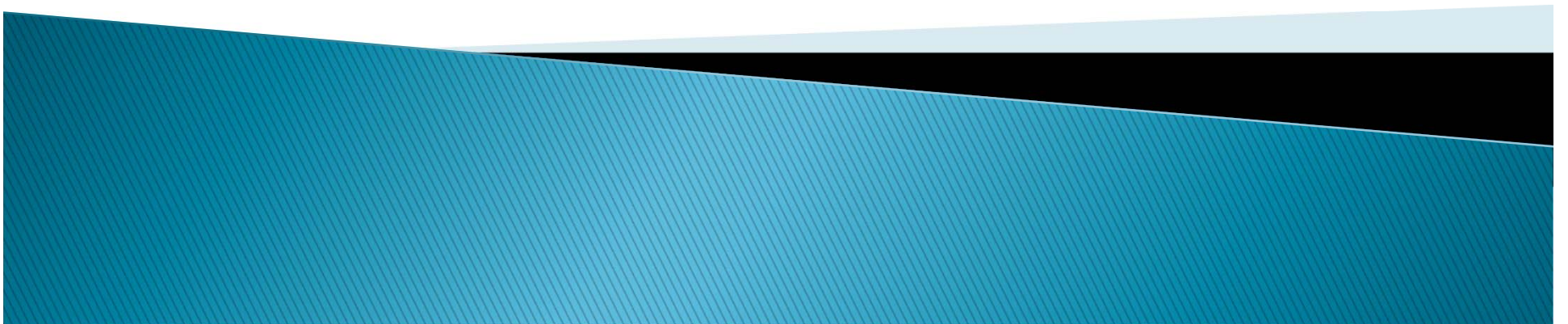# Creating Your Class Schedule in Banner

May 16, 2017

Learning Objectives for Department Schedulers

▸ You will learn how to open sections by adding required data –
  ◦ Subject
  ◦ Course Number
  ◦ Section Number
  ◦ Campus
  ◦ Status
  ◦ Schedule Type
  ◦ Instructional Method
  ◦ Integration Partner
  ◦ Session
  ◦ Part of Term/Term dates

Learning Objectives for Department Schedulers

▶ You will learn how to enter other basic information like

- Enrollment maximums

- Reserved seats – optional

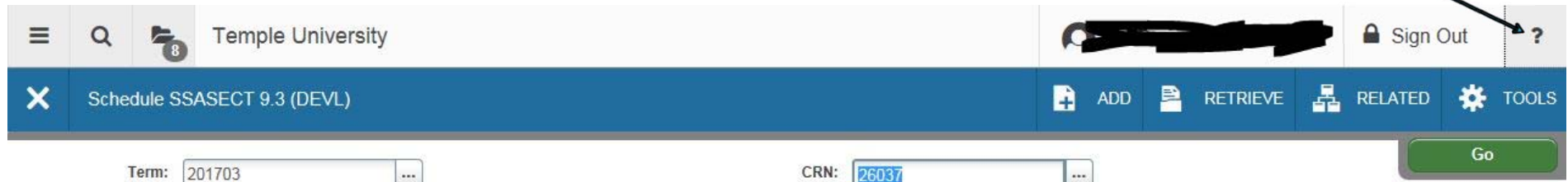- Meeting times

- Instructors

- Locations through R25

Learning Objectives for Department Schedulers

▸ Completing other scheduling forms

- Section comments (SSATEXT)

- Syllabus data (SSASYLB)
  - Section Long Title
  - Learning Objectives
  - Required Materials
  - Technical Requirements

- Registration restrictions (SSARRES)

- Cross listing codes (SSAXLST)
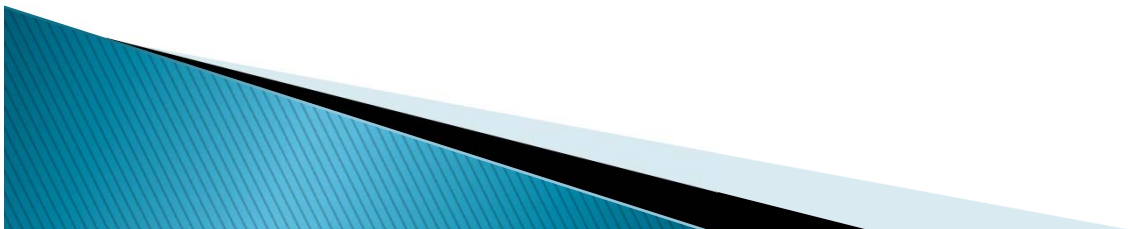
- Blocks (SSABLCK)

Navigation Hints

- Place cursor on an icon to view the function.

