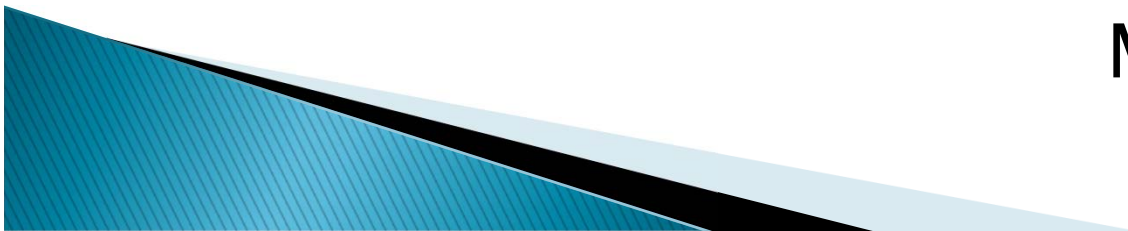


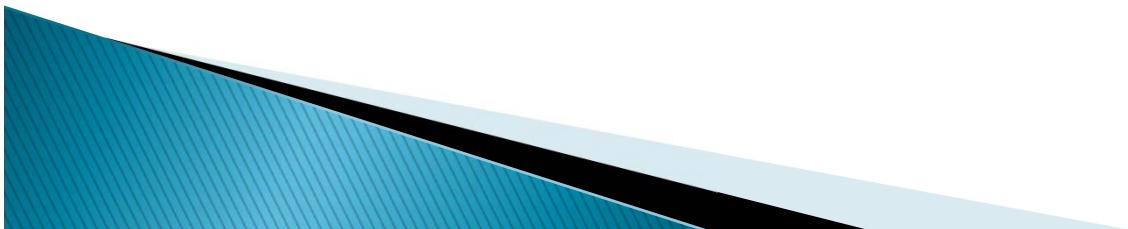
# Creating Your Class Schedule – “How to” Guide

May 17, 2017



# Banner Scheduling Update Forms

- ▶ SSASECT – Schedule
- ▶ SIAASGN – Faculty Assignment
- ▶ SSARRES – Schedule Restrictions
- ▶ SSASYLB – Section Syllabus
- ▶ SSATEXT – Section Comment
- ▶ SSAXLST – Schedule Cross List Definition
- ▶ SSABLCK – Block Schedule Control



# SSASECT – Schedule

## Key block fields

- Term
- CRN

## Required fields

- Subject
- Course Number
- Section
- Campus
- Status
- Schedule Type
- Instructional Method
- Integration Partner
- Session
- Part of Term

Term: 201703 CRN: 2559 Subject: MATH Course: 0701 Title: Elementary Algebra Start Over

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

▼ COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject	MATH ... MATHEMATICS	Campus *	MN ... Main	Grade Mode	...
Course Number	0701 ...	Status *	A ... Active	Session	D ... Day
		Schedule Type	BAS ... Base Lecture	Special Approval	...
Section *	001 ...	Instructional Method	CLAS ... Classroom	Duration	...
Cross List	...	Integration Partner	BB ... Blackboard	<input type="checkbox"/> Override Duration	

▼ CLASS TYPE Insert Delete Copy Filter

Traditional Class

Part of Term	1 ...	01/17/2017	05/10/2017	16
--------------	-------	------------	------------	----

