable credit hours will be pulled from the course inventory/catalog (we call this Course Inventory in SIS on screen 125 and Catalog SCACRSE in Banner)
2. Courses are built as fixed or variable credit.
3. You can only change the credit hours on courses that have been built as variable.

ETSU Banner Schedule Building

Variable Credit Hours

How to fix variable credit hours:

Example: ARTA 4901

Credit: 1 TO 6

To set the number of credit hours on a specific section, enter:

1. Credit hours (1.00, 2.00, 3.00, 4.00, 5.00, 6.00, etc.)
and in
2. Billing hours in the upper right hand corner boxes
below the credit hours listed

ETSU Banner Schedule Building

Variable Credit Hours

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.3 (TEST)

Term: 200780 CRN: ADD

Section Details

Subject:	ARTA	Art	CEU Indicator:	N
Course Number:	4901		Credit Hours:	1.000 TO 6.000
Section:	004	Title:	Independent Study	
Cross List:			Billing Hours:	1.000 TO 6.000
Campus:			Contact Hours:	
Status:			Lecture:	
Schedule Type:			Lab:	
Instructional Method:			Other:	
Integration Partner:			Link Identifier:	
Grade Mode:			Attendance Method:	
Session:			Weekly Contact Hours:	
Special Approval:			Daily Contact Hours:	
Duration:			<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Voice Response and Self-Service Available
Part of Term:			<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> CAPP Areas for Prerequisites
Registration Dates:			<input type="checkbox"/> Tuition and Fee Waiver	
Start Dates:				
Maximum Extensions:	0			

Long Title Comments Syllabus

Section title: ... <OSC>

Record: 1/1

start I... M... E... S... m... D... B... E... A... B... O... 2:53 PM

ETSU Banner Schedule Building To Enter Variable Credit Hours

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.3 (TEST)

Term: 200780 CRN: 80071

Section Details

Subject:	ARTA	Art	CEU Indicator:	N
Course Number:	4901	Title: Independent Study	Credit Hours:	1.000 TO 6.000
Section:	002			2.000
Cross List:			Billing Hours:	1.000 TO 6.000
Campus:	23M	East Tennessee SU, Main Campus		2.000
Status:	A	Active	Contact Hours:	
Schedule Type:	IND	Independent Study	Lecture:	
Instructional Method:	IND	Independent Study	Lab:	
Integration Partner:			Other:	
Grade Mode:				
Session:				
Special Approval:				
Duration:				
Part of Term:	1	27-AUG-2007 15-DEC-2007 15		
	First	Last		
Registration Dates:			Link Identifier:	
Start Dates:			Attendance Mett	
Maximum Extensions:	0		Weekly Contact	
			Daily Contact H	
			<input checked="" type="checkbox"/> Print	
<input type="checkbox"/> Long Title	<input type="checkbox"/> Comments	<input type="checkbox"/> Syllabus	<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> CAPP Areas for Prerequisites
			<input type="checkbox"/> Tuition and Fee Waiver	

Section total contact hours.
Record: 1/1

start | Inbox... | Micros... | Docu... | Camp... | Camp... | Remin... | Banne... | Oracle... | 3:10 PM

Enter the amount of hours the section will be offered below the credit hour block and the credit hour block.

ETSU Banner Schedule Building

**Go to main
menu and
enter
SSASECQ**

Check for Errors

ETSU Banner Schedule Building Interactive Exercise



Now, let's check for errors?



ETSU Banner Schedule Building



To get back to the main menu (GUAGMNU),
click X and type in
SSASECQ.

OR

Hit F5, at Go To...
type in the form
name **SSASECQ.**

OR

**Pull down FILE in the
upper left hand corner.**

**This will take you to the correct
form to check for errors.**

SSASECQ

Check for Errors

1. Term will appear in first field.

2. Tab to Subject Field and type four letter subject area.

3. Press F8 or Execute Query Button on menu.

4. All existing sections for that subject area should appear.

5. Click X to go back to the main menu (GUAGMNU) or F5.

Note: This will bring you to information about the course as it is listed in the catalog.

ETSU Banner Schedule Building Interactive Exercise



**How do you check to see if a course
is listed in the catalog?**



ETSU Banner Schedule Building

Go to main
menu and enter
SCACRSE

Course Inventory/ Catalog

ETSU Banner Schedule Building

SCACRSE will allow you to view courses that are in the ETSU catalog.

1. Enter Subject

Example: ACCT

2. Enter Course

Example: 1010

3. Enter Term

Example: 200780

Course title will appear

4. Click Next Block

Course details will appear if course is listed in catalog.