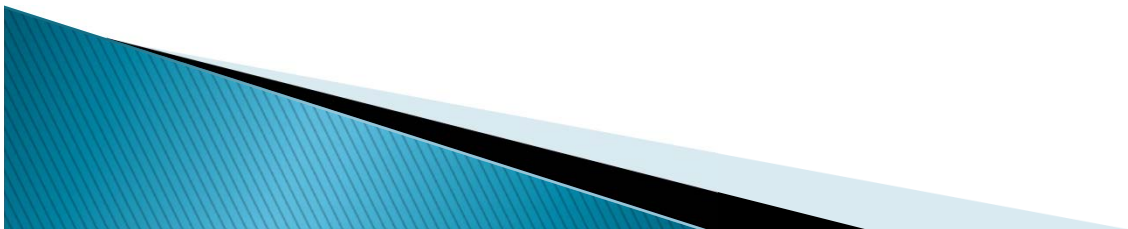- Click on "?" for the form's Online Help.

More Navigation Hints

- "Next Section"
  - Icon (bottom left) –
  - Keystroke – ALT + Page Down

- "Save"
  - Icon (bottom right) – SAVE
  - Keystroke – F10

- "Rollback"
  - Icon (top right) – Start Over
  - Keystroke – F5

More Navigation Hints

- "Insert Record"
  - Icon – Insert
  - Keystroke – F6

- "Delete Record"
  - Icon – Delete
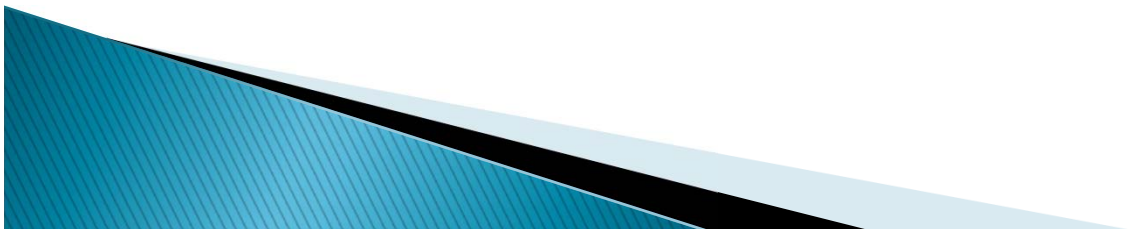 - Keystroke – Shift+F6

Schedule Form – SSASECT

Creating a Section on SSASECT

- Open a section from ROLL status

- ADD a new section

Enter Required Fields

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

Enter Additional Data

The following fields are needed to complete the scheduling task.

- **Session** (Check accuracy after Meeting Time has been entered.)
- **Maximum seats**
  - Reserved seats are an option
- **Days & Times**
- **Instructors**
- **Locations through R25**

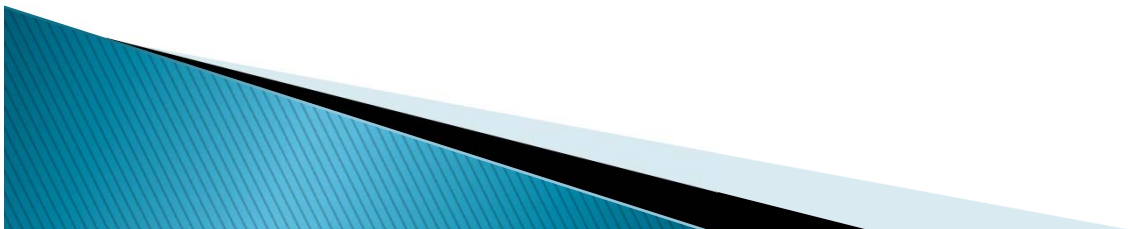*Note: Instructors cannot be entered until Days & Times, including ARR, have been established.*

Faculty Assignment – SIAASGN

Faculty Assignment

▶ Enter the section assignments in the CRN field as needed in the areas below the Instructor's ID and Name.