Term: 201703 CRN: 2559 Subject: MATH Course: 0701 Title: Elementary Algebra

Start Over

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
<b>COURSE SECTION INFORMATION</b> <span>+</span> Insert <span>-</span> Delete <span>■</span> Copy <span>🔍</span> Filter			
Subject	MATH ... MATHEMATICS	Campus *	MN ... Main
Course Number	0701 ...	Status *	A ... Active
		Schedule Type	BAS ... Base Lecture
Section *	001 ...	Instructional Method	CLAS ... Classroom
Cross List	...	Integration Partner	BB ... Blackboard
		Grade Mode	...
		Session	D ... Day
		Special Approval	...
		Duration	...
		<input type="checkbox"/> Override Duration	
<b>CLASS TYPE</b> <span>+</span> Insert <span>-</span> Delete <span>■</span> Copy <span>🔍</span> Filter			
<b>Traditional Class</b>			
Part of Term	1 ...	01/17/2017	05/10/2017 16
<b>Open Learning Class</b>			
	First	Last	
Registration Dates			<span>Processing Rules</span>
Start Dates			
Maximum Extensions	0		
<b>CREDIT HOURS</b> <span>+</span> Insert <span>-</span> Delete <span>■</span> Copy <span>🔍</span> Filter			

## Required fields

- ## Display only fields

- | <span style="font-size: 2em; vertical-align: middle;">✕</span> Schedule SSASECT 9.3 (DEVL)  |                                 | ADD   | RETRIEVE                                   | RELATED                      | TOOLS |
|---|---------------------------------|---|--|------------------------------|-------|
| Term: 201703   CRN: 2559   Subject: MATH   Course: 0701   Title: Elementary Algebra   |                                 |   |  |                              |       |
| <a href="#" style="background-color: #005596; color: white; padding: 5px 15px; border-radius: 5px;">Start Over</a>  |                                 |   |  |                              |       |
| Course Section Information  |                                 | Section Enrollment Information                      |  | Meeting Times and Instructor |       |
| Enrollment Details  |                                 | Reserved Seats                                      |  |                              |       |
| <b>▼ ENROLLMENT DETAILS</b> <span style="float: right;">  Insert                             Delete                             Copy                             Filter                     </span> |                                 |   |  |                              |       |
| Maximum *   | <input type="text" value="36"/> | Waitlist Maximum                                    | <input type="text" value="..."/>           |                              |       |
| Actual  | <input type="text" value="0"/>  | Waitlist Actual                                     | <input type="text" value="0"/>             |                              |       |
| Remaining   | <input type="text" value="36"/> | Waitlist Remaining                                  | <input type="text" value="100"/>           |                              |       |
|   |                                 |   | Projected * <input type="text" value="0"/> |                              |       |
|   |                                 |   | Prior <input type="text" value="36"/>      |                              |       |
|   |                                 |   | <input type="checkbox"/> Reserved          |                              |       |
| Generated Credit Hours <input type="text" value="0.000"/>   |                                 |   |  |                              |       |
| <b>Census One</b>   |                                 |   |  |                              |       |
| Enrollment Count <input type="text" value="0"/>   |                                 | Freeze Date <input type="text" value="01/31/2017"/> |  |                              |       |
| <b>Census Two</b>   |                                 |   |  |                              |       |
| Enrollment Count <input type="text" value="0"/>   |                                 | Freeze Date <input type="text"/>                    |  |                              |       |

Term: 201703   CRN: 2559   Subject: MATH   Course: 0701   Title: Elementary Algebra

Start Over

Course Section Information

Section Enrollment Information


Meeting Times and Instructor


Section Preferences


Enrollment Details


Reserved Seats

ENROLLMENT DETAILS

 Insert

 Delete

 Copy

 Filter

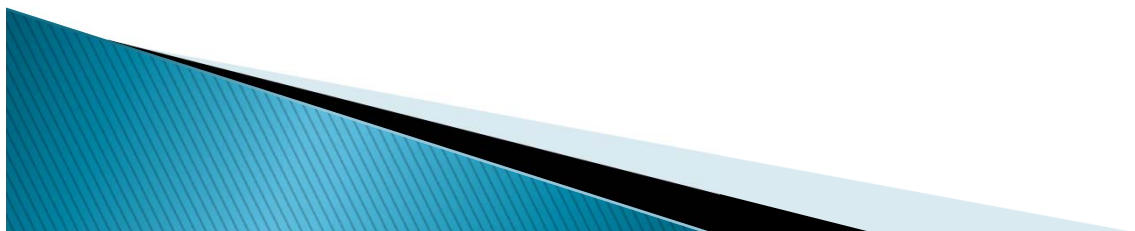
Maximum *	<input type="text" value="36"/>	Waitlist Maximum	<input type="text" value="..."/>	Projected *	<input type="text" value="0"/>
Actual	<input type="text" value="0"/>	Waitlist Actual	<input type="text" value="0"/>	Prior	<input type="text" value="36"/>
Remaining	<input type="text" value="36"/>	Waitlist Remaining	<input type="text" value="100"/>	<input type="checkbox"/> Reserved	
Generated Credit Hours	<input type="text" value="0.000"/>				