Oracle Developer Forms Runtime - Web: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information SCACRSE 7.3 (TEST)

Subject: ACCT Accounting Course: 2010 Term: 200780

Course Title: Principles Of Acct I

Course Details

From Term: 200780 Copy To Term: 999999

Course Title: Principles Of Acct I

College: BT Business & Technology

Division:

Department: ACCT Accounting

Status: A Active

Approval: C Curriculum Committee Approve

CIP: 520301 Accounting

Prerequisite Waiver:

Duration:

Continuing Education

Tuition Waiver

Additional Fees

CAPP Areas for Prerequisites

Syllabus Exists

Long Title Exists

Hours	Low	Or/To	High
CEU or Credit:	3.000	<input type="checkbox"/>	
Billing:	3.000	<input type="checkbox"/>	
Lecture:	3.000	<input type="checkbox"/>	
Lab:		<input type="checkbox"/>	
Other:		<input type="checkbox"/>	
Contact:	3.000	<input type="checkbox"/>	

Repeat Details

Limit: 0 Maximum Hours: 99.000

Repeat Status:

Course title:

Record: 1/1

start In... Ba... Ba... EV... Al... BA... Se... Ea... Ba... Or... 11:05 AM

ETSU Banner Schedule Building

REVIEW



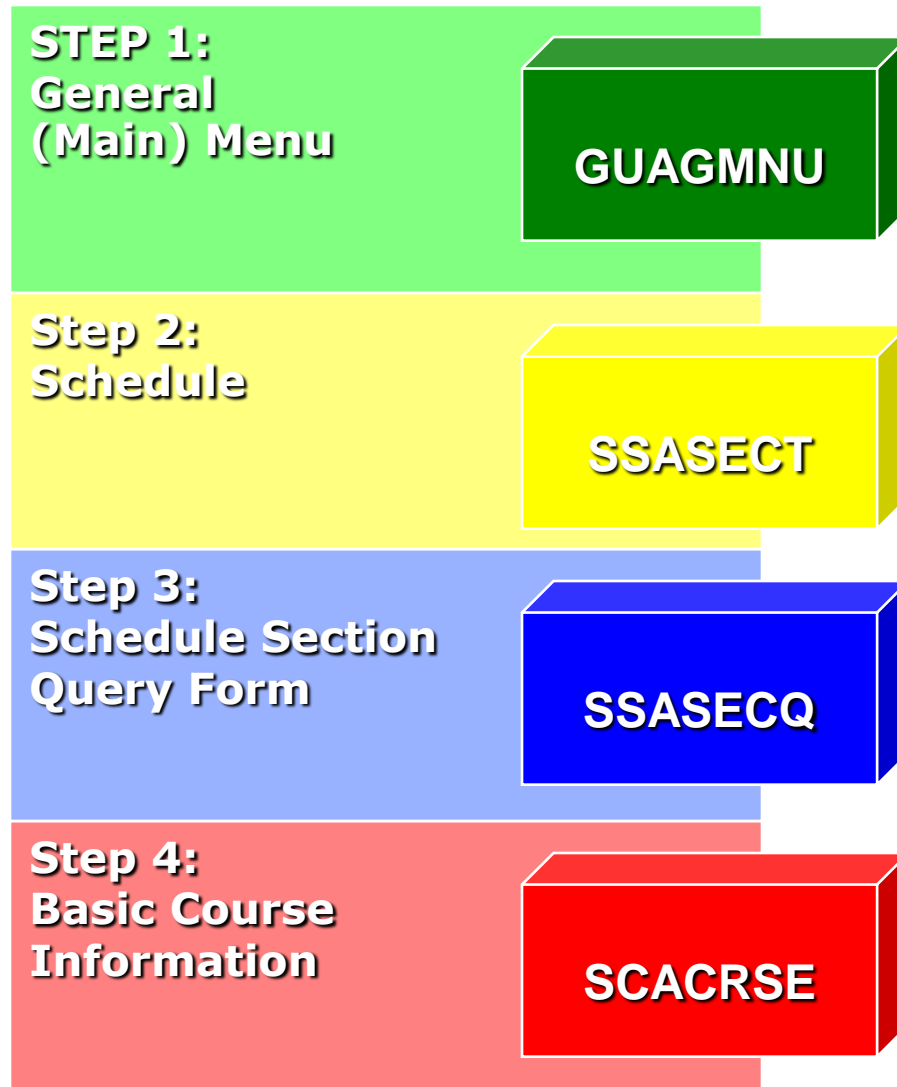
ETSU Banner Schedule Building

To build a schedule in Banner, you will use 4 main forms.

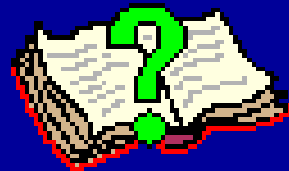
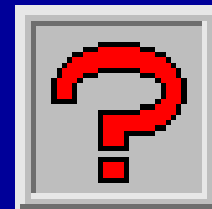
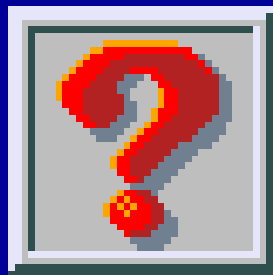
1. **GUAGMNU**
2. **SSASECT**
3. **SSASECQ**
4. **SCACRSE**



ETSU Banner Schedule Building



?Banner?



ETSU Banner Schedule Building

Get in there and build!



We encourage you to continue to go into TEST and play around with schedule building. You can build night sections, internet course, ITV, etc.

The more you use Banner the more familiar you will be with it when we go live!

ETSU Banner Schedule Building



Thank you