



\* **How to Build a  
Course**

Using SSASECT in INB

# \* Step 1

\* Type SSASECT in your INB “Go To” box

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The browser window title is "Oracle Developer Forms Runtime - Web". The address bar shows "General Menu - GUAGMNU 8.3.0.5 (PROD) - Monday, February 6, 2012 - Last login Friday, February 3, 2012 07:45:39 AM". The "Go To..." dropdown menu is open, showing "SSASECT" as the selected option. The main content area is divided into several sections:

- My Banner**: A tree view showing the following items:
  - Banner
    - Student [\*STUDENT]
    - Advancement [\*ALUMNI]
    - Finance System Menu [\*FINANCE]
    - Human Resources [\*HRS]
    - Financial Aid [\*RESOURCE]
    - General [\*GENERAL]
    - Banner Security [\*SECURITY]
- My Links**: A list of links including "Change Banner Password", "Check Banner Messages", and six "Personal Link" items.
- My Institution**: A section featuring a logo for "SUNGARD HIGHER EDUCATION" and a photograph of a building's archway.
- Banner Broadcast Messages**: A section for displaying broadcast messages, currently empty.

The status bar at the bottom indicates "Enter the object name; Press LIST for listing." and "Record: 1/1".

## \* Entering the Course Section Information:

1. Type in the appropriate term in the term box
  - \* 201210-Spring 2012
  - \* 201250-Summer 2012
  - \* 201280-Fall 2012
2. To add a new course, type “ADD” in the CRN box
3. Click the “next block” button on the toolbar or CTRL+Page Down to get down to the “Subject” box.

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: ADD Create CRN: Copy CRN: Subject: BIOL Course: 4910 Title: Research in Biology

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject:  CEU Indicator:

Course Number:  Title:  Credit Hours:  \* None  To  Or

Section:

Cross List:  Billing Hours:  \* None  To  Or

Campus:

Status:  Contact Hours:  \* None  To  Or

Schedule Type:

Instructional Method:  Lecture:  \* None  To  Or

Integration Partner:

Grade Mode:  Lab:  \* None  To  Or

Session:

Special Approval:  Other:  \* None  To  Or

Duration:

Part of Term:  First  Last

Registration Dates:

Start Dates:

Maximum Extensions:

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks

Link Identifier:

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

Print  Voice Response and Self-Service Available

Gradable  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 <OSC>

## Entering Course Info:

1. Subject (4 characters) - ENGL
2. Course number - 1010
3. Title - should automatically populate after course number is entered
4. Section number - 001
5. Campus - 23M
6. Status A - Active
7. Schedule type - Lec, Lab, L/L (automatically populates)
8. Instructional Method - CON, etc. (use drop down menu)
9. Integration Partner - D2L (manually entered; always D2L)
9. Part of Term 1 - Full Term  
*\*Be sure to hit TAB*
10. Hit Save button (top left or F10)
11. Credit Hours - Course will already be assigned a credit hour, either variable or set.

- \* Note: All other boxes on the “Course Section Information” screen will be left blank.
- \* Note: If a course is a web-based (online) course, WEB must be entered in the instructional method box.
- \* Note: CRN will populate in the “CRN” box once this information is entered and saved.
- \* A list of active campus codes can be found here [http://www.etsu.edu/reg/documents/PDF/ETSU\\_Office-Site\\_Codes\\_Sort\\_by\\_Site.pdf](http://www.etsu.edu/reg/documents/PDF/ETSU_Office-Site_Codes_Sort_by_Site.pdf)
- \* A link to the section number document can be found here: [http://www.etsu.edu/reg/documents/PDF/Section\\_Numbers.pdf](http://www.etsu.edu/reg/documents/PDF/Section_Numbers.pdf) (please reference this document when building courses...section numbers need to correspond with the course type and instructional method)
- \* Summer section number rubric found here: [http://www.etsu.edu/reg/documents/PDF/session\\_codes\\_2012.pdf](http://www.etsu.edu/reg/documents/PDF/session_codes_2012.pdf) (For summer courses, the part of term box will have A-F instead of 1)

# \* Variable Credit

- \* Once a course is built, it can either be a set credit hour course or a variable credit hour course.
- \* Courses that are variable credit courses will look like this:

The screenshot displays the 'Section Preferences' tab in the Oracle Developer Forms Runtime. The form is for a course section with the following details:

- Term: 201210, CRN: 13745, Course: 5960, Title: Thesis
- Subject: STOR Storytelling
- Course Number: 5960, Section: 003
- Campus: 23M ETSU, Main
- Status: A Active
- Schedule Type: IND Independent Study
- Instructional Method: THS Thesis
- Integration Partner: O2L Desire2Learn
- Grade Mode: [ ]
- Session: [ ]
- Special Approval: CP Department
- Duration: 1, 12-JAN-2012 to 05-MAY-2012, 15
- Registration Dates: [ ] [ ]
- Start Dates: [ ] [ ]
- Maximum Extensions: 0
- Prerequisite Check Method: Basic or None (selected), CAPP, DegreeWorks
- CEU Indicator: [ ]
- Credit Hours: 3.000 (selected), None, To (selected), Or, 6.000
- Billing Hours: 3.000 (selected), None, To (selected), Or, 6.000
- Contact Hours: 3.000 (selected), None, To (selected), Or, 6.000
- Lecture: [ ] None (selected), To, Or
- Lab: [ ] None (selected), To, Or
- Other: 3.000 (selected), None, To (selected), Or, 6.000
- Link Identifier: [ ]
- Attendance Method: [ ]
- Weekly Contact Hours: [ ]
- Daily Contact Hours: [ ]
- Print: [x] checked, Voice Response and Self-Service Available: [x] checked
- Gradable: [x] checked, Tuition and Fee Waiver: [ ]
- Long Title: [ ] checked, Comments: [ ] checked, Syllabus: [ ] checked