Census One

Enrollment Count	<input type="text" value="0"/>	Freeze Date	<input type="text" value="01/31/2017"/>
------------------	--------------------------------	-------------	---

Census Two

Enrollment Count	<input type="text" value="0"/>	Freeze Date	<input type="text"/>
------------------	--------------------------------	-------------	----------------------





# SSASECT – Reserved Seats

To enter  
reservation data

1. Click in desired  
field in the  
highlighted  
area
2. Select the  
appropriate  
value

## Overflow

Check, if members  
of reserved group  
are allowed in  
remaining seats.

X
Schedule SSASECT 9.3 (DEVL)
ADD
RETRIEVE
RELATED
TOOLS

Start Over

Term: 201703
CRN: 2559
Subject: MATH
Course: 0701
Title: Elementary Algebra

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

Enrollment Details
Reserved Seats

RESERVED SEATS DETAILS
Insert
Delete
Copy
Filter

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term

1 of 1
3 Per Page
Record 1 of 1

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
<input type="checkbox"/>	36	0	36	***	0	100

1 of 1
3 Per Page
Record 1 of 1

RESERVED SEAT TOTALS
Insert
Delete
Copy
Filter

Delete Reserved Data

	Maximum	Actual	Remaining
Total Reserved	36	36	36
Total Waitlist	100	0	100

Term: 201703    CRN: 2559    Subject: MATH    Course: 0701    Title: Elementary Algebra

Start Over

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

Enrollment Details
 Reserved Seats

▼ RESERVED SEATS DETAILS
 + Insert
 − Delete
 📄 Copy
 🔍 Filter

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term

⏪
⏩
1 of 1
 3 Per Page
 Record 1 of 1

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
<input type="checkbox"/>	<input type="text" value="36"/>	0	36	***	0	100

⏪
⏩
1 of 1
 3 Per Page
 Record 1 of 1

▼ RESERVED SEAT TOTALS
 + Insert
 − Delete
 📄 Copy
 🔍 Filter

🗑️ Delete Reserved Data

	Maximum	Actual	Remaining
Total Reserved	<input type="text" value="36"/>	<input type="text" value="36"/>	<input type="text" value="36"/>
Total Waitlist	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="100"/>



# SSASECT – Meeting Times & Instructors

1. Check desired days
2. Enter military time (1300 –2400)
3. Enter Instructor ID or last name.

## Notes:

- Meeting Type needs to be changed to reflect the nature of the session.
- Session indicators need to be changed to match instructors to appropriate meeting times.

## Important:

You can select days/times from the meeting time column for all *Undergraduate, base courses on Main campus*

An exception may be requested through a Matrix Exception Workflow process.

X
Schedule SSASECT 9.3 (DEVL)
ADD
RETRIEVE
RELATED
TOOLS

Start Over

Term: 201703 CRN: 2559 Subject: MATH Course: 0701 Title: Elementary Algebra

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

Times and Instructors
Scheduler Preferences

Meeting Dates
Meeting Location and Credits

SCHEDULE
Insert
Delete
Copy
Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
...	CLAS	01/17/2017	05/10/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1040