This is a convenient form to use when the instructors have not been identified at the time sections are being created.

Section Comments – SSATEXT

Use this box for comment!

Enter Section Comments

- Enter comments in the Section Long Text box ONLY.

- These comments appear in the SSB Class Schedule.

Note: Comments that apply to all sections of a course must be entered on each section's SSATEXT form. *There are no Course level comments in Banner.*

Section Syllabus – SSASYLB

Enter Section Long Title & Syllabus Information

▸ **Section Long Title, Learning Objectives, Required Materials, Technical Requirements**
  ◦ Can be copied from Course Syllabus form – SCASYLB
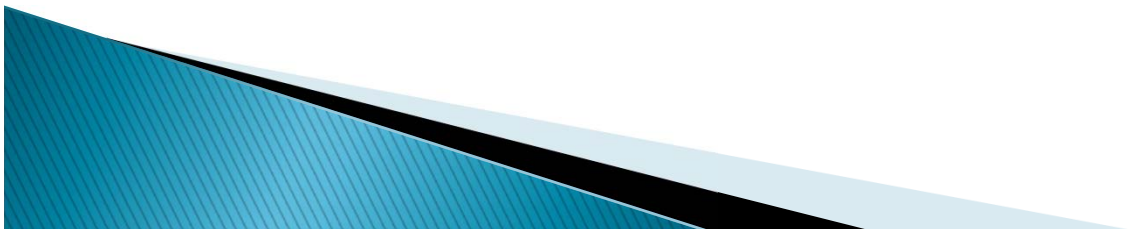 ◦ Can be entered directly at the section level
  ◦ Appear in SSB Class Schedule

  Long Title entered on SSASYLB appears on transcript when grades roll.

Schedule Cross-List – SSAXLST

| ✕ | 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 |

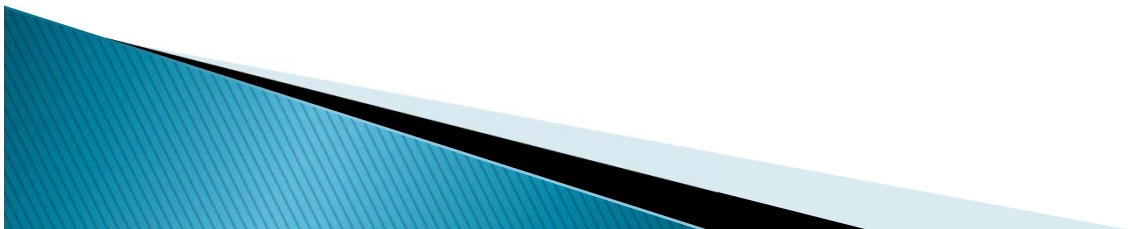**▼ CROSS LIST SECTION**   ➕ Insert ➖ Delete 📋 Copy ⚙ Filter

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

Establishing Cross-List Codes

- The University Scheduling office will assign cross-list codes to each school & college.

- Term codes and enrollment maximums must be defined here.
  - CRNs can be added to the established codes on this form or directly on each cross-listed section's SSASECT form.

Schedule Restrictions – SSARRES

Include/Exclude Parameters for Registration Restrictions

▶ Department (FOAPAL number)
▶ Field of Study
  ◦ All types, or
  ◦ Select Concentration, Major or Minor)

▶ Class
▶ Level

▶ Degree
▶ Program (College/Major/Degree)

Include/Exclude Parameters for Registration Restrictions

- **Campus** (linked to student's program)
- **College**

- **Student Attribute** (Special Designation)
- **Cohort**

Block Schedule – SSABLCK

Finding Active Blocks in a Term

Block Schedule

- SSABLCK
  - View blocks in a term by Block code
  - Add CRNs to a Block code established in STVBLCK by the University Scheduler

- SSABLKQ (query only)
  - View assigned block codes in a term, OR
  - View block codes for a specific CRN

Other 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.

More Query forms

- **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

- **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
- Job Aids
  - Navigation Guide
  - STVMEET table of "on matrix" days and times
  - Instructions for Matrix Exception Workflow
  - Creating your Class Schedule – "How to" Guide