A red arrow points to the 'To' radio button in the 'Credit Hours' field, which is selected. A text box to the right of the arrow states: 'When the "To" option is checked, that indicates a variable credit hour course.'

Oracle Developer Forms Services

- \* Variable credit hour courses MUST be assigned a specific credit hour. Place the correct credit hour for the course in the blank boxes below the “credit hour” box and the “billing hour” box.
- \* Once the Credit and Billing Hours have been entered, hit “save”

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 6.5.0.4 (PROD)

Term: 201210 CRN: 13745 Create CRN: Copy CRN: Subject: STOR Course: 5960 Title: Thesis

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: STOR Storytelling  
 Course Number: 5960 Title: Thesis  
 Section: 003  
 Cross List:  
 Campus: 23M ETSU, Main  
 Status: A Active  
 Schedule Type: IND Independent Study  
 Instructional Method: THS Thesis  
 Integration Partner: D2L Desire2Learn  
 Grade Mode:  
 Session:  
 Special Approval: CP Department  
 Duration:  
 Part of Term: 1 12-JAN-2012 05-MAY-2012 15  
 Registration Dates:  
 Start Dates:  
 Maximum Extensions: 0  
 Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator:   
 Credit Hours: 3.000  None  To  Or 6.000  
 Billing Hours: 3.000  None  To  Or 6.000  
 Contact Hours: 3.000  None  To  Or 6.000  
 Lecture: 3.000  None  To  Or  
 Lab:  None  To  Or  
 Other: 3.000  None  To  Or 6.000  
 Link Identifier:   
 Attendance Method:   
 Weekly Contact Hours:  
 Daily Contact Hours:  
 Print  Voice Response and Self-Service Available  
 Gradable  Tuition and Fee Waiver  
 Long Title  Comments  Syllabus

Section credit hours or CEUs.  
 Record: 1/1 <OSC>

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## \* Entering Section Enrollment:

- \* Next, click on the “Section Enrollment Information” tab
- \* The only box to be filled in will be the max enrollment box

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule: SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 15006 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

**Enrollment Details**

Maximum: <input type="text" value="0"/>	Waitlist Maximum: <input type="text" value="0"/>	Projected: <input type="text" value="0"/>
Actual: <input type="text" value="0"/>	Waitlist Actual: <input type="text" value="0"/>	Prior: <input type="text" value="0"/>
Remaining: <input type="text" value="0"/>	Waitlist Remaining: <input type="text" value="0"/>	<input type="checkbox"/> Reserved

Generated Credit Hours:

<b>Census One</b>	<b>Census Two</b>
Enrollment Count: <input type="text" value="0"/>	Enrollment Count: <input type="text" value="0"/>
Freeze Date: 25-JAN-2012	Freeze Date: <input type="text"/>

Maximum enrollment for section; press Count Query Hits to enter reserved seats.

Record: 1/1 | ... | <OSC>

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## \* Entering the Meeting Times and Instructor:

1. Next, click on the “Meeting Times and Instructor” tab
2. Hit the “tab” button twice and the meeting start and end dates will automatically populate.
3. At this point, enter the days and times (must be in military time)
4. Hit “save”

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 15006 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
01	CLAS	12-JAN-2012	05-MAY-2012	<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	0810	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

### Instructor

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

FRM-40400: Transaction complete: 2 records applied and saved.

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

## \* Entering Building and Room

1. Click on the “Meeting Location and Credits” tab
2. Enter the building code and room in the respective boxes
3. After entering this information, click “save”

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 15006 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	LEC	3.0	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Instructor

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

FRM-40202: Field must be entered.  
Record: 1/1 <OSC>

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- \* If no days and times are required for the course, hit the tab button twice and then “save”, the cursor will flash in the “hours per week” box. Enter the credit hour for the course in the “hours per week” box. Hit “save.”

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 15006 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>			LEC	3.0	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

### Instructor

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

FRM-40202: Field must be entered.

Record: 1/1 | <OSC>

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## \* Entering the Instructor's ID:

1. Hit the “next block” key or CTRL+Page Down
2. In the ID box, enter the instructor's E#
3. If E# is not known, use the drop down menu to find instructor by first and last name.
4. Hit “save”

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 15006 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	12-JAN-2012	05-MAY-2012	<input type="checkbox"/>			01						
				<input type="checkbox"/>									
				<input type="checkbox"/>									
				<input type="checkbox"/>									

### Instructor

Session Indicator	ID	Instructor	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E0007836	Dixon, Wallace E.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

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