<
>
1 of 1
10 Per Page
Record 1 of 1

INSTRUCTOR
Insert
Delete
Copy
Filter

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

<
>
1 of 1
10 Per Page
Record 1 of 1

Term: 201703
CRN: 2559
Subject: MATH
Course: 0701
Title: Elementary Algebra

Start Over

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences															
Times and Instructors		Scheduler Preferences																			
Meeting Dates		Meeting Location and Credits																			
▼ SCHEDULE												+ Insert		- Delete		📄 Copy		🔍 Filter			
Meeting Time		Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time									
<div><div></div><div>...</div></div>		CLAS	01/17/2017	05/10/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1040									
<div><div>&lt;</div><div>&gt;</div></div>																					
<div><div>&lt;&lt;</div><div>&gt;&gt;</div><div>1 of 1</div></div>												<div>10</div>		Per Page		Record 1 of 1					
▼ INSTRUCTOR														+ Insert		- Delete		📄 Copy		🔍 Filter	
Session Indicator *		ID	Name	Instructional Workload		Percent of Responsibility		Primary Indicator		Override Indicator		Percent of Session									
01								<input type="checkbox"/>		<input type="checkbox"/>											
<div><div>&lt;</div><div>&gt;</div></div>																					
<div><div>&lt;&lt;</div><div>&gt;&gt;</div><div>1 of 1</div></div>												<div>10</div>		Per Page		Record 1 of 1					



# SIAASGN – Faculty Assignment

## Key Block fields

- Instructor ID
- Term

Enter CRNs for the instructor in as many of the areas below the key block as needed.

## NOTE:

This is a convenient form to use when the instructors for already existing sections are identified.

ID: [REDACTED] Term: 201703

Start Over

▼ FACULTY ASSIGNMENT

Insert
Delete
Copy
Filter

<div>CRN * <input type="text"/></div> <div>Session * <input type="text"/></div> <div>Subject <input type="text" value="..."/></div> <div>Course <input type="text" value="..."/></div> <div>Section <input type="text"/></div> <div>Session Credit <input type="text"/></div> <div>Institutional Credit <input type="text"/></div> <div>Percentage of * <input type="text" value="100"/></div> <div>Session</div> <div><input type="checkbox"/> Primary Instructor</div>	<div><input type="checkbox"/> Override Conflicts</div> <div>Workload <input type="text"/></div> <div>Override Workload <input type="text"/></div> <div>Calculated Workload <input type="text"/></div> <div>Assignment Type <input type="text" value="..."/></div> <div>Percent * <input type="text" value="100"/></div> <div>Responsibility</div> <div>Weekly Contact <input type="text"/></div> <div>Total Contact <input type="text"/></div> <div><input type="checkbox"/> Compensation Extracted</div>	<div>Generated Credits <input type="text"/></div> <div>FTE <input type="text"/></div> <div>Contract Type <input type="text" value="..."/></div> <div><input type="checkbox"/> Compensation Applied</div> <div>Position Number <input type="text" value="..."/></div> <div>Position Number <input type="text"/></div> <div>Suffix</div> <div>Additional Instructors <input type="text"/></div>
--	---	---

◀
1 of 1
▶

1 Per Page

Record 1 of 1

ID: [REDACTED] Term: 201703

Start Over

▼ FACULTY ASSIGNMENT

Insert Delete Copy Filter

CRN *	<input type="text"/>	<input type="checkbox"/> Override Conflicts	Generated Credits	<input type="text"/>
Session *	<input type="text"/>	Workload	FTE	<input type="text"/>
Subject	<input type="text"/> ...	Override Workload	Contract Type	<input type="text"/> ...
Course	<input type="text"/> ...	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	<input type="text"/>	Assignment Type	Position Number	<input type="text"/> ...
Session Credit	<input type="text"/>	Percent *	Position Number	<input type="text"/>
		Responsibility	Suffix	
Institutional Credit	<input type="text"/>	Weekly Contact	Additional Instructors	<input type="text"/>
Percentage of *	<input type="text"/> 100	Total Contact		
Session				
<input type="checkbox"/> Primary Instructor		<input type="checkbox"/> Compensation Extracted		

# SSARRES – Schedule Restrictions

## Key Block Fields

- Term
- CRN

Select either

- include or exclude
- the appropriate value from the box

## Note:

Field of Study restrictions can be:

- All field of study types
- One single type
  1. Concentration
  2. Certificate
  3. Major
  4. Minor

X
Schedule Restrictions SSARRES 9.3 (DEVL)
 ADD RETRIEVE RELATED TOOLS

Term: 201703 CRN: 2559 Subject: MATH Course: 0701 Title: Elementary Algebra
 Start Over

Department and Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort

DEPARTMENT RESTRICTIONS
 Insert Delete Copy Filter

Include/Exclude (I/E)\* ☐ Include ☒ Exclude

Department Description

1 of 1 10 Per Page Record 1 of 1

FIELD OF STUDY RESTRICTIONS
 Insert Delete Copy Filter

Include/Exclude (I/E)\* ☐ Include ☒ Exclude

☐ All Field of Study Types

Type

Code Description

1 of 1 10 Per Page Record 1 of 1



Term: 201703   CRN: 2559   Subject: MATH   Course: 0701   Title: Elementary Algebra

Start Over

Department and Field of Study


Class and Level


Degree and Program


Campus and College


Student Attribute and Cohort

DEPARTMENT RESTRICTIONS

 Insert

 Delete

 Copy





 Filter

Include/Exclude (I/E) \*

☐ Include

☒ Exclude


Department	Description


  1 of 1  


10 Per Page


Record 1 of 1

FIELD OF STUDY RESTRICTIONS

 Insert

 Delete

 Copy

 Filter

Include/Exclude (I/E) \*





☐ Include

☒ Exclude

☐ All Field of Study Types

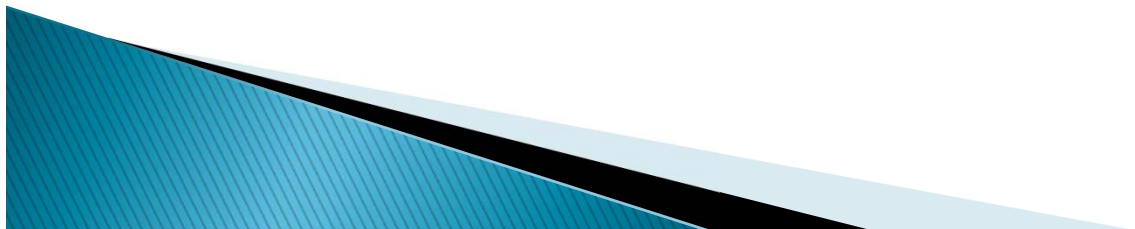
Type

Code	Description

  1 of 1  

10 Per Page

Record 1 of 1





# SSASYLB – Section Syllabus

## Key Block fields

- Term
- CRN

Section Long  
Title entered  
here or copied  
from SCASYLB


- Appears on  
SSB Class  
Schedule
- Rolls to  
transcript with  
grade


Enter or copy  
from SCASYLB


- Learning  
Objectives
- Required  
Materials
- Technical  
Requirements


X

Section Syllabus SSASYLB 9.3 (DEVL)

 ADD

 RETRIEVE

 RELATED

 TOOLS

Start Over

Term: 201703

CRN: 26037

Subject: ENG

Course: 0701

Course Title: Intro to Acad Discourse

Long Title and Learning Objectives

Required Materials and Technical Requirements

SECTION LONG TITLE

Insert

Delete

Copy

Filter

Copy

Section Long Title

Introduction to Academic Discourse More text for test

URL

LEARNING OBJECTIVES

Insert

Delete

Copy

Filter

Copy

Schedule Type

FYW

First Year Writing

Instructional Method

CLAS

Classroom

Learning Objectives

This is the SSASYLB Learning Objective


Term: 201703   CRN: 26037   Subject: ENG   Course: 0701   Course Title: Intro to Acad Discourse

Start Over

Long Title and Learning Objectives

Required Materials and Technical Requirements

SECTION LONG TITLE


 Copy

Section Long Title

Introduction to Academic Discourse More text for test

URL

LEARNING OBJECTIVES

 Copy

Schedule Type

FYW

First Year Writing

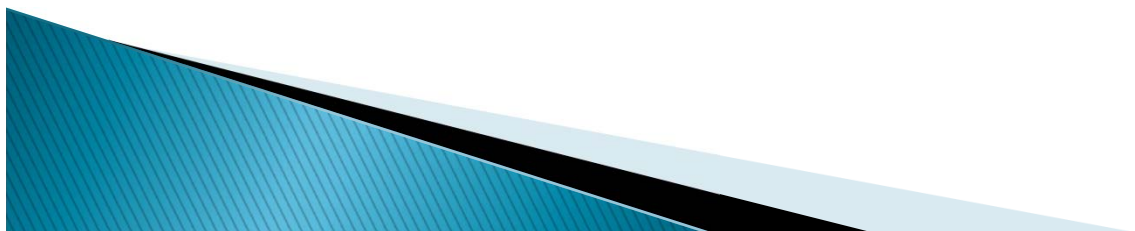
Instructional Method

CLAS

Classroom

Learning Objectives

This is the SSASYLB Learning Objective



# SSATEXT – Section Comment

## Key Block fields

- Term
- CRN

## Section Long Text

Enter comments  
here that should  
appear in the Self  
Service Banner  
Class Schedule.

Note: Please  
remember that  
all comments  
now roll in  
Banner.

X

Section Comment SSATEXT 9.3 (DEVL)

ADD

RETRIEVE

RELATED

TOOLS

Start Over

Term: 201703 CRN: 26037 Subject: ENG Course: 0701 Title: Intro to Acad Discourse

SECTION TEXT

Insert Delete Copy Filter

Section Text \*

1 of 1 10 Per Page Record 1 of 1





SECTION LONG TEXT

Insert Delete Copy Filter





Section Long Text

USE this block only.

SECTION TEXT

 Insert  Delete  Copy  Filter





Section Text \*

  1 of 1  


10 Per Page

Record 1 of 1

SECTION LONG TEXT

 Insert  Delete  Copy  Filter

Section Long Text





# SSAXLST – Schedule Cross List Definition

## Key Block fields

- Term
- Cross List  
Group ID

## SSAXLSQ

1. Can query  
a Cross List  
code for a  
particular  
term
2. Can query  
to see if  
this code is  
already  
being used  
for a term

X
Schedule Cross List Definition SSAXLST 9.3 (DEVL)
ADD
RETRIEVE
RELATED
TOOLS

Term: 201703 Cross List Group Identifier: AA
Start Over

CROSS LIST ENROLLMENT
Insert
Delete
Copy
Filter

Maximum Enrollment: 30
Actual Enrollment: 0
Seats Available: 30

CROSS LIST SECTION
Insert
Delete
Copy
Filter

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enroll
29595		GSWS	2000	001	1	MN	3.000				20	
6671		LGBT	2400	001	1	MN	3.000				10	

1 of 1
20 Per Page
Record 1 of 2



Term: 201703 Cross List Group Identifier: AA

Start Over

▼ CROSS LIST ENROLLMENT

+ Insert - Delete Copy Filter

Maximum  
Enrollment:

30

Actual Enrollment:

0

Seats Available:

30

▼ CROSS LIST SECTION

+ Insert - Delete Copy Filter

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enroll
29595		GSWS	2000	001	1	MN	3.000				20	
6671		LGBT	2400	001	1	MN	3.000				10	

1 of 1

20

Per Page

Record 1 of 2







# SSABLCK – Block Schedule Control

Use this form







1. To View blocks in a term.
2. Add CRNs to a block established on STVBLCK.

X Block Schedule Control SSABLCK 9.3 (DEVL)





 ADD
  RETRIEVE
  RELATED
  TOOLS

Start Over

Term: 201703 Block: DN1 Dentistry First Year

▼ BLOCK SCHEDULE CONTROL														 Insert	 Delete	 Copy	 Filter
CRN	Multiple Block	Subject *	Course Number	Section	Status	Part of Term	Credit Hours	Billing Hours	Grade Mode	Special Approval	Campus Code						
<span style="border: 1px solid blue; padding: 2px;">2206</span> ...		DENT	D203	001	O	DPA	2.000	2.000			HSC						
22447		DENT	D139	0	O	DPA	1.000	1.000	S		HSC						
3263		DENT	D202	001	O	DPA	6.000	6.000			HSC						
3264		DENT	D263	001	O	DPA	4.000	4.000			HSC						
3265		DENT	D273	001	O	DPA	1.000	1.000			HSC						
407		DENT	D262	001	O	DPA	4.000	4.000			HSC						

<
>



1 of 1
 



10

 Per Page
 
Record 1 of 6

Credit
Billing

Total Hours

18.000

18.000

Term: 201703   Block: DN1   Dentistry First Year

Start Over

▼ BLOCK SCHEDULE CONTROL

🔍

+

Insert

✖

Delete

📄

Copy

🔍

Filter

CRN	Multiple Block	Subject *	Course Number	Section	Status	Part of Term	Credit Hours	Billing Hours	Grade Mode	Special Approval	Campus Code	L
<div>2206</div>	<div>...</div>	DENT	D203	001	O	DPA	2.000	2.000			HSC	
22447		DENT	D139	0	O	DPA	1.000	1.000	S		HSC	
3263		DENT	D202	001	O	DPA	6.000	6.000			HSC	
3264		DENT	D263	001	O	DPA	4.000	4.000			HSC	
3265		DENT	D273	001	O	DPA	1.000	1.000			HSC	
407		DENT	D262	001	O	DPA	4.000	4.000			HSC	

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⏪

1 of 1

⏩

⏭

10

▼

Per Page

Record 1 of 6

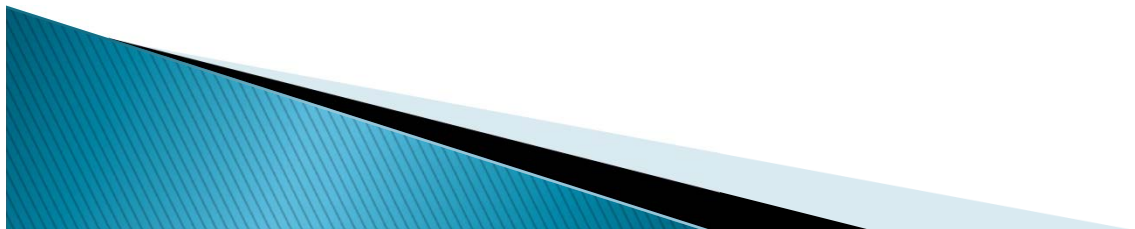
Credit

Billing

Total Hours

18.000

18.000



# Banner Scheduling Query Forms

- ▶ **SSASECQ – Schedule Section Query**
  - displays all sections currently in the term
  - data can be entered to narrow the search
- ▶ **SSIRESV – Reserved Seat Inquiry**
  - displays reserved seats rules for a term and CRN combination
- ▶ **SSAMATX – Building/Room Schedule**
  - displays information about buildings and rooms scheduled for events, functions, and courses
- ▶ **SIAASGQ – Faculty Schedule Query**
  - displays a faculty member's instructional schedule.



# Query Forms – cont.

## ▶ SSAXLSQ – Schedule Cross List Query

- displays all of the sections associated with the cross list group identifier on the system
- Use Count Query Hits from Cross List field to access SSAXMTI

## ▶ SSAXMTI – Cross List Meeting Time/Instructor Query

- displays the meeting time and instructor information associated with a cross-listed group of courses

## ▶ SSABLKQ – Block Schedule Query

- displays all block schedule codes created for a term
- displays of block schedule codes for a specific CRN

## ▶ SSABSCQ – Block Schedule Section Query

- displays all sections created for a block schedule code for a term
- sections are assigned to block schedule codes via SSABLCK



# References

- ▶ Banner Student User Guide 9
- ▶ Temple University Class Schedule Training Workbook
- ▶ Creating Your Course Schedule

